



OKLAHOMA WORKERS' COMPENSATION COMMISSION

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Chairman Mark Liotta · Commissioner Jordan Russell · Commissioner Megan Tilly

Executive Director Hopper Smith

To: Attorneys

From: Chief ALJ T. Shane Curtin

Date: April 10, 2020

Update: April 10, 2020

As we continue to work through this difficult time together, please note the reminders, amended procedures and new procedures as of April 10, 2020. Your compliance with these practices will help us better serve you. As always, should you have any questions, please send us an email.

****REMINDERS****

We are NOT issuing IME Orders at this time due to the difficulty of scheduling appointments with the various doctors. Please do not submit Form M's at this time. We continue to monitor the IME list and will advise when things change. **THIS DOES NOT PREVENT** the parties from agreeing to using a doctor for an "IME" type second opinion and having a letter agreement to the same. The parties can then arrange for the appointments and monitor the doctor's accessibility.

The ALJs are available via email and telephone conference to help resolve any issue that can be decided at a traditional pre-hearing conference. You do not need a notice of a pre-hearing to contact the ALJ by email to arrange a telephonic pre-hearing conference.

****AMENDED PROCEDURE** Changing the 4-3-20 Alert regarding Form A Order procedure:**

The parties may email the assigned Judge the executed Form A Order. You will receive an email reply that it has been received and approved. It will be processed and a filed stamped copy will be mailed to you via regular mail.

****NEW PROCEDURE** Hearings by Document Submissions.**

For those parties who wish to submit a case to the assigned Judge for determination of issues based solely on documentary evidence, the ALJs have developed the attached PDF as a template guide formatted to allow efficiency for the Judges and the parties.

Please follow the example form attached to this email. Send the completed form signed by the attorneys with the documentary evidence via email in PDF format to the assigned Judge. The Judge will contact the parties by phone then review the provided record and issue an order on the requested issues. Again, should you have any questions, please email the assigned Judge.

