

**SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION
COMMISSIONERS' PREFERENCES**

COMMISSIONER-SPECIFIC PREFERENCES

Commissioner Cynthia C. Dooley

Email address for Proposed Orders: ACardwell@wcc.sc.gov

Mailing address: P.O. BOX 1715, Columbia, SC 29202-1715

Standard Preferences apply unless otherwise indicated below.

1. A paginated copy of the APAs are to be bound (i.e., binder clip, notebook, stapled, etc.) and submitted at the hearing. **Rubber bands and paper clips are not acceptable.**
2. For hearings involving specific legal issues (Laches, notice, jurisdiction, statute of limitations, etc.), please provide a brief summary of the case law and pertinent facts supporting your client's position. There is no limit on the number of pages for legal memoranda. You will be allowed to present this brief at the hearing.
3. Duly subpoenaed and listed expert witnesses may testify at the hearing.
4. At least two (2) days prior to the date of the clincher conference, please email my Administrative Assistant a copy of the proposed Settlement Agreement, the treating physician's last narrative and signed 14B and any surgical notes.
5. Absent a detailed estimate and analysis of additional medical treatment and costs for removal of retained hardware, I will not approve clincher settlements that do not include lifetime maintenance for hardware for unrepresented claimants.
6. Unless otherwise specified, please submit proposed Orders within thirty-five (35) days from the date of the Order Instructions. Please forward a copy of the proposed Order to opposing parties five (5) days prior to forwarding it to my office. Please note in your cover letter whether opposing counsel agrees that the Order accurately reflects my ruling, does not agree the Order accurately reflects my ruling, or failed to respond regarding the Order.
7. I request that Findings of Fact, as contained in the Order Instructions, be copied and pasted into an Order, rather than retyped. Once the findings have been copied and pasted, corrections/additions/clarifications, etc. may be made to the Findings.
8. Please submit any proposed Decision and Order in Word format and all Consent Orders in PDF format electronically via **email ONLY** to my Administrative Assistant.
9. Please do not copy Commissioner Dooley on emails pertaining to cases (settlements, postponements, etc.); **email** her Assistant only, copying all parties.
10. Please **proof** ALL submissions (Orders, etc.) prior to submission.
11. Do **NOT** submit condensed versions of depositions.
12. Please omit duplicate submissions (be certain only one copy is included).
13. Please do not ask the Commissioner to rely on previous 58s and APAs.
14. For APA submissions or briefs, please use binder clips or staples. **Please do not use paper clips or rubber bands.**
15. Prior to submitting a proposed Order, upload all APA's exactly as they were handed up at the hearing. The first page must be an index page, listing all documents and page numbers.

REVISED June 16, 2023

16. Motions to Postpone Hearings must be timely filed with Judicial at least ten (10) days prior to the hearing date unless the party can show emergency circumstances then the motion may be filed and served as soon as reasonably possible.
17. For hearings set in the afternoon, be prepared that the hearing time may be moved to earlier that day as the docket changes.
18. As soon as practicable, email my Administrative Assistant of any settlements (clinchers, Consent Orders or withdrawal of motions) so the docket may be modified.
19. When Commissioner Dooley requests that a Memorandum of Law be submitted, also include a signed statement stating whether AI (Artificial Intelligence) was used in preparation of the Memorandum.