

# e-Filing 101: An Introduction to the DWC's Litigation Management System

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## Project Background and Objectives

The Department of Workers' Claims has contracted with CapTech Ventures, Inc., of Richmond, Virginia, to develop a web-based electronic filing system (LMS) with the following characteristics and objectives:

- Provide stakeholders the ability to initiate and administer a claim online, including web submission of forms;
- Provide dashboards to key stakeholders for the management of workers' compensation cases;
- Replace paper documents currently filed with the Department of Workers' Claims; and
- Provide claims management support to ALJs and the WCB and protect the confidentiality of sensitive information.

## Release Schedule

LMS is being developed and released in three phases with a goal of release of the completed project for production in the fall of 2015. As each Release is delivered by CapTech, DWC is performing internal testing.

## Training

The DWC will provide training for LMS planned to begin in the fall of 2015. Training will be conducted at various locations throughout the state and additional online/video training programs are being considered.

## D. LMS-related Proposed Changes to Practice Regulations

### Section 1: Definitions:

#### (5) “Date of Filing”

(a) A document electronically filed shall be deemed filed on the date submission is completed.

(b) LMS may be accessed for filing Monday through Friday, 6:00 a.m. (local time) through 10:00 p.m. (local time) and on Saturday from 6:00 a.m. (local time) through 5:00 p.m. (local time).

(c) On or after July 1, 2016, no paper or written pleadings, motions or order will be accepted for filing.

(11) “Signature” refers to actual personal signatures, and incorporates electronic signatures which shall be treated as personal signatures for purposes of CR 11.

### Section 3: LMS Filings:

(1) Generally an electronically filed document using LMS must bear the electronic signature of the filing party’s attorney, as more fully described in paragraphs (a) and (b) below. The electronic signature of the filing party’s attorney will be treated as a personal signature and will serve as a signature for purposes of CR 11, for all other purposes pursuant to the Civil Rules, and for any purpose for which a signature is required pursuant to this regulation.

(a) An electronically filed document must include a signature block setting forth the name, mailing address, phone number, fax number, and email address of the filing party's attorney.

(b) In addition, the name of the filing party's attorney must be preceded by an "/s/" and typed in the space where the signature would otherwise appear. A handwritten signature is required for any conventionally-filed document.

(c) Affidavits and exhibits to pleadings with original handwritten signatures must be scanned and filed in PDF or PDF/A format.

(2) Signatures of more than one party required. A document requiring signatures of more than one party must be filed either by:

(a) Representing the consent of the other parties on the document by inserting in the location where each handwritten signature would otherwise appear the typed signature of each person, other than the filing party, preceded by an "/s/" and followed by the words "by permission" (e.g., "/s/ Jane Doe by permission"); or by

(b) Electronically filing a scanned document containing all necessary signatures.

(3) Signatures of judges, board members and designees of the Commissioner. If the signature of a judge, board member or designee of the Commissioner is required on a document, an electronic signature may be used. The electronic signature shall be treated as the judge's or designee's personal signature for purposes of CR 11, all other Civil Rules, and for any purpose required by this regulation.

(4) Documents required to be notarized, acknowledged, verified, or made under oath. The signature of any document required to be notarized, acknowledged, verified, or made under oath must be handwritten and scanned into the LMS. The scanned document shall be maintained as the official record, and filing party must retain the originally executed copy. The original paper copy may be required to be produced if the validity of the signature is challenged.

(5) Challenging or disputing authenticity.

(a) A non-filing signatory or party who disputes the authenticity of an electronically filed document with a non-attorney signature, or the authenticity of that document or the authenticity of an electronically filed document containing multiple signatures, must file an objection to the document within fourteen (14) days of service of the document. An objection to the document shall place a burden on the non-moving party will result in the filing being stricken from the record.

(b) If a party wishes to challenge the authenticity of an electronically filed document or signature after the fourteen (14) day period, a motion shall be filed to seek a ruling, and show cause for the delayed challenge. If the challenge to authenticity is allowed, the non-moving party shall have the burden to prove authenticity. Failure to prove authenticity by the non-moving party shall result in the filing being stricken from the record.

(c) Challenges to authenticity filed without a valid basis are subject to sanctions pursuant to KRS 342.310, and Section 25 of this regulation.

(6) Validity and enforceability of orders. All orders or opinions may be entered or issued may be filed electronically, and will have the same force and effect as if the judge or board member had affixed a signature to a paper copy of the order in a conventional manner.

(7) Entry of orders or opinions. Immediately upon entry of an order or opinion, a notice shall be serviced electronically on all parties. A paper form of the order or opinion shall be served upon those parties not utilizing LMS.

## Section 4. Pleadings:

(2) The filing of an application and service through LMS shall satisfy all requirements for service pursuant to CR 5. All pleadings filed in the LMS and shall be served upon all other parties electronically or by email. If a party is represented, the pleading shall be served on that representative, at the party's or representative's last known email address. A certificate of service indicating the date of service and electronically signed by the party shall appear on the face of the pleading. The party or its representative shall include his/her name, full address, phone number, email address, and if applicable, Kentucky Bar Association number. Notices of deposition, notices of physical examination, requests for and responses to requests for production of documents, and exchange of reports or records shall be served by email upon the parties and shall not be filed with the Commissioner.

What is this LMS thing?



# LMS – *Litigation Management System*

## Who Benefits?

The DWC

Attorney's Practicing  
Workers'  
Compensation in the  
Commonwealth

Claimants/  
Individuals

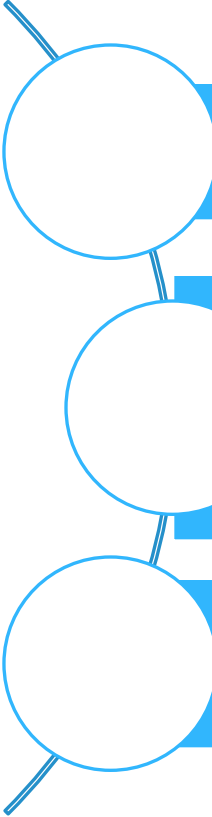
Employers

Insurance  
Carriers

Practically Anyone!!!

# LMS – Litigation Management System

## How does this benefit the DWC?



New System allowing us to paper-lessly litigate a Workers' Compensation Claim

If a party signs up as a user of LMS to receive paperless notifications, the DWC will not 'mail' litigation documents to that party.

- Saving staff time by not mailing documents to every party.
- Saving Money on Postage.
- Speeds up document delivery for every user; both the DWC and all external users.

Templates and Web Forms for common documents, such as 101's, 102's, 103's, Form 110's, BRC Orders and many more!

# *LMS – Litigation Management System*

## *How does this benefit the DWC?*



Work Queues Available to internal users to manage their work.

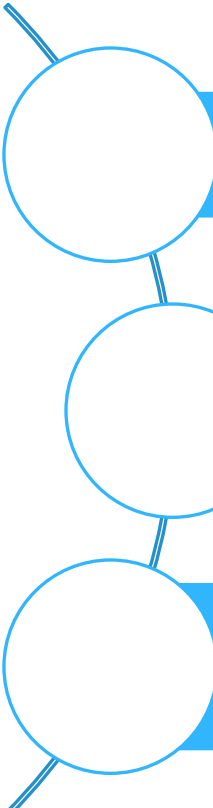
- Shows each section what work there is to do with associated timelines if applicable.

Virtually all functions of the DWC will be housed/managed through the LMS system

Dockets of all kinds (Motion Docket, FMD, Commissioner's Citation Docket) are set through LMS, with rules built into the system.

# *LMS – Litigation Management System*

## *How does this benefit the DWC?*



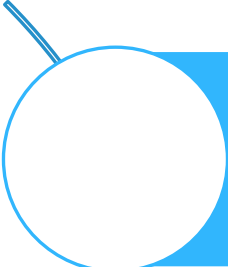
Dashboards for Commissioner, ALJ's, Board Members, and DWC Staff to serve as your go-to for working DWC documents on a daily basis.

No more FileNet Document Access! All documents are being migrated to SharePoint as the 'official record' of DWC files.

LMS provides a seamless view to documents in SharePoint so users will not need to go anywhere but LMS to see everything they are involved with!

# LMS – Litigation Management System

How will this benefit the External World?



Attorneys may file documents, receive notifications and have immediate access to new filings by other parties. No more waiting on the postal service or DWC for document access!



Claimants/Individuals may sign up to check insurance coverage, initiate a workers' compensation claim (file a 101,102, etc.).



Court Reporters will be able to register to submit their transcripts to the DWC through LMS

# *LMS – Litigation Management System*

*How will this benefit the External World?*



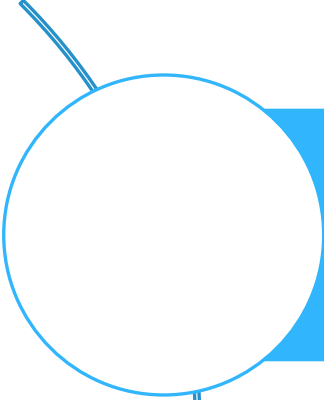
Employers can Submit drug Free Workplace Applications.

Self-Insured Employers will file their Proof of Coverage electronically with the DWC.

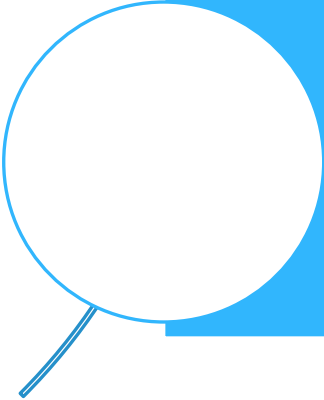
All Self-Insurance Applications will be web forms that will be filed with the DWC through the LMS.

# LMS – Litigation Management System

## How will this benefit the External World?



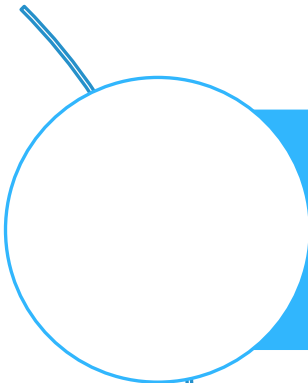
Insurance Carriers will be able to view their First Reports, Subsequent Reports, and Proof of Coverage filings and associated acknowledgements.



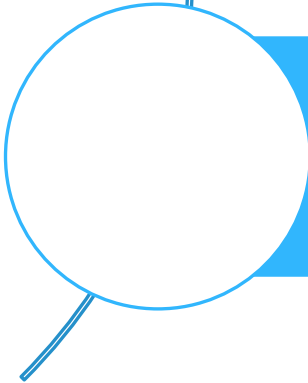
The LMS will have something for anyone interested in workers' compensation. All employers, insurance carriers, and attorneys will be able to create LMS groups for their business.

- This will allow groups the ability to assign particular users within their group to particular claims.
- The group admins can add/edit/remove users within that group as they see fit.

# LMS – *Litigation Management System*



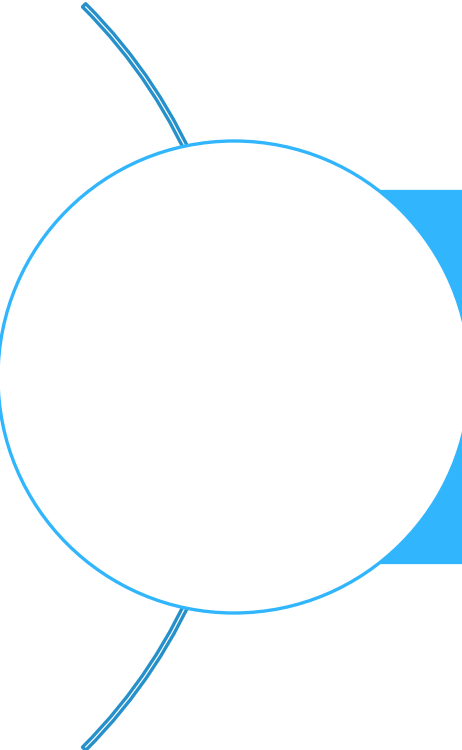
Any entity that files an initiating document into LMS (to the DWC) will have immediate access to the claim. All others must have a *claim number* and an *access code* to get into the claim to which they are/will be a party.



Parties may share their access codes with those they want to access/view the claim. (e.g. The Insurance carrier may provide the employer with an access code to see the goings on within the case to which they are a party)



# LMS – *Litigation Management System*



Now that you have heard a bit about LMS – let's get into the system and let you take a look around!



# Litigation Management System Release 1



- IT Management Consulting
- Systems Integration
- Data Management

# LMS Release 1 Landing Page

Ky.gov An Official Website of the Commonwealth of Kentucky

Search Kentucky.gov...

Department of Workers' Claims Homepage

## Welcome to the Kentucky Department of Workers' Claims Litigation Management System

Registration is required to use the Kentucky Workers' Claims Litigation Management System. Once registered, you will be able to do the following, depending on your role: administer self-insurance, submit a claim, view a claim, or join an existing claim as attorney or claimant.

Email

Password

[Register](#) | [Forgot Password](#)

Sign In

# LMS Release 1

## User Registration

### Web Application

- User selects 'Registration' from LMS landing page
- System solicits user email and personal security questions
- Red asterisks indicate a required field

#### Account Registration

Step 1 of 5

Email \*

Create Password \*

  
Password must be between 8 and 20 characters and include at least one uppercase letter, one lowercase letter, one number, and one special character.  

Confirm Password \*

Security Question #1 \*

Select a question...

Security Question #2 \*

Select a question...

Security Question #3 \*

Select a question...

# LMS Release 1

## User Registration

- User selects 'Registration Type'

### Account Registration

Step 2 of 5

How will you be using the system?

Kentucky Attorney

Court Reporter

Other

[Back](#) [Next](#)

# LMS Release 1

## User Registration

- System solicits user personal information
- If Attorney was chosen, Kentucky Bar ID will be required to register

### Account Registration

Step 3 of 5

Title  First Name \*  Middle  Last Name \*  Suffix

Address \*

City \*  State \*  Zip Code \*

Phone \*  Fax

Gender \*  
(select gender with your arrow keys)

Female  Male  Undisclosed

Kentucky Bar ID \*

Back

Next

# LMS Release 1

## User Registration

- User picks to sign up for paperless notifications or continue to receive paper notifications.

### Account Registration

Step 4 of 5

I acknowledge by selecting "Yes" below that I am signing up for paperless communications from the Department of Worker's Claims and where possible, the DWC will send me notifications electronically using the email provided. I also acknowledge that the DWC may send me paper if necessary or if required by law.

- Yes, I want to sign up for paperless notifications.
- No, please continue to send me paper.

Back

Next

# Release 1 Scope

## User Registration

- User must check both boxes in order to complete registration
- Terms/Conditions are not complete at this time and filler is being used

### Account Registration

Step 5 of 5

#### Terms and Conditions

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

I accept the Terms and Conditions. \*

I am 18 years of age or older. \*

**The following errors were encountered:**

- You must accept the terms and conditions.
- You must confirm that you are 18 years of age or older to use the system.

Back Finish



# LMS Release 1

## User Registration

- After completion of registration, user will receive a Success Message and will be prompted by email to become a user in LMS

### Account Registration

Complete

Success!

Please complete the registration by clicking the activation link in the email that was just sent to you.

[Return Home](#)

# LMS Release 1 User Registration

- User will need to go to the email used to register and click on link provided to complete registration
- Link will activate the account and user will get a Green Success! message

Activate your LMS account!

Finance

no-reply@ky.gov

Today at 8:57 AM

To me

Hello Von,

Thank you for signing up with LMS. To activate your account, please visit the URL link below:

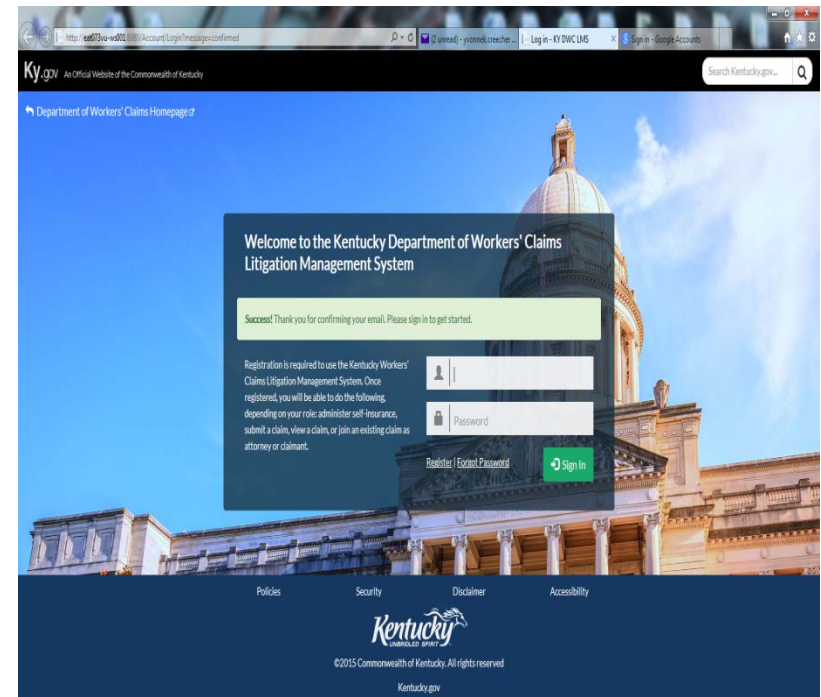
<http://eat073vu-ws001:8080/Account/ConfirmEmail?userId=496&code=OSXotKhzmQ5i4LX00uA86Pn4hdJX4%2BSVMnJw9ufAGKq7SvqHKCjGHc:SNvZmeCPkHvD3D09eFqEERE33PblacRavDoMrzGFA2jky2U7VLMXENi0%2B%2BPj00ChPFA3DxBITVSIUM60pQQA%3D%3D>

Once you have visited the verification URL, your account will be activated and you will be able to log in. If you have any problems or questions, please contact the Department of Workers' Claims at [support@ky.dwc.gov](mailto:support@ky.dwc.gov).

Thank you

Please do not reply to this email

[Reply](#), [Reply All](#) or [Forward](#) | [More](#)



# LMS Release 1

## Edit Profile

- User logs into LMS, selects My Profile page from upper right corner
- User can edit/update their profile
- Information solicited and options selected during registration are displayed here

Ky.gov An Official Website of the Commonwealth of Kentucky

Department of Worker's Claims

Welcome, Solace

### Edit Profile

#### Update Personal Information

Title: Mr. First Name: Solace Middle: Last Name: Nerwal Suffix:

Address: 7100 Forest Ave.

City: Richmond State: Virginia Zip Code: 21223

Phone: (000) 630 8225

Fax:

Gender:  Female  Male  Undisclosed

[Update Profile](#)

#### Paperless Notifications

I acknowledge by selecting "Yes" below that I am signing up for paperless communications from the Department of Worker's Claims and where possible, the DWC will send me notifications electronically using the email provided. I also acknowledge that the DWC may send me paper if necessary or if required by law.

Yes, I want to sign up for paperless notifications.

No, please continue to send me paper.

# LMS Release 1

## Password Recovery

Ky.gov An Official Website of the Commonwealth of Kentucky

Search Kentucky.gov...

Department of Workers' Claims Homepage

### Welcome to the Kentucky Department of Workers' Claims Litigation Management System

Registration is required to use the Kentucky Workers' Claims Litigation Management System. Once registered, you will be able to do the following, depending on your role: administer self-insurance, submit a claim, view a claim, or join an existing claim as attorney or claimant.

Email

Password

[Register](#) | [Forgot Password](#)

Sign In

# LMS Release 1

## Password Recovery

- User selects 'Forgot Password' from LMS Landing page
- System asks for email address, answer Security Questions and user must check box "I'm not a robot" and type word shown, in order to complete password reset

Password Reset

Please enter account email address:

Next

Password Reset

What is your favorite color?

What is the first name of your eldest nephew/niece?


What was the name of the first company you ever worked for?

New Password

Confirm Password

Our system is secure against automated attacks. Please demonstrate that you are a real person by responding below:

I'm not a robot

 reCAPTCHA  
Privacy - Terms

Submit

# LMS Release 1

## Associating to a Claim

- User selects Add Claim button from My Claims dashboard
- System asks for Claim Number and Access Number
- Release 2 will add role identification and *pro hac vice* attestation

The screenshot shows the 'My Claims' dashboard on the Ky.gov website. A modal window titled 'Add a Claim' is open, prompting the user to enter a 'Claim Number' and an 'Access Number'. The modal text states: 'To join as a party or representative to a claim you must be a named party and have an Access Number.' Below the input fields, it says: 'You can also file a new claim, submitting all documentation electronically.' The modal has 'Cancel' and 'Join' buttons. In the background, a table of claims is visible with columns for Claim #, Name, Date, Description, and Status.

Claim #	Name	Date	Description	Status
197905478			AR AND LUMBO-SACRAL)	N/A
201500014	JASON RICHMOND ARMSTRONG Vs H.H. GREGG INC	Apr-09-2013	LOW BACK AREA (INC: LUMBAR AND LUMBO-SACRAL)	N/A
201500015	JAMES REYNOLDS Vs SPS/PULLMAN POWER LLC	Mar-24-2014	FINGER(S)	N/A

# LMS Release 1

## My Claims Dashboard

- User lands on My Claims Dashboard when logging in (Release 1)
- All columns can be sorted, default sort is descending by injury date
- Actions taken here include associating to claim, selecting claim to see details.

Ky.gov An Official Website of the Commonwealth of Kentucky Department of Workers' Claims

Welcome, Solace ?

My Claims + Add Claim File Claim File Document

10 records per page

Claim #	Style	Injury Date	Body Part	ALJ
197905478	PEGGY HOUK Vs UNION UNDERWEAR COMPANY, INC.	Jan-24-1979	LOW BACK AREA (INC: LUMBAR AND LUMBO-SACRAL)	N/A
201500014	JASON RICHMOND ARMSTRONG Vs H.H. GREGG INC	Apr-09-2013	LOW BACK AREA (INC: LUMBAR AND LUMBO-SACRAL)	N/A

Litigation Management System

My Claims

Claim Search

Work Queue

Schedule

Admin

[Home](#) > [My Claims](#) > Start Claim

## Start Claim

Join Claim

Start Claim

Submit Document

### Claim for Compensation

#### Injured Workers Information:

Name	<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Suffix"/>		
Address	<input type="text"/>					
	<input type="text"/>					
City	<input type="text"/>	, KY	Zip Code	<input type="text"/>	Country	<input type="text"/>
Phone	<input type="text" value="Home Phone"/>	<input type="text" value="Work Phone"/>				
Email	<input type="text"/>					
SSN	<input type="text"/>	Alternate Id Type	<input type="text"/>	Alternate Id	<input type="text"/>	

#### Incident Details

Date of Injury	<input type="text" value="/ /"/>	Time of Injury	<input type="text"/>	Avg Weekly Wages	<input type="text"/>
Injured Part	<input type="text"/>				



# LMS Release 1

## Filing a Document

Official Website of the Commonwealth of Kentucky

Search Kentucky.gov...

Welcome, Scott

Click on Tools, C and Share to acc additional feature

### My Claims

Join Claim Start Claim Submit Document

Claim #	Style	Injury Date	Nature	Body Part	Disposition
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	Assigned to ALJ
<a href="#">12345678</a>	Jennifer Ford Motor C	10/4/2014		Parts	
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	Assigned to ALJ
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	Assigned to ALJ
<a href="#">12345678</a>	Jennifer Ford Motor C	11/2/2014		Parts	
<a href="#">12345678</a>	Jennifer Ford Motor C	1/1/2009		Parts	

### Join a Claim

To join as a party or representative to a claim you must be a named party and have an Access Number.

Next

# LMS Release 1

## Filing a Document

Ky.gov An Official Website of the Commonwealth of Kentucky

Search Kentucky.gov...

Welcome, Scott Jones

Litigation Management System

My Claims

Claim Search

Work Queue

Schedule

Admin

Home > My Claims

### My Claims

Join Claim Start Claim Submit Document

Claim #	Style	Injury Date	Nature	Body Part	Disposition
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	Assigned to ALJ
<a href="#">12345678</a>	Jennifer Ford Motor C	10/4/2014		Parts	
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	Assigned to ALJ
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	Assigned to ALJ
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	11/2/2014
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	1/1/2009
<a href="#">12345678</a>	Jennifer Caldwell Vs Ford Motor CO-KY Truck Plant	12/17/2014	Multiple Physical Injuries Only	Multiple Body Parts	6/16/2011

### Join a Claim

Please identify yourself:

- Sally Injured (Claimant)
- Jon Dewey (Claimant Attorney)
- Construct CO (Employer)
- Mark Humphrey (Employer Attorney)
- Alliance Insurance (Claimant Administrator)
- Other (not listed above)

Back Next

# LMS Release 1

## Filing a Document

Ky.gov An Official Website of the Commonwealth of Kentucky

Search Kentucky.gov...

Welcome, Scott Jones

Litigation Management System

My Claims

Claim Search

Work Queue

Schedule

Admin

Home > My Claims

My Claims

Join Claim Start Claim Submit Document

Claim #	Style	Injury Date	Nature	Body Part	Disposition
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	Assigned to ALJ
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	10/4/2014
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	Assigned to ALJ
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	Assigned to ALJ
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	11/2/2014
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	1/1/2009
<a href="#">12345678</a>	Jennifer Caldwell Vs Ford Motor CO-KY Truck Plant	12/17/2014	Multiple Physical Injuries Only	Multiple Body Parts	6/16/2011

### Join a Claim

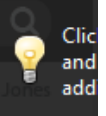
File a Notice of Representation

Claim Number:

Claimant Last Name:

What is your Role?

# LMS Release 1



Litigation Management System

[Home](#) > My Claims

## My Claims

[Join Claim](#)

[Start Claim](#)

[Submit Document](#)

[My Claims](#)

[Claim Search](#)

[Work Queue](#)

[Schedule](#)

[Admin](#)

Claim #	Style	Injury Date	Nature	Body Part	Disposition
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	Assigned to ALJ
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	10/4/2014
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	Assigned to ALJ
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	Assigned to ALJ
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	11/2/2014
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	1/1/2009
<a href="#">12345678</a>	Jennifer Caldwell Vs Ford Motor CO-KY Truck Plant	12/17/2014	Multiple Physical Injuries Only	Multiple Body Parts	6/16/2011

### Join a Claim



Thank you for submitting a Notice of Representation to this claim. An alert has been sent to all parties on the case, and the claim will now display on your user dashboard. Please contact the Department of Workers' Claims for further information.

Department of Workers' Claims  
657 Chamberlin Avenue  
Frankfort KY 40601  
Phone: (502) 564-5550  
Email: [Department of Workers' Claims](#)

[Join New Claim](#)

[My Claims](#)

[Go to Claim](#)

# Release 1 Scope

## Claim Details Dashboard

- User selects a Claim to view details
- Able to view Related Parties, Documents and Incident tabs (Release 1)
- Access number can be viewed (for 3 seconds) using 'show access #' button

The screenshot shows the 'Litigation Management System' interface. The header includes 'Ky.gov An Official Website of the Commonwealth of Kentucky' and 'Department of Workers' Claims'. A user is logged in as 'Solace'. The main content area displays 'Claim #: 201500016' with a 'File Document' button. The claim details are as follows:

Style	FABIAN VELEZ Vs SIGMA STRETCH FILM OF KY INC
Judge	N/A
Date of Injury	Nov-09-2013
Disposition	READY TO ACKNOWLEDGE
Nature	FRACTURE
Body Part	FINGER(S)

Insurance Carrier Information:

Maintenance Type Code	N/A
Maintenance Type Code Date	N/A
Claim Administrator #	N/A

Claim Access # [show access #](#)

Related Parties:

- Claimant: FABIAN VELEZ
- Employer: Ford Motor CO
- Insurance Carrier: OLD REPUBLIC INS CO
- Medical Provider: Kentucky State University

# LMS Release 1

## Filing a Document

- On My Claim Details, user selects 'File Document'
- Document categories are based on SIMBA status types (Release 1)
- Document types available for submission are Motion to file late brief (MFLB) and Motion to Compel (MTNC) (Release 1)

The screenshot displays the 'Litigation Management System' interface. A modal window titled 'Submit Document' is open, allowing a user to select a document category and type. The background shows a claim details page for 'Claim #: 201...' with various fields like Style, Judge, Date of Injury, Disposition, Nature, and Body Part. A sidebar on the left contains navigation options: My Claims, Notifications Queue, Schedule, Employer Coverage, and Admin. The top right corner shows the user's name 'Welcome, Solace' and a 'File Document' button.

**Submit Document**

Select a Document category to upload:  
MOTIONS RESPONSES

Select a Document type to upload:

- JTCR - JOINT PETITION FOR REFERRAL TO CHIRO PEER REVIEW
- MADR - MOTION TO APPOINT DOCTOR
- MAMA - MOT. TO AMEND APPLICATION FOR ADJUSTMENT
- MBIF - MOTION TO BIFURCATE
- MCIC - MOTION TO CERTIFY INS COV
- MCLA - MOTION TO CLARIFY
- MCME - MOTION TO CONTEST MEDICAL EXPENSES
- MONM - MOTION TO CANCEL HEARING

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### Litigation Management System

My Claims

Claim Search

Work Queue

Schedule

Admin

## My Claims

Join Claim Start Claim Submit Document

Claim #	Style	Injury Date	Nature	Body Part	Disposition
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	Assigned to ALJ
<a href="#">12345678</a>	Jennifer Ford Motor C	10/4/2014		Parts	
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	Assigned to ALJ
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	Assigned to ALJ
<a href="#">12345678</a>	Jennifer Ford Motor C	11/2/2014		Parts	
<a href="#">12345678</a>	Jennifer Ford Motor C	1/1/2009		Parts	
<a href="#">12345678</a>	Jennifer Ford Motor C	6/16/2011		Parts	

### Submit a Document

Select a Motion type...

- Certify Insurance Coverage
- Clarify
- Dismiss Appeal
- Extensions of Time/Appeals
- File a Late Brief
- File Brief
- Permission
- Remand Case to ALJ
- Set Aside
- Misc/Appeals

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Home > My Claims

My Claims

Join Claim Start Claim Submit Document

Claim #	Style	Injury Date	Nature	Body Part	Disposition
<a href="#">12345678</a>	Jennifer Caldwell Vs Ford Motor CO-KY Truck Plant			Parts	Assigned to ALJ
<a href="#">12345678</a>	Jennifer Caldwell Vs Ford Motor CO-KY Truck Plant			Parts	10/4/2014
<a href="#">12345678</a>	Jennifer Caldwell Vs Ford Motor CO-KY Truck Plant			Parts	Assigned to ALJ
<a href="#">12345678</a>	Jennifer Caldwell Vs Ford Motor CO-KY Truck Plant			Parts	Assigned to ALJ
<a href="#">12345678</a>	Jennifer Caldwell Vs Ford Motor CO-KY Truck Plant			Parts	11/2/2014
<a href="#">12345678</a>	Jennifer Caldwell Vs Ford Motor CO-KY Truck Plant			Parts	1/1/2009
<a href="#">12345678</a>	Jennifer Caldwell Vs Ford Motor CO-KY Truck Plant	12/17/2014	Multiple Physical Injuries Only	Multiple Body Parts	8/16/2011

### Submit a Document

What claim is associated with this document?

Claim Number:  Date of Injury:

2 Results

- 12345678 Jennifer Caldwell Vs Ford Motor CO-KY Truck Plant
- 12345678 John Smith vs Walmart



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Home > My Claims

## My Claims

Join Claim Start Claim Submit Document

Claim #	Style	Injury Date	Nature	Body Part	Disposition
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	Assigned to ALJ
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	10/4/2014
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	Assigned to ALJ
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	Assigned to ALJ
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	11/2/2014
<a href="#">12345678</a>	Jennifer Ford Motor C			Parts	1/1/2009
<a href="#">12345678</a>	Jennifer Caldwell Vs Ford Motor CO-KY Truck Plant	12/17/2014	Multiple Physical Injuries Only	Multiple Body Parts	8/16/2011

### Submit a Document

Please complete the data associated with the Motion

File Date 11/3/2014

Party Role

Description

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# QUESTIONS?