

ADR effect on Attorney WebFile

Your Landing Page:

Your log-in, notifications, and claim selection have not changed.

The screenshot displays the VWC WebFile interface. At the top, the user is logged in as 'Attorney1'. The main content area is divided into several panels:

- Your Paperless Option:** A notification box stating 'Thank you for choosing to be Paperless! You are receiving individual email notifications.'
- Welcome to WebFile Tools:** A text box explaining the purpose of WebFile and providing instructions on how to use it.
- Your Upcoming Hearings:** A table with columns for Claimant Name, Date, Hearing Type, Location, JCN/FEIN, Claimant Attorney, Claim Administrator, Employer Attorney, Insurer Attorney, and Party Name. It currently shows 'No results...'
- VWC Notifications:** A table listing various notifications with columns for Status, Date, Notification, Description, Jurisdiction Claim Number, Claimant First Name, and Claimant Last Name. The notifications include 'Mediation Consent Form', 'Request For Mediation', 'Twenty Day Order Response Payments Made', 'Twenty Day Order Claim Filed - Agreement Forms MA', 'Dispute Form', 'Assertion Of Rights', 'Acknowledge Protective Filing - Claimant', 'Attorney Noting Representation', and 'WebFile Claimant PIN Notification'.
- Represented Claims:** A table listing claims with columns for JCN, Injury Date, Claimant First Name, Claimant Last Name, and Party Represented. A green arrow points to the first row with JCN 'RR41420151032'.
- Note Representation:** A form titled 'Instructions (Step 1 of 2)' for 'Note Representation on Claim (Step 1 of 2)'. It includes fields for 'Jurisdiction Claim Number' and 'Injury Date'.

At the bottom of the page, there are logos for the 'View Department of Accounts Expenses' and 'eva Transparency in Procurement', along with a release timestamp: '(Release: 6.2.0_5-April-2016 04:44 PM)'.

Claim Specific Screen:

The changes are evident when you select to view a specific claim.

Commonwealth of Virginia | Governor

Virginia Workers' Compensation Commission

Welcome to WebFile | My WebFile Tools | Help and Support

Your location: My WebFile Tools » Claim Summary

Claim Summary

Claimant: Brandon Shell
Jurisdiction Claim Number: VA02000007582
Date of Injury: 10/15/2013
Employer: _TEST_NOODLES R US

Employee ID Assigned by Jurisdiction: VA101513ShellBr
Claim Administration Claim Number:
Claim Type:
Insurer: NO RECORD OF INSURANCE

Claim Status Overview

- Claim for Benefits Filed
- Claim Denied by Insurer
- In ADR
- Payments Reported
- Average Weekly Wage:
- Award Entered by Commission

Claim Details | Document & Filings | Attorney Confidential Docs | Submit Web Forms | Upload Documents/Forms

Documents & Filings: Documents and filings related to this claim are shown in the table below.

Instructions

- You may bundle documents by checking the boxes to the left of the document name and clicking Create Doc Bundle at the bottom which will create a single PDF containing all selected items to view on your computer. You may select items on multiple pages.
- Imaged documents require a compatible Adobe PDF viewer to view and print. If you do not have compatible Adobe PDF software you may download and install it at no charge by visiting the Adobe website.

Get Adobe Reader

Imaged Documents: All imaged documents for this Claim are displayed below. Click the Document Type to view the document.

Work Event(s)	Seal... Recipient	Description	Source	Service D...	Date Filed
Expand Groups Select a Document... Apply to selected					
No results...					

View Department of Accounts Expenses | eVA Transparency in Procurement

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Commonwealth of Virginia | Governor

VWC Virginia Workers' Compensation Commission

Welcome to WebFile My WebFile Tools Help and Support

Your location: My WebFile Tools » Claim Summary

Claim Summary

Employer: **_TEST_NOODLES R US**

Claim Status Overview

- Claim for Benefits Filed
- Claim Denied by Insurer
- In ADR ←

Documents & Filings: Documents

Instructions

- You may bundle documents
- Imaged documents require...

Imaged Documents: All imaged documents for this Claim are displayed below. Click the Document Type to view the document.

Work Event(s)	Seal...	Recipient	Description	Source	Service D...	Date Filed
No results...						

(Release: 6.2.0_5-April-2016 04:44 PM)

A new “In ADR” checkbox is located in the Claim Summary Overview section. When a claim has an ACTIVE (In Progress) ADR dispute, the checkbox will be checked.

And each claim contains a new “Attorney Confidential Docs” tab

What is a confidential document?

A “confidential” document is one which is protected as a communication in mediation as defined by Virginia Code Section 8.01-581.22. In general, any communication made in or in connection with the mediation, which relates to the controversy being mediated, is confidential. When documents are filed as “confidential” with the Commission, they are private to the mediator. Attorneys may submit confidential documents via WebFile. If submitted via WebFile, they are also private to the attorney who WebFiled the document.

Upload A Confidential Document

How do you upload a confidential document?

Select the appropriate claim and go to the "Upload/Documents Forms" tab.

Claim Summary

Claimant: Brandon Shell
Jurisdiction Claim Number: VA0200007582
Date of Injury: 10/15/2013
Employer: _TEST_NOODLES R US

Employee ID Assigned by Jurisdiction: VA101513ShellBr
Claim Administration Claim Number:
Claim Type:
Insurer: NO RECORD OF INSURANCE

Claim Status Overview

- Claim for Benefits Filed
- Claim Denied by Insurer
- In ADR
- Payments Reported
- Average Weekly Wage:
- Award Entered by Commission

Navigation: Claim Details | Document & Filings | Attorney Confidential Docs | Submit Web Forms | **Upload Documents/Forms**

Instructions

- In order to make a new submission:
 - Please select the Filing Type which is the form you will be submitting.
 - These blank documents can be found on the Commission's [Forms Page](#).
 - 20 Day Order Response forms are claim specific and sent by mail. They can also be re-printed from the Documents & Filings Tab.
 - You are required to attach a SSA letter when submitting a COLA request(form is available [here](#)).
 - Enter the date the document was completed in the Document Date Field.
 - Click Browse to find the document to file from your computer.
 - You will be informed of a successful submission and be able to see the document in the Documents and Filings Tab.
- The document you upload will be immediately viewable by everyone that is a party to the claim.
- You should not submit paper copies of any electronic filings made to the Commission via WebFile.

You are responsible for copying your opponents on filings made through WebFile. You should add a certificate of service with your filing. A sample template of a certificate is available [here](#).

Upload a Filing

Filing Upload Form

Select Filing Type: **ADR Confidential Document**

- Award Agreement
- 714B Fee Request
- ADR Confidential Document**
- Award Agreement
- Claim for Benefits / Request for Hearing
- Employer's Application for Hearing
- Letter from Attorney
- Mediation Consent Form
- Medical Provider Application
- Medical Record(s)
- Motion
- Motion for the Preservation of Evidence
- Petition and Order
- Petition and Order (Claimant's Info Letter)
- Position Statement OTR Hearing
- Request for Cost of Living Adjustment
- Request for Mediation
- Request for Reconsideration of Opinion
- Request for Review
- Response to an Employer's Application
- Stipulated Order

Claim Parties/Upload Recipients

Employer: _TEST_NOODLES R US
1800 Republic Rd Ste 101
Virginia Beach, VA 23454-4546
United States

Primary Attorney
Party currently has no attorney(s) on file.

Claim Administrator Parties

Claim Administrator:
,

Primary Attorney
Party currently has no attorney(s) on file.

Insurance Carrier Parties

Insurance Carrier: NO RECORD OF INSURANCE

Welcome to WebFile My WebFile Tools Help and Support

Your location: My WebFile Tools » Claim Summary

Claim Summary

Claimant: Brandon Shell
Jurisdiction Claim Number: VA0200007582
Date of Injury: 10/15/2013
Employer: TEST_NOODLES R US

Employee ID Assigned by Jurisdiction: VA101513ShellBr
Claim Administration Claim Number:
Claim Type:
Insurer: NO RECORD OF INSURANCE

Claim Status Overview

Claim
 Claim
 In /

ADR Denied by insurer

ADR

Upload Documents/Forms

Instructions

- In order to make a new submission:
 - Please select the Filing Type which is the form you will be submitting.
 - These blank documents can be found on the Commission's [Forms Page](#).
 - 20 Day Order Response forms are claim specific and sent by mail. They can be found on the [Documents on File Page](#).
 - You are required to attach a SSA letter when submitting a COLA request/form is available [here](#).
 - Enter the date the document was completed in the Document Date Field.
 - Click Browse to find the document to file from your computer.
 - You will be informed of a successful submission and be able to see the document in the Documents and Filings Tab.
- The document you upload will be immediately viewable by everyone that is a party to the claim.
- You should not submit paper copies of any electronic filings made to the Commission via WebFile.

You are responsible for copying your opponents on filings made through WebFile. You should add a certificate of service with your filing. A sample template of a certificate is available [here](#).

Upload to File

Select Filing Type:

- Award Agreement
- 714B Fee Request
- ADR Confidential Document**
- Letter from Attorney
- Mediation Consent Form
- Medical Provider Application
- Medical Record(s)
- Motion
- Motion for the Preservation of Evidence
- Petition and Order
- Petition and Order (Claimant's Info Letter)
- Position Statement OTR Hearing
- Request for Cost of Living Adjustment
- Request for Mediation
- Request for Reconsideration of Opinion
- Request for Review
- Response to an Employer's Application
- Stipulated Order

have been sent to all applicable non-electronic recipients as identified in the list on the right.

in signed by all applicable parties.

t contain ADR confidential information.

Claim Parties/Upload Recipients

Employer: TEST_NOODLES R US
1800 Republic Rd Ste 101
Virginia Beach, VA 23454-4546
United States

Primary Attorney
Party currently has no attorney(s) on file.

Claim Administrator Parties

Claim Administrator:
.

Primary Attorney
Party currently has no attorney(s) on file.

Insurance Carrier Parties

Insurance Carrier: NO RECORD OF INSURANCE

Next, select "ADR Confidential Document" in the Filing Type dropdown.

This screen will appear:

Date of Injury: 10/15/2013
Employer: _TEST_NOODLES R US
Claim Type:
Insurer: NO RECORD OF INSURANCE

Claim Status Overview

<input type="checkbox"/> Claim for Benefits Filed	<input type="checkbox"/> Payments Reported
<input type="checkbox"/> Claim Denied by Insurer	<input type="checkbox"/> Average Weekly Wage:
<input type="checkbox"/> In ADR	<input type="checkbox"/> Award Entered by Commission

Claim Details | Document & Filings | Attorney Confidential Docs | Submit Web Forms | Upload Documents/Forms

Instructions

- In order to make a new submission:
 - Please select the Filing Type which is the form you will be submitting.
 - These blank documents can be found on the Commission's [Forms Page](#).
 - 20 Day Order Response forms are claim specific and sent by mail. They can also be re-printed from the Documents & Filings Tab.
 - You are required to attach a SSA letter when submitting a COLA request form is available [here](#).
 - Enter the date the document was completed in the Document Date Field.
 - Click Browse to find the document to file from your computer.
 - You will be informed of a successful submission and be able to see the document in the Documents and Filings Tab.
- The document you upload will be immediately viewable by everyone that is a party to the claim.
- You should not submit paper copies of any electronic filings made to the Commission via WebFile.

You are responsible for copying your opponents on filings made through WebFile. You should add a certificate of service with your filing. A sample template of a certificate is available [here](#).

Upload a Filing

Filing Upload Form

Select Filing Type: ?
ADR Confidential Document

Document Date: ?
04/04/2016

File(s) must be Non-Encrypted PDFs ?
[Choose File](#) | Mediation Re...ocument .pdf

I hereby certify that the document uploaded includes only an ADR Confidential Document

Claim Parties/Upload Recipients

Employer: _TEST_NOODLES R US
1800 Republic Rd Ste 101
Virginia Beach, VA 23454-4546
United States

Primary Attorney
Party currently has no attorney(s) on file.

Claim Administrator Parties

Claim Administrator:
.

Primary Attorney
Party currently has no attorney(s) on file.

Insurance Carrier Parties

Insurance Carrier: NO RECORD OF INSURANCE

[Upload](#)

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Date of Injury: 10/15/2013
Employer: _TEST_NOODLES R US
Claim Type: NO RECORD OF INSURANCE

Claim Status Overview

- Claim for Benefits Filed
- Claim Denied by Insurer
- In ADR
- Payments Reported
- Average Weekly Wage:
- Award Entered by Commission

Claim Details | Document & Filings | Attorney Confidential Docs | Submit Web Forms | Upload Documents/Forms

Instructions

- In order to make a new submission:
 - Please select the Filing Type which is the form you will be submitting.
 - These blank documents can be found on the Commission's [Forms Page](#).
 - 20 Day Order Response forms are claim specific and sent by mail. They can also be re-printed from the Documents & Filings Tab.
 - You are required to attach a SSA letter when submitting a COLA request form is available [here](#).

Upload a Filing

Filing Upload Form

Select Filing Type: **i**
ADR Confidential Document

Document Date: **i**
04/04/2016

File(s) must be Non-Encrypted PDFs **i**
Choose File Mediation Re...ocument .pdf

I hereby certify that the document uploaded includes only an ADR Confidential Document

Insurance Carrier: NO RECORD OF INSURANCE

Upload

View Department of Accounts Expenses | eVA Transparency in Procurement

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Enter the date of the document and select the file(s) to be uploaded.

NOTE: DO NOT include medical records, mediation consent forms, mediation request forms, or any other document that should be shared with all parties. These documents should be uploaded separately.

Finally, check the new box to assert that there is/are ONLY a confidential document(s) to be uploaded and press the Upload button.

After successfully uploading this document you will receive the normal confirmation message of success.

Claim Status Overview

- Claim for Benefits Filed
- Claim Denied by Insurer
- In ADR
- Payments Reported
- Average Weekly Wage
- Award Entered by Commission

Claim Details | Document & Filings | Attorney Confidential Docs | Submit Web Forms | Upload Documents/Forms

Instructions

- In order to make a new submission:
 - Please select the Filing Type which is the form you will be submitting.
 - These blank documents can be found on the Commission's [Forms Page](#).
 - 20 Day Order Response forms are claim specific and sent by mail. They can also be re-printed from the Documents & Filings Tab.
 - You are required to attach a SSA letter when submitting a COLA request form is available [here](#).
 - Enter the date the document was completed in the Document Date Field.
 - Click Browse to find the document to file from your computer.
 - You will be informed of a successful submission and be able to see the document in the Documents and Filings Tab.
- The document you upload will be immediately viewable by everyone that is a party to the claim.
- You should not submit paper copies of any electronic filings made to the Commission via WebFile.

You are responsible for copying your opponents on filings made through WebFile. You should add a certificate of service with your filing. A sample template of a certificate is available [here](#).

Upload a Filing

Documents successfully uploaded!

Filing Upload Form

Select Filing Type: **Award Agreement**

Document Date: MM/dd/yyyy

File(s) must be Non-Encrypted PDFs

No file chosen

I hereby certify that copies of the document(s) have been sent to all applicable non-electronic recipients as identified in the list on the right.

I hereby certify that the document(s) have been signed by all applicable parties.

I certify that the document(s) uploaded do not contain ADR confidential information.

Claim Parties/Upload Recipients

Claimant Parties

Claimant: Brandon Shell
1000 Dmv Dr
Richmond, VA 23220-2036
United States

Primary Attorney: Attorney 1 
Attorneys Inc
11732 W Broad St Ste 101
Richmond, VA 23233-1005
United States

Employer Parties

Employer: _TEST_NOODLES R US
1800 Republic Rd Ste 101
Virginia Beach, VA 23454-4546
United States

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Viewing Confidential Documents You Uploaded:

How do you quickly view Confidential Documents that you have uploaded?

The “Attorney Confidential Docs” tab allows you to view all of the confidential documents that you uploaded to a specific claim.

The screenshot shows the VWC web portal interface. At the top, there is a navigation bar with the VWC logo and the text "Commonwealth of Virginia | Governor" and "Welcome, Test Attorney1 (Attorney1) | Manage Profile | Manage Paperless Option | Logout". Below this is a sub-header with "Welcome to WebFile My WebFile Tools Help and Support". The main content area is titled "Claim Summary" and displays the following information:

- Claimant: Brandon Shell
- Jurisdiction Claim Number: VA02000007582
- Date of Injury: 10/15/2013
- Employer: _TEST_NOODLES R US
- Employee ID Assigned by Jurisdiction: VA101513ShellBr
- Claim Administration Claim Number:
- Claim Type:
- Insurer: NO RECORD OF INSURANCE

Below the claim summary is a "Claim Status Overview" section with several checkboxes:

- Claim for Benefits Filed
- Claim Denied by Insurer
- In ADR
- Payments Reported
- Average Weekly Wage:
- Award Entered by Commission

There are four tabs: "Claim Details", "Document & Filings", "Attorney Confidential Docs", and "Submit Web Forms". The "Attorney Confidential Docs" tab is selected and highlighted with a green arrow.

Below the tabs is a section titled "Documents & Filings: Documents and filings related to this claim are shown in the table below." It includes "Instructions" and a table of "Imaged Documents".

Instructions:

- You may bundle documents by checking the boxes to the left of the document name and clicking Create Doc Bundle at the bottom which will create a single PDF containing all selected items to view on your computer. You may select items on multiple pages.
- Imaged documents require a compatible Adobe PDF viewer to view and print. If you do not have compatible Adobe PDF software you may download and install it at no charge by visiting the Adobe website.

Imaged Documents: All imaged documents for this Claim are displayed below. Click the Document Type to view the document.

Work Event(s)	Seal...	Recipient	Description	Source	Service D...	Date Filed
<input type="checkbox"/> Work Event: ADR Confidential Document (1 File)						Date Filed: 04/06/2016
<input type="checkbox"/> ADR Confidential Document		No	ADR Confidential Document	Web	04/04/2016	04/06/2016

At the bottom of the table, there is an "Expand Groups" button and a dropdown menu with "Select a Document..." and "Apply to selected". The text "Results 1 - 1 of 1" is displayed at the bottom right of the table.

At the bottom of the page, there are logos for "View Department of Accounts Expenses" and "eVA Transparency in Procurement". The release information "(Release: 6.2.0_5-April-2016 04:44 PM)" is located at the bottom right.

Once you have uploaded a confidential document it will appear in this tab, and allow you to view the document.

Commonwealth of Virginia | Governor Welcome, Test Attorney1 (Attorney1) | Manage Profile | Manage Paperless Option | Logout

VWC
Virginia Workers' Compensation Commission
Welcome to WebFile | My WebFile Tools | Help and Support

Your location: My WebFile Tools » Claim Summary

Claim Summary

Claim Details | Document & Filings | **Attorney Confidential Docs**

Employee ID Assigned by Jurisdiction: VA101513ShellB
Claim Administration Claim Number:
Claim Type:
Insurer: NO RECORD OF INSURANCE

Payments Reported
 Average Weekly Wage:
 Award Entered by Commission

Documents & Filings: Documents and filings related to this claim are s

Instructions

- You may bundle documents by checking the boxes to the left
- Imaged documents require a compatible Adobe PDF viewer

 Get ADOBE READER

...m which will create a single PDF containing all selected items to view on your computer. You may select items on multiple pages.
...e you may download and install it at no charge by visiting the Adobe website.

Description	Source	Service D...	Date Filed
ADR Confidential Document	Web	04/04/2016	04/06/2016

Results 1 - 1 of 1

Imaged Documents: All imaged documents for this Claim are

- Work Event(s)
- Work Event: ADR Confidential Document (1 File)**
 -  [ADR Confidential Document](#)

Expand Groups | Select a Document... | Apply

  (Release: 6.2.0_5-April-2016 04:44 PM)

This tab gives you access to confidential document(s) you uploaded through your WebFile account. Confidential documents uploaded to the claim by other users or submitted through the mail or fax will not appear in this tab.

Note the lock icon next to the image link. This icon indicates a confidential document and will appear wherever the link to the document exists with-in all the Commissions applications (WebFile and our own internal application). Only the assigned mediator and the uploading attorney have access to view this document.

In the example below you will note that the document is also found in the “Document & Filings” tab. Note that all parties will be able to see that a confidential document has been filed. Access to view the document is restricted. If any party except the user who uploaded the document and the ADR mediator attempts to open the document, they will be directed to a Confidential Document placeholder sheet, as seen in the next page.

The screenshot shows the VWC web portal interface. At the top, there is a navigation bar with the VWC logo and text: "Commonwealth of Virginia | Governor", "Welcome, Test Attorney1 (Attorney1)", "Manage Profile", "Manage Paperless Option", and "Logout". Below this is a sub-header with "Welcome to WebFile", "My WebFile Tools", and "Help and Support". The main content area is titled "Claim Summary" and displays the following information:

- Claimant: Brandon Shell
- Jurisdiction Claim Number: VA02000007582
- Date of Injury: 10/15/2013
- Employer: _TEST_NOODLES R US
- Employee ID Assigned by Jurisdiction: VA101513ShellBr
- Claim Administration Claim Number:
- Claim Type: Insurer: NO RECORD OF INSURANCE

Below the summary is a "Claim Status Overview" section with several checkboxes:

- Claim for Benefits Filed
- Claim Denied by Insurer
- In ADR
- Payments Reported
- Average Weekly Wage:
- Award Entered by Commission

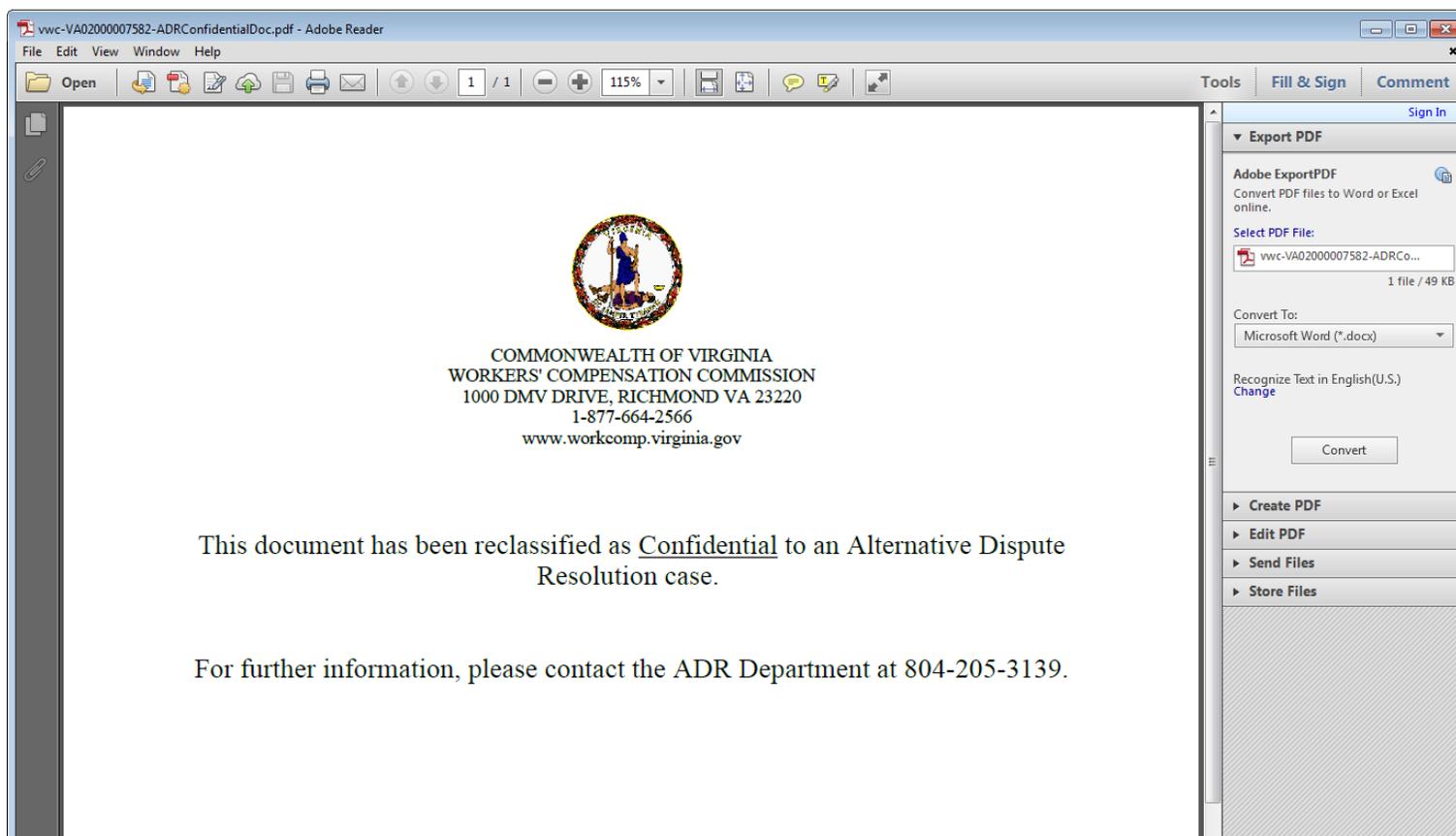
The "Document & Filings" tab is selected, showing a table of documents. A green arrow points to the "Document & Filings" tab, and another green arrow points to the "ADR Confidential Document" entry in the table. The table has the following columns: Work Event(s), Seal, Recipient, Description, Source, Service D..., and Date Filed. The "ADR Confidential Document" entry is highlighted.

Work Event(s)	Seal	Recipient	Description	Source	Service D...	Date Filed
Work Event: ADR Confidential Document (1 File)						Date Filed: 04/06/2016
ADR Confidential Document		No	ADR Confidential Document	Web	04/04/2016	04/06/2016
Work Event: Request for Mediation (1 File)						Date Filed: 03/21/2016
Work Event: 714B Fee Request (1 File)						Date Filed: 03/21/2016
Work Event: Agreement Form (1 File)						Date Filed: 02/17/2016
Work Event: WebFile Claimant PIN Notification (1 File)						Date Filed: 12/07/2015
Work Event: Twenty Day Order Response Payments Made (1 File)						Date Filed: 11/16/2015
Work Event: Twenty Day Order Claim Filed - Agreement Form/LMA (1 File)						Date Filed: 11/16/2015
Work Event: Notification of Injury - Request for First Report of Injury Carrier (3 Files)						Date Filed: 11/16/2015
Work Event: Agreement Form (1 File)						Date Filed: 11/16/2015

At the bottom of the page, there are logos for "View Department of Accounts Expenses" and "eVA Transparency in Procurement". A release date "(Release: 6.2.0_5-April-2016 04:44 PM)" is also visible.

Confidential Documents that are faxed or mailed to the Commission will be made confidential and you will see the filing here. **However**; you will NOT have access through WebFile to view this document. **Only the documents that you upload through WebFile as confidential will be available for you to view.**

If a user without permission to view this document attempts to open/view it; the following will appear:



Please see our ADR FAQ document (available from the WebFile Home page) if you have further questions regarding ADR.

The Attorney WebFile Guide has more information about your WebFile experience.