



**Workers' Compensation**

**eFiling**

## **FREQUENTLY ASKED QUESTIONS**

OFFICE OF ADMINISTRATIVE HEARINGS

600 NORTH ROBERT STREET, SAINT PAUL, MN 55101

## Contents

General eFiling Questions.....	1
Who can eFile?.....	1
Is eFiling mandatory? .....	1
Is eFiling sufficient – or do I still need to file with DLI? .....	1
Which documents need to be filed with DLI?.....	1
So why should I eFile? .....	2
Can I still get paper copies of everything if I don't register for eFiling?.....	2
Do I have to sign up for eFiling for each case I have at OAH? .....	2
Do I have to pay to eFile?.....	2
Do I have to use OAH's forms? .....	2
How do I get help with eFiling?.....	3
Registration & Accounts .....	3
How do I sign up?.....	3
Can more than one attorney share an eFiling account? .....	3
Can attorneys allow their support staff to eFile on an attorney's behalf?.....	3
eService .....	3
How do I get eServed? .....	3
Are documents eServed immediately when they are submitted by an eFiler? .....	4
Does the eFiling system automatically serve all other case parties?.....	4
How do I know which parties I need to serve? .....	4
Do I still need to send OAH paper copies of my filings? .....	4
Can my paralegal or assistant receive a copy when I am eServed? .....	4
Can I eFile a confidential document? .....	4
Can I still use social security numbers?.....	5
Why does the system say I am serving the Department of Labor and Industry (DLI)? .....	5
Submitting an eFiling.....	5
Is there a filing deadline?.....	5
When should I file a “new case” vs. an “existing case”? .....	5
How do I find the employee's WID?.....	5
Where can I find the case number?.....	6

How do I know my filing is really submitted? .....	6
What is the difference between an “accepted” and “submitted” filing? .....	6
What if I get an error saying my filing can’t be submitted? .....	7
How do I share cases with my support staff? .....	7
Why aren’t I listed in the “Filed on Behalf of” section on an existing case? .....	7
Do I still need to file an Affidavit of Service or cover letter? .....	7
Uploading Documents .....	8
What document types can I eFile? .....	8
Is there a file size limit? .....	8
How do I file my document if it exceeds the file size limit? .....	8
How do I sign a document if it is computer-generated and converted to PDF? ....	8
Are there document formatting requirements? .....	9
Should I separate my documents or combine them into one document? .....	9
Case access.....	9
What case information can I see in eFiling? .....	9
Can I view all OAH cases? .....	10
What about cases that were opened before the eFiling system went live? .....	10
Why can’t I find my case?.....	10

## General eFiling Questions

### Who can eFile?

Any party to a Workers' Compensation case at the Office of Administrative Hearings (OAH) can eFile.

### Is eFiling mandatory?

No, using the eFiling system is voluntary at this time. Documents may still be filed via U.S. Mail.

### Is eFiling sufficient – or do I still need to file with DLI?

2018 Minn. Laws Ch. 185 provides that (with a few exceptions noted below) filing any document that requires action at OAH is sufficient under the statute; attorneys will no longer need to file the same documents at DLI. The new statute became effective on June 1, 2018.

### Which documents need to be filed with DLI?

As of June 1, 2018, the following documents must be filed with DLI:

- Requests for .106 administrative conferences (and related documents including motions to intervene in pending conferences at DLI), regardless of the amount in dispute, unless primary liability is disputed;
- Claim Petitions that only identify medical or rehabilitation disputes, unless primary liability is disputed;
- Requests for med/rehab dispute certification under Minn. Stat. § 176.081, subd. 1(c) (and related documents); and
- Objections to penalties assessed by DLI;
- Any other documents that OAH does not take action on (NOPLDS, NOBPs, FROIs, Rehab Plans/amendments, other required compliance forms, etc.).

**Any documents not listed above should be filed directly with OAH, not DLI.**

## So why should I eFile?

We're so glad you asked! Here are some of the benefits of the new system:

- a. Faster filing and service with associated savings of time and cost
- b. Electronic, immediate service to and from other registered users
- c. Immediate up-to-date access to all documents in any of your cases from any computer or mobile device
- d. Intuitive, easy-to-use system
- e. Saves trees!

## Can I still get paper copies of everything if I don't register for eFiling?

No. Refusing to register will not result in paper service from OAH. **Beginning on March 26, 2018, OAH started serving attorneys, insurers, self-insured employers, third party administrators and rehabilitation providers electronically**, as now allowed by Minn. Stat. § 176.285, subd. 2 (2016). These groups will get served Orders and Notices electronically from OAH whether you sign up for eFiling or not.

If you refuse to register for eFiling, however, other registered parties will not serve you electronically through the new system. Your refusal to register will force all other parties to serve you in paper, unless you have authorized other forms of service as allowed by Minn. R. 1415.0700, subp. 2 (2017).

## Do I have to sign up for eFiling for each case I have at OAH?

No. Once you have a registered eFiling account, OAH will grant you access to view your cases in the eFiling system, and you will automatically receive eService from other parties on your cases who are registered eFilers.

## Do I have to pay to eFile?

No. eFiling is completely free.

## Do I have to use OAH's forms?

OAH has a standardized set of forms for parties to use. Parties are encouraged to use OAH's forms to streamline their practice. The forms are available online at <https://mn.gov/oah/forms-and-filing/forms/>.

## How do I get help with eFiling?

Send an email to [OAH.WCeFiling@state.mn.us](mailto:OAH.WCeFiling@state.mn.us).

## Registration & Accounts

### How do I sign up?

If you are an attorney, OAH created your account and gave you access to all your existing cases before the system went live. This allows you to immediately access, eFile, and eServe on all your open files. Look for an email from OAH staff with instructions to confirm your account.

Non-attorneys should follow the eFiling instructions at section II (Registration and Setup) to register.

Intervenors who are not represented by an attorney should follow the intervenor eFiling instructions at section II (Registration and Setup) to register.

### Can more than one attorney share an eFiling account?

No. Each attorney must have his or her own account.

### Can attorneys allow their support staff to eFile on an attorney's behalf?

Yes. There are two ways to accomplish this:

1. Attorneys can share their passwords with support staff, allowing staff to log in and file directly from the attorney's account.
2. Support staff users can create separate accounts and link their account to an attorney's account. Once this is set up, support staff can view the attorney's cases and submit a filing on behalf of the attorney. See the eFiling User Guide at section VI, part C (Associate and Share with Authorized Support Staff) for detailed setup instructions.

## eService

### How do I get eServed?

When other parties eServe you, you will receive an email with a link to download the relevant document. You must log in to the eFiling system to view eServed documents. When OAH serves a Notice or Order on you, you will receive an email with the document attached to it and you will not need to log in to the system to view it. Additionally, you can access any document served on you anytime you log in to the eFiling system.

## Are documents eServed immediately when they are submitted by an eFiler?

The system eServes eFilings on existing cases immediately when they are submitted. eFilings that initiate a new case are eServed when OAH accepts the filing, generally on the same business day.

## Does the eFiling system automatically serve all other case parties?

OAH's eFiling system is voluntary. Any registered eFiling users will be eServed. **You are responsible for conventionally serving any parties who have not opted in to eService.**

## How do I know which parties I need to serve?

For filings that initiate a new case, OAH will review the parties you entered with your filing and determine which of them have opted in to eService. Then the system will eServe those parties. Then OAH staff will send you an email informing you which parties were successfully eServed, and which must be served conventionally.

For filings on an existing case, the Service Information screen organizes parties by service method. The system will electronically serve any parties that appear in the "Electronic Service Recipients" section of the Service Information screen. You are responsible for serving any parties that appear in the "Conventional Service Recipients" section of the Service Information screen.

## Do I still need to send OAH paper copies of my filings?

Please save the trees. OAH does not need (and will not keep) paper copies of any eFiled documents.

## Can my paralegal or assistant receive a copy when I am eServed?

Yes. You control which email addresses receive eService. See the [eFiling user guide](#) at section III (Update Contact Information and Service Emails) for detailed instructions.

## Can I eFile a confidential document?

By default, any document that is filed (except for confidential mediation statements) can be seen by any other case parties who are registered eFiling users. Even though Workers' Compensation case records are not available to the public, parties should redact all unnecessary confidential data from documents before filing. **OAH staff will not redact documents.**

## Can I still use social security numbers?

No. The new eFiling system will not store or reference social security numbers. Parties should redact any social security numbers from documents before filing. Parties should use the WID number or case number to identify cases instead of social security numbers.

## Why does the system say I am serving the Department of Labor and Industry (DLI)?

OAH and DLI use separate systems. OAH has agreed to provide electronic copies of all eFiled documents to DLI. When you eFile a document, OAH's system automatically serves DLI electronically, which is why you see DLI listed as a recipient.

## Submitting an eFiling

### Is there a filing deadline?

The eFiling system is available 24 hours a day, seven days a week. Under existing rule (Minn. R. 1415.0700, subp. 4 (2017)), **the deadline for filing documents is 4:30 p.m. on the day they are due.** Documents received after 4:30 p.m. will be considered received as of the next business day.

### When should I file a “new case” vs. an “existing case”?

The new system considers each dispute related to a specific employee (Claim Petition, 239, Mediation, etc.) to be a separate case. If a party has filed something on the particular dispute, it is an existing case. If nothing has been filed regarding that dispute, then it is a new case.

### How do I find the employee's WID?

#### Online

[Look up the employee's WID online](#) through the Department of Labor and Industry.

#### By phone

Attorneys can call DLI's Copy File Review at **(651) 284-5200** to request a WID number. Copy File Review will provide the WID number by phone to an attorney with written verification that the attorney represents the employee, employer or insurer for the employee's date of injury.

1. **If there is a Notice of Appearance or Retainer agreement already in the division file**, the attorney can call Copy File Review and provide the names of the parties, date of injury and SSN (so representation and WID number

can be verified). Copy File Review will then be able to provide the attorney the WID number by phone.

**2. If there is no Notice of Appearance or Retainer agreement in the division file,** Copy File Review will provide the WID number if the attorney mails or faxes a letter to Copy File Review (fax to (651) 284-5731) on the attorney or firm's letterhead, including:

- a statement that the attorney would like to be called with the WID number;
- a statement that the attorney represents the injured worker, employer or insurer;
- the names of the parties, the employee's SSN and the date of injury;
- the attorney's signature and attorney license number.

Copy File Review will call the attorney at the number on the letterhead with the WID number.

## Where can I find the case number?

When OAH accepts a filing that initiates a new case, a Notice of OAH Case Number is issued that includes the case number. If you were identified as a party to the case when the initiating document was filed, you will receive an electronic copy of the Notice of OAH Case Number. Additionally, if you have been identified as a party or attorney on the case, you can locate the case number in the eFiling system by searching for all cases on which you are identified as a party or attorney. If no party has identified you as a party to the case, you will not have access to view the case or find the case number in eFiling. In this circumstance, you should contact the other parties to obtain the case number.

## How do I know my filing is really submitted?

The system will send you electronic confirmation when your eFiling is submitted and when OAH accepts it. Confirmation is sent via email, inside the eFiling application, or both, based on the notification type you select when you set up your account.

## What is the difference between an "accepted" and "submitted" filing?

A submitted filing has been sent successfully but is pending OAH review. An accepted filing has been reviewed and accepted by OAH staff.

## What if I get an error saying my filing can't be submitted?

1. From the Filings menu in eFiling, click Error.
2. Click the Arrow button in the Resubmit column.
3. You will receive the following message: "Are you sure you want to resubmit this Filing? Clicking OK will save a copy of this filing to your Draft Filings Queue."
4. Click the OK button.
5. The original filing will be displayed. Click the Ready to File button at the bottom of the screen.
6. Click Submit Filings.

## How do I share cases with my support staff?

There are two ways to accomplish this:

1. Attorneys can share their passwords with support staff, allowing staff to log in and file directly from the attorney's account.
2. Support staff users can create separate accounts and link their account to an attorney's account. Once this is set up, support staff can view all the attorney's cases and submit a filing on behalf of the attorney. See the eFiling User Guide at section VI, part C (Associate and Share with Authorized Support Staff) for detailed setup instructions.

## Why aren't I listed in the "Filed on Behalf of" section on an existing case?

Your name is not listed because you are not currently listed as a party to the case. Type your name in the **Filed on Behalf of Other** field, and enter your mailing address and email in the **Additional or Updated Contact/Party Information** box above it. OAH will add you as a party to the case upon receipt of your eFiling.

## Do I still need to file an Affidavit of Service or cover letter?

Affidavits of Service are still required by Minn. R. 1415.0700, subp. 2. Cover letters are not required.

## Uploading Documents

### What document types can I eFile?

OAH accepts Microsoft Word and PDF files. OAH also accepts audio and video files when they are filed as exhibits. Proposed orders must be submitted in Word format using the Proposed Order document type.

Generally, OAH prefers that documents be submitted in Word format. OAH's system automatically converts Word files to text-recognized PDF files. This process allows OAH to search its database with key words, and to annotate filed documents. If you upload PDF files, OAH prefers that they be created in a word processing application, and then saved as a PDF file before eFiling. You should not print documents on paper and scan them as PDF files unless doing so is necessary to prepare the documents for eFiling, as this process does not allow for annotation. Most word processing programs can convert documents to PDF files through a "save as" functionality, and free PDF conversion software is available online.

### Is there a file size limit?

Document files (Word and PDF) cannot exceed 25 megabytes. Video and audio files cannot exceed 1 gigabyte.

### How do I file my document if it exceeds the file size limit?

Use standard desktop software, such as Adobe Acrobat, to split the file into multiple parts. When you upload the document in eFiling, use the "Add Another" link to submit the multiple parts and name the document in a way that indicates it is one part of a larger whole (e.g., Exhibit 12 part 1; Exhibit 12 part 2, etc.).

### How do I sign a document if it is computer-generated and converted to PDF?

OAH recognizes three types of signatures.

1. A typographical signature can be created by typing /s/ and the filer's name on the signature line. Typing /s/ alone is not sufficient.
2. An electronic signature may be placed on the document as a photo file.
3. Handwritten traditional signatures on scanned documents are permitted.

## Are there document formatting requirements?

All documents should comply with the following requirements:

- Case caption and OAH case number on, at least, the first page of the filing
- Page numbers on all filings
- Portrait orientation
- 300 DPI [for scanned documents only]
- 1 inch margins
- Documents may not be encrypted or password-protected

## Should I separate my documents or combine them into one document?

Generally, documents may be combined into one filing. For example, a motion, cover letter, and affidavit of service may be submitted as one PDF. Here's the exception: **Proposed orders and proposed awards on stipulation must be filed separately. Don't combine them with other documents.** To file a proposed order or proposed award on stipulation along with a stipulation or motion, complete all of the information necessary to file your primary document (motion, stipulation, etc.). When you reach the Filing Summary screen, click "Add Additional Filing," choose Proposed Order for the document type and complete the remaining filing information. **Be sure to upload your proposed order in Word (.doc/.docx) format – not as a PDF, and use the Proposed Order document type option when you file it.** This allows judges to quickly and easily sign and/or modify your proposed order or proposed award on stipulation, rather than taking the time to have it retyped.

## Case access

### What case information can I see in eFiling?

After you have been identified as a party or attorney to a specific case, you can see:

- A list of parties and attorneys
- A list of docket entries and related documents filed at OAH
- Any Notices or Orders issued by OAH
- The name of the block assigned judge
- The date, time and location of the next scheduled proceeding before a Workers' Compensation Judge
- The case number, case title, and case type

## Can I view all OAH cases?

Each user can only view the cases with which they are associated. Because Workers' Compensation records are not public, users cannot view all OAH cases.

## What about cases that were opened before the eFiling system went live?

All existing disputes that were open and pending at OAH as of March 26, 2018 are available to view in the eFiling system. If a dispute was closed prior to March 26, 2018, it is not available to view in eFiling.

## Why can't I find my case?

Refer to the [eFiling Case Search Guidelines](#) for search tips.

## **You're ready to eFile!**

Refer to the [eFiling User Guide](#) on OAH's website for detailed eFiling instructions.