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Workers' Compensation Commission

November 25, 2026

ADVISORY

The Commission Updates Standard Preferences: Audio and Video Evidence

On November 25, 2026, South Carolina Workers' Compensation Commission updated the Standard Commission Preferences. Please submit all audio and video evidence on a flashdrive. Additionally, an original copy of all evidence should be retained seperately for personal records.

We appreciate your cooperation in observing our Commissioners' preferences.

Please direct all questions and comments to:

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Workers' Compensation Commission

COMMISSIONERS' PREFERENCES

STANDARD PREFERENCES
Revised: November 25, 2026

The Commission requests that all briefs and APA documents submitted by the parties for individual Commissioner Hearings and Appellate Panel Hearings be submitted to the Commission electronically by uploading each document as a separate file using the "eCase" portal on the Commission's website, www.wcc.sc.gov.

The following preferences apply if the Commissioner does not express a different preference.

1. ACCEPTED WORD PROCESSING FORM

Unless otherwise indicated, Decision and Orders submitted directly to the Commissioners' offices (i.e., by Email) must be in Word format and Consent Orders must be in PDF.

2. FILING OF BRIEFS

The signed Pre-Hearing Brief and Notice of Witnesses should be uploaded together through eCase as one document. If additional witnesses are added after the initial Pre-Hearing Brief is submitted, the document should be uploaded as "Pre-Hearing Brief and Notice of Witnesses Supplemental" as soon as possible. Uploading the Pre-Hearing Brief document is considered filing with the Commission; the upload process should not be considered as a substitute for service of any document on the other party/parties.

3. TIMELINESS

Please be early for the hearing. Unless extra time is requested prior to the hearing either in the Pre-Hearing Brief, Form 50, Form 51, Form 52, Form 21, or by contacting the Administrative Assistant, each hearing is allotted thirty (30) minutes. Hearings in denied claims may take longer than thirty (30) minutes. Cases requiring interpreters always take longer than thirty (30) minutes.

4. SETTLEMENT

If a settlement has been reached in a case set for a hearing, the moving party is responsible for notifying the Commissioner's Administrative Assistant of the settlement in a timely manner. Failure to do so can result in a fine for failure to appear at a hearing.

5. DATES

If you are asking for temporary total benefits, temporary partial benefits, or if the Claimant has reached maximum medical improvement, please have the appropriate dates readily available, during the pre-hearing conference.

6. ATTACHMENTS (Including Exhibits)

APA submissions and Exhibits should be presented to the Commissioner at the hearing. APA submissions should have the index on top. APAs must be paginated. Medical records submitted should be organized in chronological order, with the **oldest** records on top and tabbed by provider. Provide opposing counsel a copy of the APA submissions and Exhibits identical to that which you submit to the Commissioner. Please do not submit duplicate records as a part of the APA submission or Exhibits. The non-moving party should remove duplicates from the APA submissions in response to APAs submitted by the moving party. The Commission requests all APA submissions be uploaded to the Commission within 48 hours of the date of the hearing. The index shall be the first page(s). Exhibits and original depositions stipulated in the record shall be provided to the Commissioner so that these documents can be given to their Administrative Assistant to be scanned into record. The upload process should not be considered as a substitute for service of any document on the other party/parties.

7. CREDIBILITY

Do not make any comments in the proposed order concerning **CREDIBILITY or CREDIBLE EVIDENCE,** unless instructed to do so in the hearing notes or request for a proposed order.

8. PROPOSED ORDERS

Please prepare proposed orders promptly, within the timeframe as listed on the hearing notes or per the Commissioners' preference. Paginate all orders and provide them via email to the Commissioners' Administrative Assistant. See Standard Preference #1 above, or the Commissioners' specific preference below.

9. WITHDRAWALS OF REQUESTS

Unless absolutely necessary, if you are going to withdraw your Form 50 or Form 21, do not wait until the day of the hearing or immediately before the hearing to do so. If you withdraw your hearing request and another hearing request is in the file, the Commissioner reserves the right to hold a hearing on another hearing request.

10. MATTERS TO INCLUDE IN THE ORDER

1. APA Submissions
2. Stipulations
3. Statement of the Case (contentions of the parties, stated concisely)
4. Evidence of the Case (synopsis of the evidence, including testimony and medical reports)
5. Findings of Fact – numbered (Do NOT delete any of the above findings, however, the prevailing party may add findings to support the decision, except regarding credibility, unless instructed to do so)
6. Conclusions of Law (cite applicable statutory sections and case law)
7. Award

11. SECOND OPINIONS

The individual Commissioner will decide requests for second opinions on a case-by-case basis.

12. AUDIO AND VIDEO EVIDENCE

Please ensure that all audio and video evidence is submitted on a flash drive. Additionally, retain an original copy of all evidence seperately for your personal records.