

State of South Carolina

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Workers' Compensation Commission

Electronic Submittal of APAs and Other Case Documents December 2, 2014

Effective January 1, 2015, documents submitted by the parties for individual Commissioner Hearings and Appellate Panel Hearings must be submitted to the Commission electronically by uploading each document as a separate file using the "eCase" portal on the Commission's website. Forms submitted via secure email, standard email or USPS will not be accepted as service on the Commission.

Prehearing Briefs and notice of witnesses must be uploaded before the hearing. The parties are required to bring copies of the APA submissions, exhibits, and depositions to the hearing for the Commissioner to review and keep any copies that he/she may deem necessary. After the hearing, each document type (APA submissions, exhibits and depositions) should be uploaded as separate documents to the Commission within 48 hours of the hearing. The upload process should not be considered as a substitute for service of any document on the other party/parties.

Attached is a table with the document type, document description, the requirement schedule for each submission and document format. Each type of document should be uploaded as a separate file. For example, the APA is one document and should be uploaded as one file. Each deposition should be uploaded as a separate file with the name of the deposed and the date of the deposition. Parties are directed to follow the instructions below to electronically submit documents to the Commission using the "eCase" portal on the Commission's website www.wcc.sc.gov. The size of the document and the speed of the party's Internet provider will be factors in the amount of time it takes to upload the document.

***Please be patient and allow for the upload to be completed. Once the upload is complete, you will receive a popup box allowing you to review the document that was just uploaded. The document will not be submitted until you click the "confirm" button.

Instructions to Electronically Submit Case File Documents

1. Go to the Commission’s website www.wcc.sc.gov.
2. Click on the “eCase Login” tab at the top of the page.
3. Login to eCase.
4. Enter Search Criteria for the WCC case in question.
5. Results will display if link to case exists.
6. Click WCC# Hyperlink to display expanded Status History to show entire history of SCWCC’s case file and reveal the Upload button.
7. Click the Upload File button and follow the on-screen instructions. Click the User Guide and Document Type Help buttons for more detailed instructions if needed.

The following table shows the document type, definition and format for single Commissioner Hearings and Appeals.

Document Type		Business Definition	Filing Timeframe	Format
APA	Single Commissioner Hearing	Medical records offered in lieu of physician's testimony	After the hearing is held	pdf, tif
APA - Supplemental	Single Commissioner Hearing	Additional APA submissions that did not become available until subsequent to the time the first APA submissions were uploaded	After the hearing is held	pdf, tif
Proffered Document	Single Commissioner Hearing	APA submissions or any other written or physical evidence offered as evidence at the Hearing but objected to by an opposing party, that the Commissioner receives but does not review, in order to preserve the records for appellate purposes	After the hearing is held	pdf, tif
Deposition	Single Commissioner Hearing	Written transcript, or any portion thereof, of any prior testimony of a party or witness offered as evidence at a Hearing	After the hearing is held	pdf, tif
Exhibits	Single Commissioner Hearing	All written or other physical evidence, other than medical records offered in lieu of physician's testimony, which are submitted at the Hearing	After the hearing is held	pdf, tif, jpeg, gif, avi

Document Type		Business Definition	Filing Timeframe	Format
Pre-Hearing Brief - Form 58	Single Commissioner Hearing	WCC Form 58 stating the facts in controversy and legal issues involved, together with the document "Notice of Witnesses and Written Medical Reports", and a Certificate of Service. The actual evidence shall not be filed with the Commission prior to the Hearing.	15 days before the Hearing for the moving party and 10 days before the Hearing for the nonmoving party	pdf, tif
Pre-Hearing Brief Form 58 - Amended	Single Commissioner Hearing	Any amendments to the WCC Form 58 or the Certificate of Service made subsequent to the uploading of the initial Pre-Hearing Brief. The actual evidence shall not be filed with the Commission prior to the Hearing.	Prior to the Hearing	pdf, tif
Pre-Hearing Brief Form 58 - Supplemental	Single Commissioner Hearing	Notice to the Commission and opposing parties that APA Submissions, witnesses, or evidence, in addition to what was listed on the initial Pre-Hearing Brief, will be relied upon by the submitting party at the Hearing. The actual evidence shall not be filed with the Commission prior to the Hearing.	Prior to the Hearing	pdf, tif
Memorandum of Law	Single Commissioner Hearing	If requested by Commissioner, an argument in support of the party's position, less formal than a brief.	After the hearing is held	pdf, tif
Appellant Brief	Appeal Hearing	Written brief of the party seeking review by the Full Commission of the single Commissioner's Decision and Order outlining the support in law and fact for the position Appellant is arguing on appeal	On or before the date provided for on the Form 31.	pdf, tif
Respondent Brief	Appeal Hearing	Written brief of the party responding to an adverse party's request for Full Commission review	Within fifteen days of service of the Appellant's Brief, but no less than five days before the Appellate Hearing	pdf, tif

Document Type		Business Definition	Filing Timeframe	Format
Appellant Reply Brief	Appeal Hearing	Appellant Brief responding to issues raised in Respondents Brief	Within ten days of service of Respondents Brief, but at least five days before the Appellate Hearing	pdf, tif
Appellant Brief - Amended	Appeal Hearing	Any amendments to the Appellants Brief or the Appellants Reply Brief made subsequent to the uploading of the Appellants Brief or Reply Brief	At least five days before Appellate Hearing	pdf, tif
Respondent Brief - Amended	Appeal Hearing	Any amendments to the Respondents Brief made subsequent to the uploading of the Respondents Brief	At least five days before the Appellate Hearing	pdf, tif