

FILING TRIAL EXHIBITS



The WCAB has implemented many changes to accommodate Covid restrictions. One of those is that trial exhibits must be filed electronically – either via JetFile or eFile.

There are two issues to consider when filing your trial exhibits:

1. The requirements of the judge and court.
2. The programmatic limitations of electronic filing.

Below, we have outlined feedback from judges AND have provided filing instructions to meet both the judges' requirements and programming guidelines. Please note that it is common for different judges to have different requirements. If you encounter other requests from judges, please let us know.

JUDGE SUGGESTIONS

1. No later than fifteen (15) days prior to trial, the parties shall confer by telephone and/or email to review the stipulations and issues for the purpose of determining whether an agreement can be reached regarding any disputed issues. The stipulations and issues shall be amended accordingly and immediately electronically filed with the court.
2. No later than fifteen (15) days prior to trial, the parties shall meet and confer to eliminate any duplicative proposed exhibits and amend exhibit sheets accordingly.
3. No later than five (5) days prior to trial, the parties shall upload their exhibits and exhibit lists to EAMS, along with their proposed ratings (if applicable, with strings) of all MMI reports relied upon in this matter. The exhibits shall be properly organized and labeled to specify which party is offering the exhibits:
 - Applicant should use 1,2, 3, et. Seq.
 - Defendant should use A, B, C, et. Seq.
 - Lien Claimants should use 101, 102, et. Seq.

Exhibits shall be uploaded into EAMS individually (with the exception of PR-2s, which can be grouped together) and shall be listed in reverse chronological order (i.e. the latest report to be designated as an exhibit first). This is in accordance with the policy and procedure manual. Joint exhibits shall be identified as requested by the trial judge (with the preliminary pre-trial identification in EAMS to include the name, date, and author of the document) and the relevant portions of subpoenaed records shall be properly designated.

EDEXIS SUGGESTIONS

1. Compare proposed exhibits with the other parties and eliminate any duplicates.
2. Upload your exhibits in the exact same order you need them for the judge. That is also the same order your documents will print when we mail them for you.
3. Add your EXHIBIT NUMBER to the front of your doc author (see example below). You can add additional info at the end of the doc author field. However, keep it brief and NO PUNCTUATION. Letters and numbers only.
4. Make sure to use the ACTUAL DOC DATE (not necessarily today's date) for the exhibit you are uploading. In this example, it's a PR-2 from August 4, 2015 and it's Exhibit 101.

The screenshot shows a web form titled "TREATING PHYSICIAN REPORT". At the top, there is a red error message: "You must upload your documents". Below this, there are four input fields: "Document group *" with a dropdown menu showing "MEDICAL REPORTS"; "Document title *" with a dropdown menu showing "TREATING PHYSICIAN REPORT"; "Author *" with a text box containing "101 ABC MEDICAL GROUP PR2"; and "Date *" with a date picker showing "08/04/2015" and a calendar icon. Below the fields is a blue "Browse Files" button. At the bottom, there is a note: "Document will be printed in black and white. Uploads that contain color or uploads over 8 MB may fail."

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