VIRGINIA WORKERS' COMPENSATION COMMISSION





Welcome to the Virginia Workers' Compensation Commission's WebFile application.

The Commission created WebFile to provide its partners in the legal community with self-service capabilities to view and manage case files and documents online.

This WebFile Guide for Attorneys contains all the information and instructions needed to take full advantage of the case-management functions in this web-based tool.

While the guide may be printed, it is recommended that the guide be utilized electronically due to updates and revisions.

Questions regarding WebFile processes should be directed to the Commission at 1-877-664-2566 or webfile.support@workcomp.virginia.gov.

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WebFile SECURITY

The WebFile system uses a variety of security protocols to help ensure that case records remain confidential. A key component of this structure (which governs access rights) is username and password.

USERNAME

All WebFile users will have individual usernames. The username cannot be changed after the registration and activation process is complete.

PASSWORDS

All users are required to use a password along with the username. The initial password will be set up by the Commission. The user will then set up a new password at the time of registration.

Password Criteria

- ✓ Must be at least 8 characters in length.
- ✓ Must have at least one number.
- ✓ Must have at least one letter.
- ✓ Must contain one special character (i.e., @, #).
- ✓ Must not have been used within the previous 12 months.

TIMEOUT FEATURE

The system has been set up with a 45-minute timeout feature. If there is no activity within 45 minutes, the user will receive a message notifying them that they need to log back in to WebFile.



IMPORTANT

Entering data is still viewed by the system as being idle – users who take longer than 45 minutes to submit data or to conduct other transactions will be automatically logged off of the system, and all information not saved or submitted will be lost.

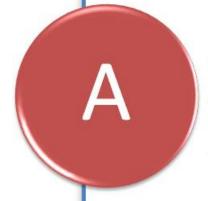
The WebFile system is set up with two levels of permissions.

Site Administrator



- ✓ Primary point-of-contact between the Commission and his or her own organization
- ✓ Activate profiles
- Manage all access requests from within own organization, and agree not to grant access to nonemployees
- ✓ Add to, deactivate and modify the firm's user list.
- ✓ Manage password resets
- ✓ Communicate with the Commission to ensure current WebFile access matches approvals granted by Site Administrator
- ✓ Use the Commission's dedicated email channel, webfile.support@workcomp.virginia.gov, as the means to send questions and comments related to WebFile

Attorney User



- Access, view, and in some cases, modify Workers' Compensation Claim records
- ✓ Has submitted contact information, including Bar Number and FEIN (Federal Employer Identification Number) to the Commission
- Can note representation to at least one party on the claim

DELEGATION OF AUTHORITY



IMPORTANT

Attorneys may share their passwords with legal secretaries (or other staff members) according to the Commission's policy, which is based upon the Eastern District's Policy on Access Delegation.

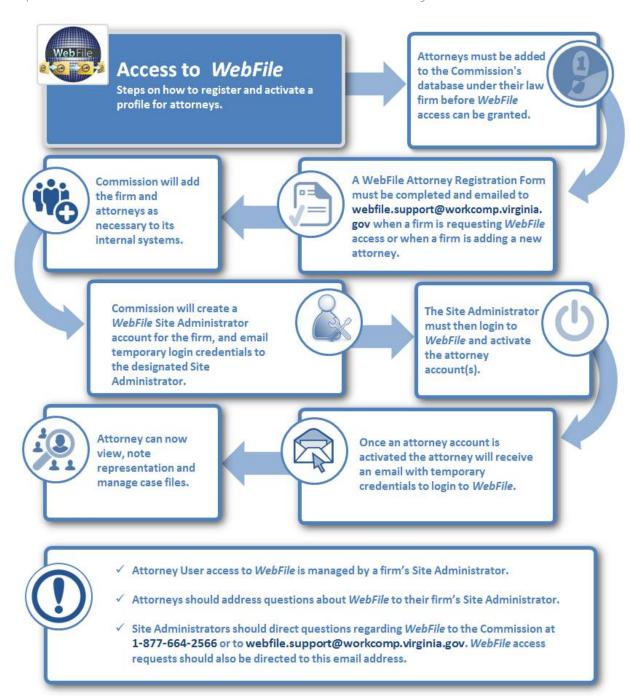
Delegation of Authority to Use Login and Password Attorneys may allow a secretary, paralegal, or other person in their office to use their login and password to file documents on their behalf.

However, attorneys should remember that

- their login and password constitute their signature, regardless of whether they personally use the login and password or delegate that authority to someone else.
- they are responsible for safeguarding and protecting their login and password at all times.

ACCESS AND REGISTRATION OVERVIEW

Below is a brief overview of the WebFile registration process. Please note that it requires action from a firm's Site Administrator and Attorney.



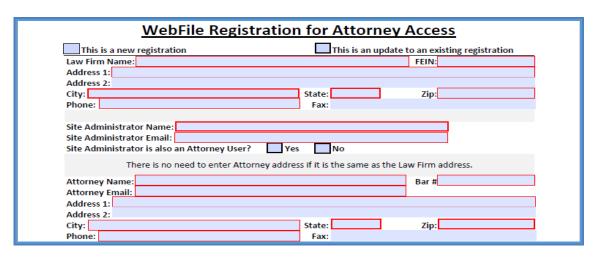
SA REQUEST ACCESS

The Commission maintains a database of lawyers who represent parties to workers' compensation claims in Virginia. The <u>WebFile Attorney Registration Form</u> must be completed to ensure that all attorneys from a firm who may need WebFile access are added to and maintained in the Commission's database.

REGISTRATION FORM

This form is located on the Virginia Workers' Compensation Commission website:

http://www.workcomp.virginia.gov/sites/default/files/forms/WebFile-Attorney-Registration.pdf



- ✓ Make sure that the form is filled out entirely.
- ✓ Information that is omitted will stall the registration process.
- ✓ A FEIN (Federal Employer Identification Number) is mandatory.

Submit the form to the below email address:

WebFile.Support@workcomp.virginia.gov



CHECK E-MAIL

When a law firm requests WebFile access, the Commission will create a Site Administrator account for the firm. The Site Administrator will receive temporary login credentials via email and then may log in to register their account with the Commission. Once registered, the Site Administrator must activate the firm's attorney accounts within WebFile.



This section covers the procedures Site Administrators will use to activate an Attorney User in WebFile. The Site Administrator must complete steps 1 - 8 and the Attorney User will need to complete steps 9 - 19.



- ✓ Site Administrator has completed the registration process and has been set up by the Commission.
- The prospective Attorney User's information has already been submitted and is housed in the Commission's master database.



- 1. Go to the WebFile site at: https://webfile.workcomp.virginia.gov.
- 2. Click "Login" located in the upper right corner of the screen.



3. Enter Username and Password



4. Click the dropdown arrow to the right of "My WebFile Tools" and select "User Administration" from the drop down menu.



5. Click "New" to add a user.



6. Click the Attorney Lookup (the dropdown menu will display all users associated with the law firm) and then select a name.*



*If you are both the Site Administrator and an Attorney User (e.g., you are a sole proprietor), select your own record from the list of available attorneys.

- 7. Enter the Attorney User's email address in the "Login" section.
- 8. Click the "Save" button.



9. An email with the Attorney User's temporary password will be generated and sent to the attorney email address.



IMPORTANT

Temporary password emails may show up in a spam/junk folder. Email security settings and contact lists may need to be adjusted to allow future emails. Please consult your Internet Service Provider (ISP) with any questions pertaining to these settings.



At this point the Site Administrator's involvement in this process is complete. The Attorney User will need to complete the remaining steps.

10. New Attorney User will need to access the WebFile website at:

https://webfile.workcomp.virginia.gov/

11. Click the "Login" link.



12. Enter Username and temporary password received from:

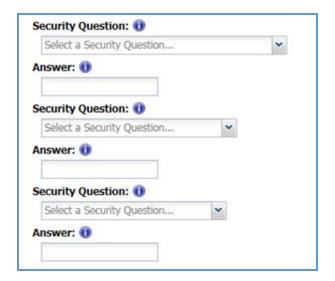
webfile.support@workcomp.virginia.gov

The symbol indicates a required field.

- 13. Create a Username.
- 14. Create a new password and confirm.



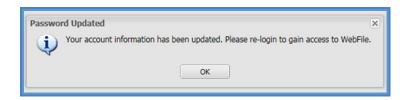
15. Select and answer three security questions. These questions will assist you in case you are ever locked out of the system or forget your password. Answers are case sensitive.



- 16. Review the Terms and Conditions by clicking on the "Terms and Conditions" link in the bottom left hand corner.
- 17. After reviewing, check the box to accept the Terms and Conditions.
- 18. Click "Save" to complete your registration.



- 19. Confirmation message verifying your successful registration is displayed.
- 20. Click the "OK" button.



21. Log back in to WebFile with the new Username and permanent password.



ACCESS AN EXISTING ATTORNEY USER PROFILE

This section covers the procedure for searching for an existing Attorney User in your law firm's user list. This is a useful way to audit who has access, and modify an existing user's profile or reset a password.



- Set up as a Site Administrator by the Commission.
- Finished Registration process.
- Created an Attorney User profile.



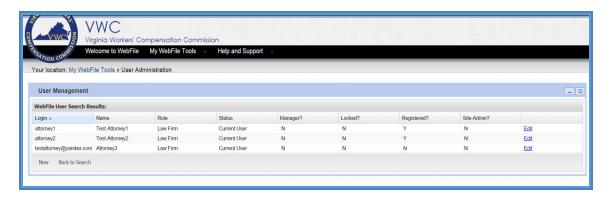
- Log in to WebFile. 1.
- Click the dropdown arrow to the right of "My WebFile Tools" and select "User 2. Administration" from the dropdown menu.



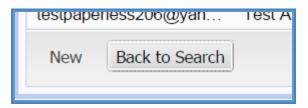
3. Enter either a Username or a Last Name. 4. Click on the "Search" button.



Results of search will be displayed.



5. Click the "Back to Search" button if changes to existing search are needed.





Selecting "View All" from the search screen provides a view of all Attorney Users within your organization. You can use this to see the status of current users, such as whether or not they have registered and if their account has been locked. This should be your first step to determine if a user's account has been locked.



DEACTIVATE ATTORNEY USER ACCESS

This section covers the procedures for deactivating access for an Attorney User in WebFile.



IMPORTANT

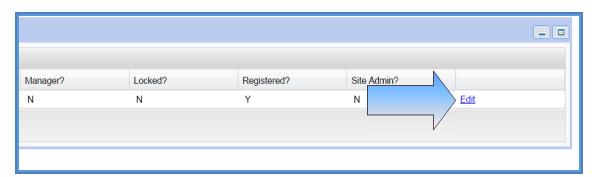
- An Attorney User should be deactivated if the user is no longer eligible to view claims or is no longer employed by (or associated with) the firm. If a user violates the Terms and Conditions, the Commission has the right to deactivate their access.
- Removing an Attorney from a profile does not remove them from a case, it just blocks WebFile access. You will need to file a Motion to Substitute Counsel or Withdraw as appropriate. You may file a Motion to Substitute through WebFile.



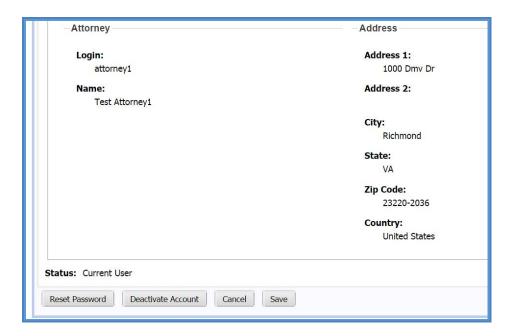
- Set up as a Site Administrator by the Commission.
- Finished Registration process.
- Created an Attorney User profile.



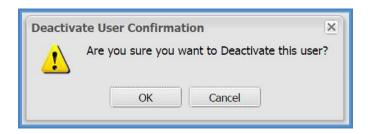
- Access user's profile.
- 2. Navigate to the right side of the screen and click the "Edit" link.



3. Scroll down and click the "Deactivate Account" button.



4. Confirm the deactivation by clicking the "OK" button.



A confirmation message will be displayed.



Profiles deleted in error can be recreated by completing the registration process.

A PASSWORD RESET

This section covers how to reset a password. There are two methods that can be used in WebFile. One is to reset a forgotten password and the other is to elect a password reset.



Remember the WebFile Password Criteria:

- ✓ Must be at least 8 characters in length.
- ✓ Must have at least one number.
- ✓ Must have at least one letter.
- ✓ Must contain one special character (i.e., @, #).
- ✓ Must not have been used within the previous 12 months.

RESEL A FORGOLLEN PASSWORD



When the log in screen displays, you have the option to request a new password yourself.

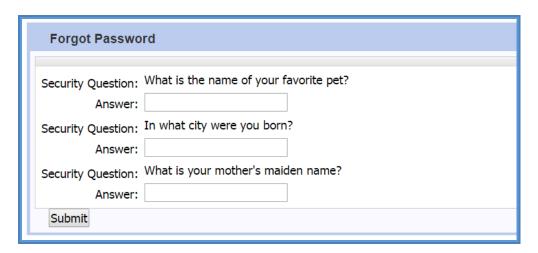
1. Click on the "Forgot Password" link.



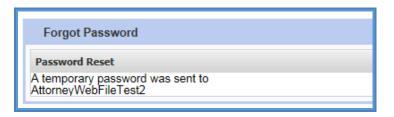
2. Enter a username and click the "Submit" button.

Forgot Password
Forgot Password Enter your username to display your security questions
Username:
Submit

3. Answer the three security questions from initial registration and click the "Submit" button. Answers are case sensitive.



4. A confirmation message will appear and an email will be sent.



- 5. Retrieve the email from noreply@workcomp.virginia.gov containing the new, temporary password. This temporary password will expire after five (5) days. Email could be in a Junk/Spam folder.
- 6. After logging in with Username and new/temporary password, you will be required to re-register.

If you cannot remember the answers to your security questions, contact the Commission at 1-877-664-2566 or webfile.support@workcomp.virginia.gov.

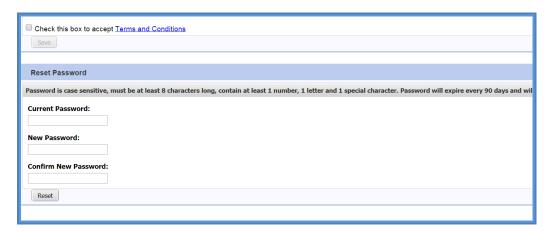
FLECT TO RESET A PASSWORD



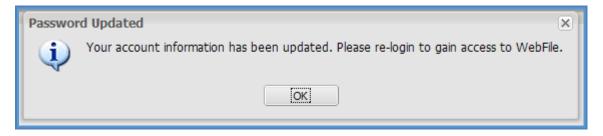
1. From the main WebFile menu, click on "Manage Profile".



- 2. Scroll down to the Reset Password section.
- 3. Enter current password and new password as prompted.
- 4. Click the "Reset" button.



5. Click "OK" to return to the main WebFile page.



6. Log in with the new password.

A EMAIL ADDRESS CHANGE

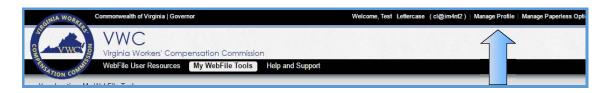
This section covers how to change an email address after a profile has been created.



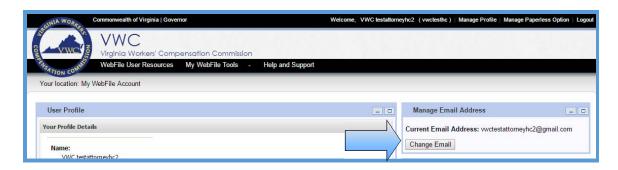
- ✓ Email address can only be changed if attorney remains associated with the current firm.
- ✓ Attorneys moving to a new firm must notify the Clerk's Office and indicate if cases will be moved to the new firm.
- ✓ Attorneys moving to a new firm will need to request a new WebFile profile.



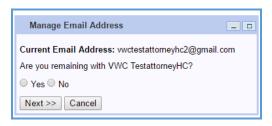
1. Click on the "Manage Profile" link.



2. Click the "Change Email" button.



- 3. Confirm if remaining with the current firm.
- 4. Click the "Next" button.

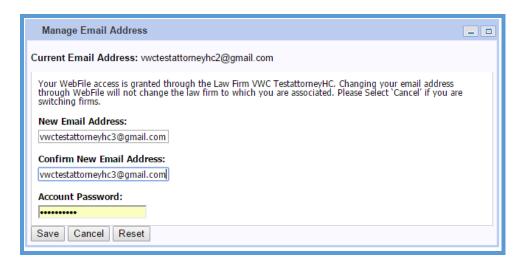




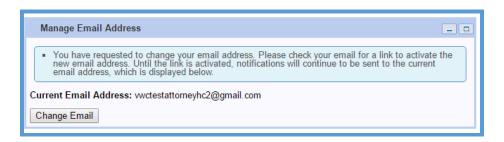
IMPORTANT

If "Yes" is selected, proceed to Step 5.
If "No" is selected, please contact the Clerk's Office at 804-205-3569.

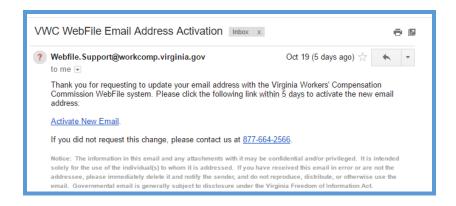
- 5. Enter and confirm the new email address.
- 6. Enter the current profile password.
- 7. Click the "Save" button.



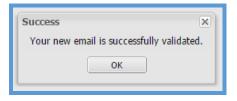
8. A confirmation message will appear and will provide instructions to complete the email change.



- 9. Log in to the inbox of the new email address.
- 10. Open the email from webfile.support@workcomp.virginia.gov with a subject of "VWC WebFile Email Address Activation."
- 11. Click the "Activate New Email" link.



12. Access WebFile and verify that the email address has changed.



If you have any questions, contact the Commission at 1-877-664-2566 or webfile.support@workcomp.virginia.gov.

A NOTE REPRESENTATION

This section covers the procedure for gaining access to a claim record by first noting representation through WebFile.



- ✓ A claim record already exists in WebFile.
- ✓ The Attorney User knows the Jurisdiction Claim Number (JCN) and Injury Date.



IMPORTANT

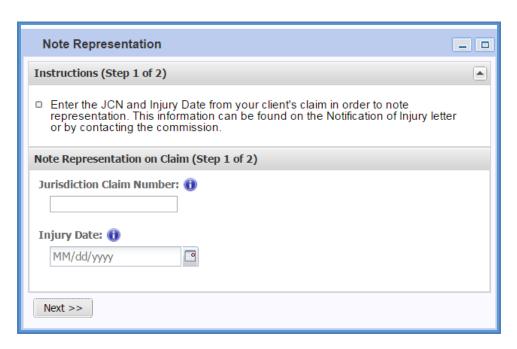
Attorney Users cannot access a claim record until they have noted representation of one or more of the parties.



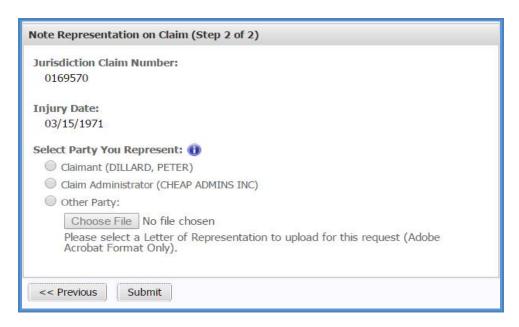
- Log in to WebFile.
- 2. Navigate to the "Note Representation" section. It is located in the lower right side of the opening screen.



- 3. Enter the Jurisdiction Claim Number (JCN) and the Injury Date.
- 4. Click the "Next" button.



5. Select Claimant, Claim Administrator, or Other Party, and click the "Submit" button.



Please consider the table below when selecting representation.

Party Representing		Documentation	Access	
Claimant	Injured Worker	None	Immediate Access	
Claim Administrator*	Both Employer and Insurer "Defense"	None	Immediate Access	
Other	Medical Provider or Employer or Insurer	Letter of Representation	2-3 Business Days	

*If representing the "Defense", a FROI must be filed with the Commission. If a FROI is not on file, "Other" must be selected and a letter of representation must be uploaded.

6. Once the transaction is complete, a success message will appear and the JCN will appear in the top panel entitled My Represented Claims. Represented Claims will also appear once the Clerk's Office completes noting representation process if "Other" is selected.

Note Representation on Claim (Step 1 of 2)

You were successfully associated with the selected claim. If you submitted a Letter of Representation for one of the non-Claimant/Claim Administrator parties you will have to wait several days for verification before having access to the claim records. Otherwise please use the Represented Claims portlet to find your newly associated claim.



IMPORTANT

You must copy your opponent on the letter noting your representation, as well as on any other notice or document that you would normally send today.

If your opponent is a **WebFile** user, they will receive an electronic notification and can view this transaction.

WebFile Attorney Users have the option of "opting out" of paper. This is discussed in greater detail on page 44.



QUICK TIP

Attorney Users can have access to files even though a colleague is the Primary Attorney. This way, one can help "cover" for attorneys on vacation or with hearing conflicts.

If you wish to be noted as the Primary Attorney, you may do so when first noting your Representation; otherwise, you may contact the Deputy Commissioner's office handling the case to make this request.



SEARCH AND VIEW CASE RECORD

This section covers the process attorneys use to search for and view case records in WebFile.



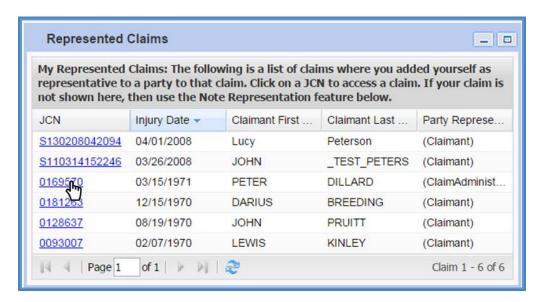
✓ Attorney has access to WebFile and has noted representation.



- Log in to WebFile.
- 2. Navigate to the "Represented Claims" section. It is located in the upper right side of the opening screen.



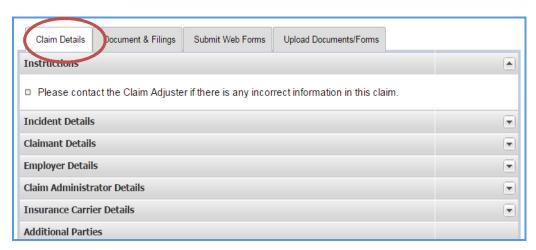
3. Click on the JCN to view specifics of the record you wish to see; this will take you to the "Claim Summary" section.



4. Review the information available.



5. The "Claim Details" tab is the default view and is pre-selected.



- 6. The Claim Details can be viewed by expanding desired sections.
 - > Pressing the button will display the information for the corresponding section.
 - > Pressing the button will hide the information for the corresponding section.



QUICK TIP

The chart below lists information available to Attorney Users within the "Claim Details" tab.

Claim Details Tab

Incident Details	Provides general information regarding the reported incident such as dates,		
incident betails	description and location.		
Claimant Details	Provides general personal and contact information on the Claimant. There is a		
	separate section that identifies Attorney contact information.		
Employer Details	Provides general information about the Employer of the Claimant. There is a		
	separate section that identifies Attorney contact information.*		
Claim Administrator Details	Provides general information about the company in the Claim Administrator		
	role. There is a separate section that identifies Attorney contact information.		
Insurance Carrier Details	Provides general information about the Insurance Carrier. There is a separate		
	section with designated contact information. There is also a section that		
	identifies Attorney contact information .*		
Additional Parties	Can be used to indicate medical provider involvement as well as next of kin		
	information should the incident be fatal. Use of the Uninsured Employer's		
	Fund can also be noted in this section.		

^{*} Attorneys that represent both the Employer and Insurance Carrier will be listed under the "Claim Administrator" section.



A VIEW ELECTRONIC NOTIFICATIONS

This section covers the steps for viewing the summary of electronic notifications.



IMPORTANT

WebFile's electronic notifications do NOT satisfy the requirement to copy opponents. Attorneys must still copy opponents using existing methods and processes.

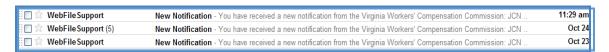


- Attorney is a registered user.
- Attorney is already associated with a claim.
- Transactions exist which have generated relevant notifications.
- Only active WebFile users will receive electronic notifications.



View email announcing electronic notification.

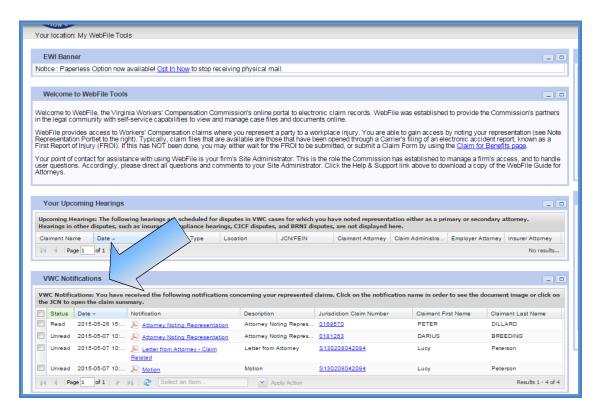
Email Inbox View



Individual Email View



- 2. Log in to WebFile.
- Navigate down the lower left side of the home screen to the "VWC Notifications" section.



- 4. Review the list of notifications.
 - Click on the PDF link in the "Notification" column to view a document.
 - Click the link in the "Jurisdiction Claim Number" column to view the claim associated with the notification.



CHANGE A NOTIFICATION STATUS

Once a notification is viewed, the system automatically changes it to "Read" status. The status can be changed to "Unread" or "Archive" at any time.

1. Select the check boxes next to each notification. Select a new status at the bottom of the "VWC Notification" section.



2. Click the "Apply to Selected" button to execute the desired transaction.





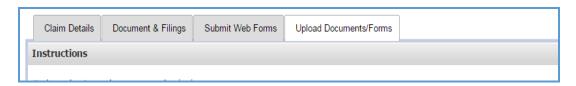
QUICK TIP

As the list of notifications grows over time, users are encouraged to use the Archived folder option. Click the item you wish to Archive, and select "Archive Item" in the drop down menu.

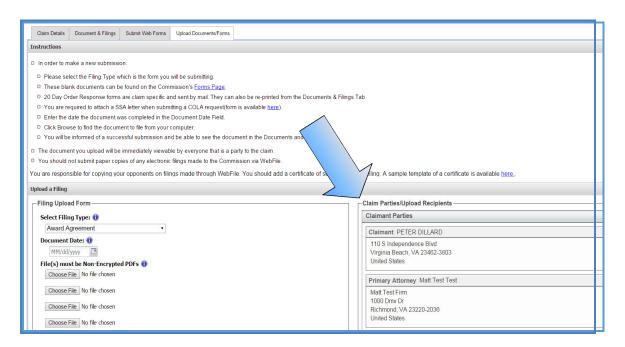
DETERMINE NOTIFICATION STATUS

To determine the "Notifications Status" of a party on the claim:

- 1. Log in to WebFile.
- 2. Click on the desired JCN in the "Represented Claims" section.
- 3. Select either the "Upload Documents/Forms" or the "Submit Web Forms" tab.



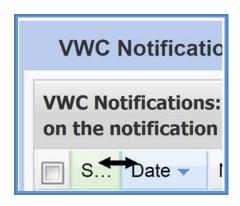
4. Review the "Claim Parties/Upload Recipients" portlet. This lists all parties involved with the claim.



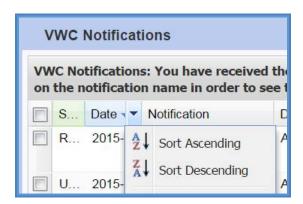
VIEW CUSTOMIZATION

Here are some options that may make it easier to view notifications.

- A. Column Width: In order to view more or less information in a column, the width can be adjusted.
 - 1. Place the cursor between two columns and look for a double arrow.

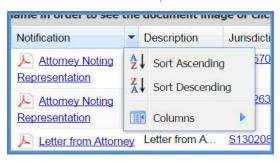


- > Click and drag to the right to make the column larger.
- > Click and drag to the left to make the column smaller.
- B. Sorting: Most columns can be sorted either in ascending or descending order.
 - 1. Hover over the column that needs to be changed.
 - 2. Click on the black drop down arrow. Select and click the desired sort.

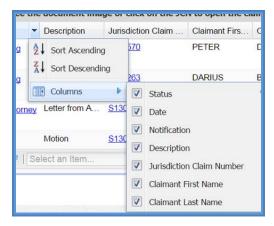


- C. Hiding Columns: All columns can be hidden should it be necessary. This can assist in creating a less cluttered notification section.
 - 1. Hover over the column that is to be hidden.

2. Click on the black drop down arrow.

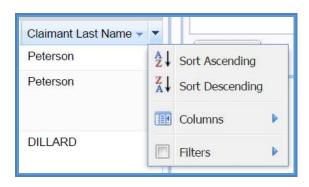


3. Hover over the "Columns" option and uncheck the box(es) of the column(s) that need to be hidden.



To restore the column, repeat the steps above except check the box.

- D. Filters: A few columns can be filtered to display certain notifications based upon user preference. For example, filters can be applied to the "Status" column to only display "Read" items. Filtering can also be used as a name or JCN search for a Claimant.
 - 1. Hover over the column that is to be filtered.
 - 2. Click on the black drop down arrow.
 - 3. Hover over the "Filters" option and navigate over the blue arrow.



4. Type in a name and notification section will bring forward the results.



The column heading that was filtered will turn green.

To unselect the filter, repeat the steps above and uncheck the "Filters" box.



QUICK TIP

The chart below provides a general description of the columns in the VWC Notifications section.

VWC Notifications

Column Heading	Explanation	Sort	Columns	Filters
Status	Provides status on the notification. Can be marked "Read", "Unread" or "Archived.	No	Yes	Yes
Date	Date notification was sent and date a claim was updated.		Yes	No
Notification	Type of document related to a claim.	Yes	Yes	No
Description	Type of action that occurred on a claim.		Yes	No
Jurisdiction Claim Number	The claim number associated with an incident for an individual.	Yes	Yes	Yes*
Claimant First Name Claimant Last Name	The name of Claimant displayed in two sortable columns.	Yes	Yes	Yes*

^{*} Filter allows user to type a name or claim number.

A UPLOAD DOCUMENTS AND FORMS

This section covers the steps for uploading PDF documents to a case record. WebFile can only accept documents in PDF format.



IMPORTANT

WebFile will send electronic notifications to all parties to the claim indicating that a document has been uploaded. Users may then log in and review the filing. Filers are still obligated to send paper copies to opponents. Continue to send sealed documents to the Commission on paper, since uploaded documents are immediately viewable by all approved users.

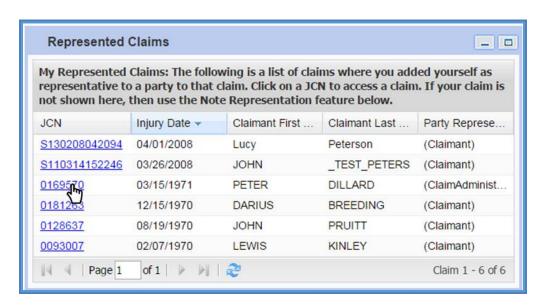


- Attorney is a registered user.
- Attorney is associated with a claim.
- Document to be uploaded is in PDF format. ✓
- PDF cannot be larger than 3 MB.



- 1. Log in to WebFile.
- 2. Navigate to the "Represented Claims" section.

3. Click on the desired JCN.

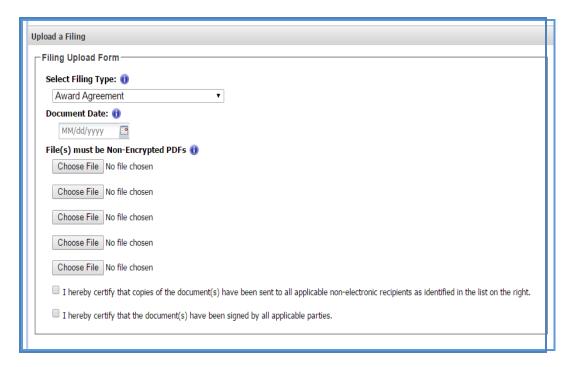


4. Select the "Upload Documents/Forms" tab.

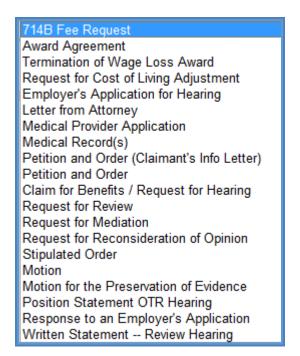


5. Review the "Instructions" section.

6. Navigate to the "Upload a Filing" section which is located in the lower left side of the "Claim Summary" screen. Note: There are three required areas to be completed.



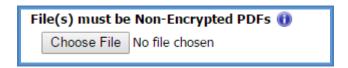
7. Select the Filing Type that is being uploaded.



8. Under "Document Date", type or select the correct date.



9. Click the "Choose File" button to locate the document. There is a 3 MB limit per PDF document.



- 10. Create and upload a "Certificate of Service" letter. A template can be found in the Appendix.
- 11. Check box to signify the document has been sent to all parties.
- 12. Check box to certify signatures.
- 13. Click the "Upload" button.



14. Confirm a successful upload by reviewing the "Documents and Filings" tab.

When a document is uploaded in error, please reach out to one of the following:

- > On Docket Contact the Deputy Commissioner's Office
- > Not on Docket Contact the Clerk's Office
- > Other Contact the Customer Contact Center

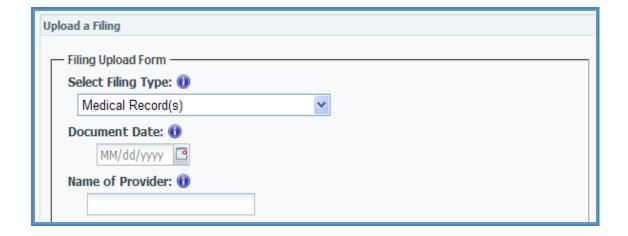
MEDICAL RECORDS

There are a few items to consider when uploading Medical Records into WebFile.

If uploading Medical Records, enter the latest Date of Service under "Document Date" if the records cover more than one date.

WebFile automatically indicates today's date under the "Date Filed" column viewable from the "Documents & Filings" tab once the record is uploaded.

The "Name of Provider" field allows for free-form text, up to 50 characters, which can be used for clarifying descriptions. Example: "Dr. Wilson Medical Records, March 1 - March 10, 2015."





A SUBMIT WEB FORMS

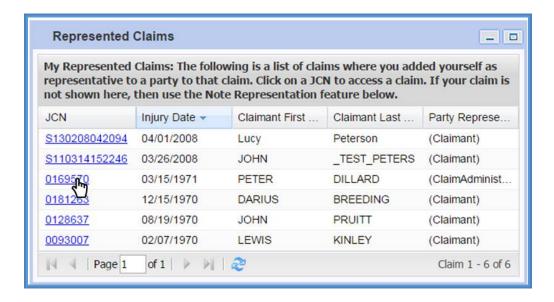
This section covers the process for submitting a new filing via a Web Form. This filing creates and posts a new PDF document to the record.



- Attorney is a registered user.
- Attorney is associated with a claim.



- 1. Log in to WebFile.
- 2. Navigate to the "Represented Claims" section.
- 3 Click on the desired JCN.



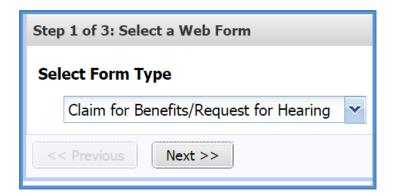
Select the "Submit Web Forms" tab. 4.



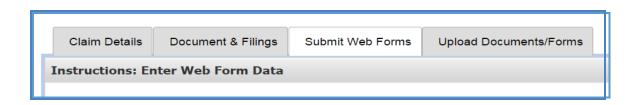
5. Choose the Web Form from the drop down menu.



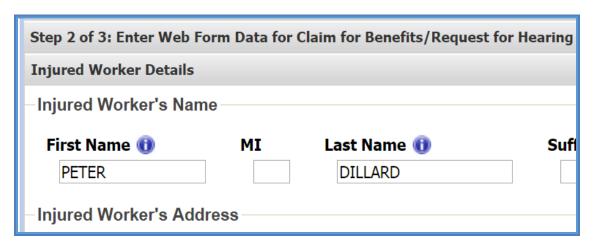
6. Click the "Next" button.



7. Review the Instructions on how to complete the chosen Web Form.



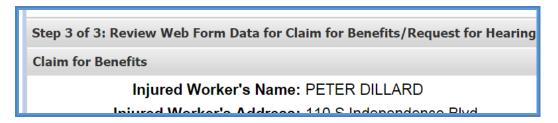
8. Complete the blank fields and make sure all required fields are complete.



9. Click the "Next" button at the bottom of the page.

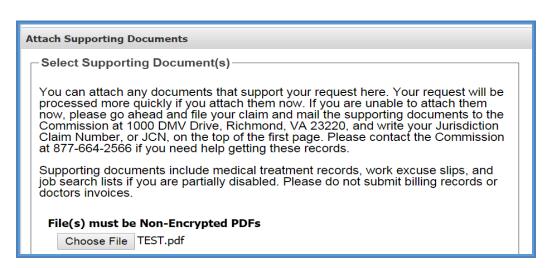


10. Review the content of the Web Form.

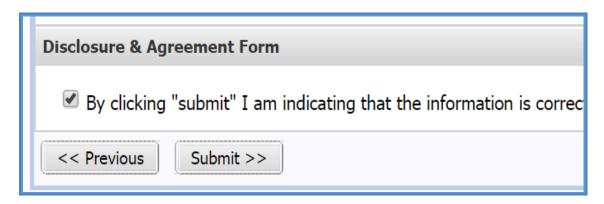


11. Attach supporting PDF documents. Keep in mind that each PDF cannot exceed 3 MB.

12. Attach a "Certificate of Service" document.



- 13. Read the "Disclosure & Agreement Form" statement and click the check box to accept.
- 14. Click the "Submit" button.



15. Review the success message generated by the system.



- 16. Verify that a new PDF has been added to the record by:
 - ✓ Selecting the link in the success message to open the PDF.
 - Clicking on the "Documents & Filings" tab and then selecting the appropriate link to open the PDF.



IMPORTANT

Attorneys may edit and change existing data as part of the filing process. This data does not update the master data in the record, however, but does provide the opportunity to submit edited data so that it becomes a part of the overall record.

A VIEW SCHEDULED HEARINGS

This section covers the process for viewing the Commission's scheduled hearings.



- ✓ Commission has scheduled a hearing through its internal system.
- ✓ Primary Attorney, who has previously noted representation, has received email notification of this activity.



IMPORTANT

The Commission mails notifications of scheduled hearings to the Primary Attorney only. Also, **WebFile** does not send reminders of upcoming hearings, although changes to a hearing date/time will generate a new notification.



- 1. Log in to WebFile.
- 2. Scroll down to "Your Upcoming Hearings" section.



3. Review the list of scheduled hearings; clicking on the related JCN will take you to the Claim Summary section for that record.

WebFile only displays scheduled hearings for the following:

- ✓ Evidentiary
- ✓ Show Cause
- ✓ Review
- ✓ Mediation
- "On The Record" (OTR) hearings are not displayed.

QUICK TIP

You can note representation on and access files even though a colleague is the Primary Attorney. In this way, you can help "cover" for attorneys (e.g.. those on vacation, with hearing conflicts in other jurisdictions, etc.).

If you wish to be noted as the Primary Attorney, contact the Deputy Commissioner's office handling the case to make this request.

A PAPERLESS OPTION

This section covers options regarding the WebFile Paperless feature. The attorneys who "go paperless" rely only on electronic notifications from the Commission and no longer receive paper copies of notices and filings.

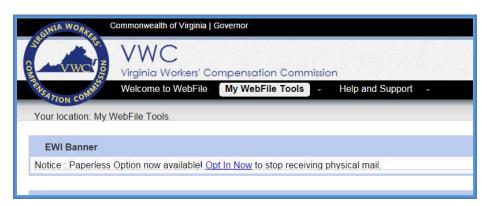


- ✓ Paperless Option can only be managed by the Attorney User.
- ✓ "EWI Banner" displays current paperless status.
- ✓ Paperless Option can only be changed once per day.

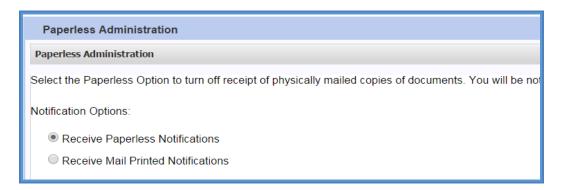
FLECTING PAPERLESS



- 1. Log in to WebFile.
- 2. Navigate to the "EWI Banner" located in the upper right corner.
- 3. Click the "Opt In Now" link.



4. Select the "Receive Paperless Notifications" option.



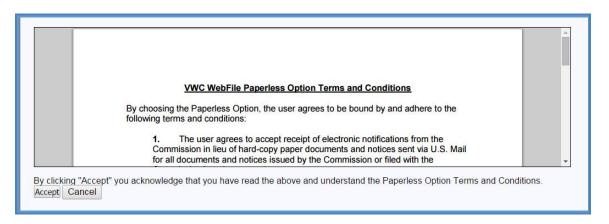
5. Read and select notification options.

Please choose to receive one email alert notification per document or one email alert notification per day. The daily email alert Select one:

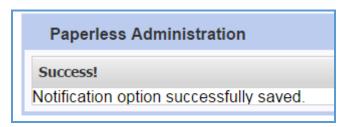
One email alert notification per document

One email alert notification per day (All documents received during the day will be listed in one e-mail)

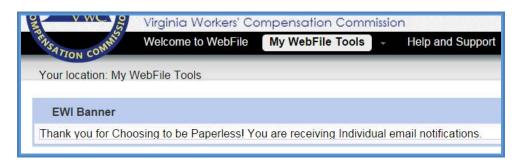
- 6. Scroll and read the Terms and Conditions.
- 7. Click the "Accept" button.



8. Confirmation message will appear.



9. "EWI Banner" will now display updated status.





Attorney Users can also manage Paperless options by clicking the "Manage Paperless Option" link located in the upper right corner of the home screen.

OPT OUT OF PAPERLESS

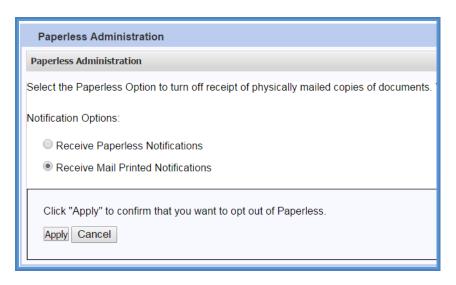
Attorney Users may choose to revert back to receiving mailed notifications.



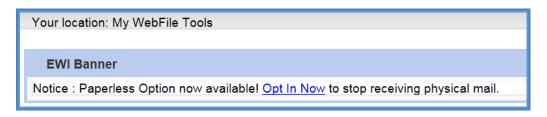
- 1. Log in to WebFile.
- 2. Navigate to the "Manage Paperless Option" link.



- 3. Select the "Receive Mail Printed Notifications" option.
- 4. Click the "Apply" button.

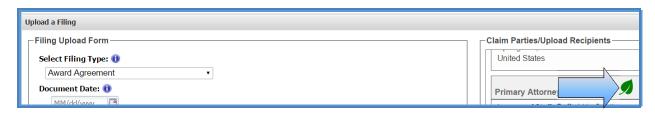


5. The "EWI Banner" will display the updated status.



COPYING OPPONENTS

When uploading documents through WebFile, all parties to the claim are listed to remind the attorney of whom they need to copy on their filing. Attorneys who have chosen to be paperless will be labeled with a green leaf icon indicating that they do not need a mailed copy of the filing.



Appendix

CERTIFICATE OF SERVICE

Attorneys should certify service of every document electronically filed with the Commission. Each filing must include a Certificate of Service, which contains 3 sections:

- i A list of those recipients who receive electronic notifications
- i A list of those recipients who receive mail notifications
- i Your name

CERTIFICATE OF SERVICE SAMPLE

I hereby certify that on the ____ day of ____, 20___, I will electronically file the foregoing with the Commission using the WebFile system, which will then send a notification of such filing to the following WebFile Users who have opted out of receiving paper notifications, as indicated by the "Green Leaf Paperless" icon on WebFile:

Jacob Smith
Attorney at Law
123 Main Street
Any Town, VA 22310
jsmithatty@goodlaw.com

John Johnson ABC Law Firm 1000 Maple Avenue Any Town, VA 23220 jjohnson@abclaw.gmail.com

And I hereby certify that I will mail the document by U.S. mail to remaining Parties Who Have Not Opted Out of receiving notifications and to whom I am obligated to copy:

Jane Jones 224 Ivy Lane Any Town, VA 22214

Bill Smith 2018 W. Broad Street Any Town, VA 23226

The Certificate of Service sample referenced above can be used as a guide for how to create your own Certificate of Service document.

Completed documents must be uploaded to the record,

- In PDF format
- Either separately or in a (scanned) document bundle Part of the document upload function when submitting a Web Form

Attorneys who elect to turn off paper will receive only email notifications on those claims for which they have noted representation.