



DOCUMENT MANAGEMENT SYSTEM
(DMS)
UPDATE FOR ATTORNEYS & INSURERS

MONDAY, FEBRUARY 23, 2009

Please be advised that, from this point forward, attorneys and other parties who are submitting documents to the DIA (at Conciliation, Conference, Hearing, etc.) should no longer utilize paperclips, staples, prongs or the like. One large binder clip (see image below) holding an entire packet together is acceptable.



This type of binder holding entire packets together is acceptable.

NOTE: All attorneys, insurers and self-insurers must obtain a DIA user account to access the Document Management System once it is brought on-line (target date is to be announced). You can sign-up for an account at www.mass.gov/dia. Look for the “Apply for a DIA On-line Account” under ONLINE SERVICES. Those parties that already have an on-line account need not apply for a new one. Please monitor our web-site for further updates.