

EAMS Settlement Documents Filing Instructions (April 1, 2020)

1. Prepare your PDF documents to be “attached” and uploaded via EAMS. Create a separate folder on your Desktop or on your C:/ drive (or a network drive) to save these PDF files before logging on to EAMS.
 - a. Signed (by all parties) Settlement Document with cover letter explaining basis for the settlement, status of any EDD lien or child support lien, and the parties’ email addresses and phone numbers.
 - b. Proposed Order/Award
 - c. Medical(s) upon which the settlement is based upon (if multiple reports, you will need to upload them as separate PDF files)
 - d. Proof of Service “C&R/Stipulation with supporting documentation” served on insurance, defense counsel, and Applicant
2. Log on to EAMS website using **Internet Explorer (site is best viewed through Internet Explorer):** <https://eams.dwc.ca.gov/external/logon.jsp> Enter Username and Password.
3. Once on main screen, do the following:
 - a. Click on Workspace tab - If it does not default to the eForms page, then do the following: Go to upper left corner side bar **SHORTCUTS** and click the blue arrow << It will expand the side bar. Click on e-form. This will take you to all the eforms available.
4. Depending on what you are filing - C&R or Stip - click the highlighted Eform under “Adjudication” heading. This is called a “**Structured Eform.**” Here you will fill out the Cover Sheet(s) and the Form(s). Not all of the boxes are required to be filled in. If you try to submit the final product (more on final product below) to EAMS it will tell you if there is a field that needs to be filled in before it will accept the submission.

Some considerations when filling out the Form(s).

First fill out Cover Sheet 1 tab.

- a. Is this a new case? No
- b. Location: select dropdown “CTL”
- c. Is this a Walk Thru? The Cover Sheet requests to know if it is walk through or not. Not sure if selecting this makes a difference as to how the judge is assigned. If the case is not on calendar that day, select “Yes” (if we learn later this is incorrect, we will advise)
- d. Fill out Date and Case Number field
- e. Check “ADJ” box
- f. If there is more than one Case Number, fill in the companion cases ADJ numbers only

You will need to fill out the Form(s) template **with the information on your original C&R/ STIPS.** Not all fields in all Form tabs will need to be filled in. If you try to “Submit” (see below) and there are still fields to be filled in, you will be prompted to fill them in before submission can go through.

Example for a C&R:

Form-1

- a. SSN
- b. Venue. "Select Court of principal place of business..." Enter the zip code for the WCAB. Then in drop down select 3-digit code for the WCAB where case is venued.
- c. Fill in Employee name and address from the settlement document
- d. Fill in if Employer is insured or self insured. (fill in one of these options)
- e. Fill in Employer name and address from the settlement document.

Form-3

- a. Date of Birth

Form-7

- a. Settlement Amount

5. Once completed, now you will need to add your attachments.

ADD your "Attachments" (find the link at top of the page)

ADJ > LEGAL > Stipulations with request for award signed (or Compromise & Release Signed)
(Author is your firm's EAMS Name)

ADJ > LEGAL > Proposed Order/Award (Author is your firm's EAMS Name)

ADJ > MEDICAL > AME or QME > add each report as needed (Author is Dr Name AND date is date of the report)

ADJ > LEGAL > Proof of Service (Author is your firm's EAMS Name)

After you have "attached" all of the PDF documents (and you will see a list of them), select "DONE"

6. If all documents uploaded and attached, then click SUBMIT. (Again, if you try to “Submit” and there are still fields to be filled in you will be prompted to fill them in before submission can go through.)

This submission by way of a “structured” EAMS Form should trigger a task in EAMS for a WCJ to review the submission.

7. This will take you to a new screen (and often open a new page in your web browser) that has a BATCH number. **Print this out for your file and save it in the folder where you have saved the documents you just uploaded. (It is recommended you keep this folder and the documents in case there proves to be a problem and you have to resubmit it later.)**
8. You will serve to all parties in the Proof of service a copy of the documents you’ve just filed and a copy of the page with the batch number.
9. Once you get the signed Order or Award, as the submitter, you will be designated to serve the Order and/or Award to all of the parties in EAMS.

Good luck!