

- Policy & Procedure
- Take Note
- Milestones

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DWCNewsline

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Division of Workers' Compensation unveils new EAMS Web site tools

The Division of Workers' Compensation (DWC) has posted new tools on its Web site to help those using optical character recognition (OCR) paper forms file successfully in the Electronic Adjudication Management System (EAMS).

The new tools include:

- A 10-minute video tutorial explaining how to file OCR forms
- A transcript of the video
- New detailed samples of forms and how to set up files for submission, including cover sheets and document separator sheets
- Checklists that show what needs to be filed by whom, and in what order

Although similar tools were posted when EAMS was introduced in August 2008, the new tools reflect updates in the filing process and offer much more detail. For instance, the video guides filers through key concepts such as using uniform assigned names (UAN), cover sheets and separator sheets, and offers tips on filing successfully.

And the new and updated form samples show filers step by step how to assemble their filing packets. This includes a checklist for applicant attorneys, claims administrators and/or defense attorneys, and lien claimants to follow to ensure their filings are complete. (Unrepresented injured workers have their own filing [guides](#) on the DWC Web site.)

Following the checklists, the samples include detailed descriptions of how to fill out the document cover sheet, document separator sheet, and the specific form. Current updated form samples are:

- [Application for Adjudication of Claim](#)
- [Amended Application for Adjudication of Claim](#)
- [Compromise and Release](#)

- [Declaration of Readiness to Proceed](#)
- [Declaration of Readiness to Proceed Expedited Trial](#)
- [Notice and Request for Allowance of Lien](#)
- [Stipulations with Request for Award](#)

More sample packets are planned for the future.

It should also be noted that the DWC 1 workers' compensation claim form & notice of potential eligibility is no longer required with the application. Requiring this form was a response to Labor Code rule changes that no longer apply.

The new tools can be found on the EAMS page for OCR form filers. For more information, go to www.dwc.ca.gov/eams or email EAMS@dir.ca.gov.

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