



# THE COMMONWEALTH OF MASSACHUSETTS

## Department of Industrial Accidents

1 Congress Street, Suite 100  
Boston, Massachusetts 02114-2017

**DEVAL L. PATRICK**  
*Governor*

**PHILIP L. HILLMAN**  
*Director*

**TIMOTHY P. MURRAY**  
*Lieutenant Governor*

### **ATTENTION! ALL ATTORNEYS PRACTICING BEFORE THE DEPARTMENT OF INDUSTRIAL ACCIDENTS:**

The Department will be requiring all conference medical and non-medical packets be submitted in PDF format via CD or secure electronic transfer beginning in early February 2012.

As such the DIA will be providing training seminars throughout January 2012 in preparation. It is strongly advised that attorneys and/or their support staff attend one of these training seminars so that on launch day all packets are submitted in the proper format. These sessions will be held in Boston and in all regional offices. We will also conduct frequent on-line sessions. Below is the schedule of training events for January:

Wednesday, January 4, 2012: 10:00 a.m. - Fall River

Thursday, January 5, 2012: 10:30 a.m. - Springfield;  
2:00 p.m. - Worcester

Friday, January 6, 2012: 10:00 a.m. - online seminar (pre-register)  
2:00 p.m. - online seminar (pre-register)

Monday, January 9, 2012: 10:00 a.m. - Lawrence

Thursday, January 12, 2012: 10:00 a.m. - Boston - room TBD  
2:00 p.m. - Boston - room TBD

Friday, January 13, 2012: 10:00 a.m.- online seminar (pre-register)  
2:00 p.m.- online seminar (pre-register)

More dates will be added as necessary.

To sign up on line, please send an e-mail to [Bill.Taupier@state.ma.us](mailto:Bill.Taupier@state.ma.us). Please include your first, second and third choices as the online seminars can accommodate a limited number of attendees and spaces fill-up quickly.

Here are some main points to look for in this process:

**Scan** – Scan all medical and non-medical submissions – each packet (conference meds. and conference non-meds.) should be compiled into separate PDF files that are clearly labeled.

**Bookmarking** – Bookmarking the contents of the medical packet is critical. Doing so is for the benefit and ease of use of the impartial examiner who will be reviewing the documents online via a secure DIA user account. Note – naming the documents in their bookmarks is very important – “Office notes of Dr. Jones – 6-5-2010” works very nicely. “Medical Records” is not a helpful description!

**Submission** – Submitting the PDF files to the Administrative Judge can be accomplished a few different ways. A CD-ROM containing the files can be handed to the AJ at the Conference, e-mail the documents (using a secure format) to the AJ either before or shortly after the Conference – always copy opposing counsel. Secure web-based file sharing via any number of services. All parties will continue to bring one hard copy of their packets to the Conference for the judge - for the purpose of oral arguments.

**No Cover Sheets Needed!** – That’s right, with PDF conference packets there will be no need for bar-coded cover sheets for you medical and non-medical submissions. [Cover sheets will be necessary for the Temporary Conference Memorandum – Form 140 – and the Last Best Offer – Form 141].