

## **Commonwealth of Massachusetts Department of Industrial Accidents**

Use of DIA Attorney's Calendar and Document Management System

# This tutorial is designed to demonstrate how Attorneys can access their on-line Calendar account.

Please note: CMS is compatible with Windows operating systems and Mac OS Internet Explorer, Microsoft Edge, Safari and Google Chrome are compatible, but you must use the Basic Case viewer to access documents.

#### Accessing Your Account

All Attorneys are given an on-line account to access their calendar and documents. To log in, please go to our home page at <u>www.mass.gov/dia</u>. Scroll down to the lower part of the page...



I want to... 🗸 Contact us 🗸

News Events

Locations

**Q** Search this organization

#### Scroll down until you see this on your screen. Click on the link for "Log-in to your DIA Account"



This page will then be loaded. Enter your username and password, then click "Login." Here you will be able to enter your username and password – for attorneys the username will be bar + your BBO #.



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#### The account main page is the DIA Application Tree:



Here is the Calendar. The default setting is for the current month, but you can search any month by clicking on the "Next" and "Previous" buttons. Any event scheduled for the current month will appear on that date. You can also use the Case Inquiry button to view other cases, the Online Forms button to file certain forms and obtain a judge's e-mail address.

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When searching for a case in Case Inquiry, it is best to enter the board number. However, you can enter the last name of the claimant instead.

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You may search using any combination of information AND may USE wildcards. The percent sig	the wildcard symbol. FOR example, you could enter smi% in the Employee Last Name field IN ORDER TO find everyone WITH a last name OF Smith.	
To search using EMPLOYEE SSN you may enter a complete SSN or wildcard with the last four	digits only (for example %1234).	
Note: Searches are NOT case sensitive.		
Board Number (9999999)       115906         Employee Last Name		
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## The Case Inquiry Results will appear. Click on the claimant's name.

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Occupation: MENS DEPARTMENT MANAGER Gender: F Marital Status: S									
	Dependents: 0		Birth Date: 12/04/19	946	Death Date				
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This will take you to the Case History page where you can view the entire history of a case. You can also create coversheets for submission of certain documents and view the case documents. To do so, choose either the "Basic Case Viewer" or "View Case Documents" button. It is recommended that you use the Basic Case Viewer.

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INSURER	NONE	UNKNOWN		Y	Y				
EMPLOYEE	PRO SE	UNKNOWN		N	Y				
Attorneys' names that are grayed out are not current on the case. Their name appears on one/more document(s), in the past. Case Party List									
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#### The "Basic Case View" button will open a new window that looks like this:

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DR-Correspondence	LTR REQ TO RESCH CONF	12/31/2013	01/06/2014	ATTY JONE
DR-Conference Medical Reports	EE IMP MED PACKET	05/07/2012	05/07/2012	ATTY JONES
DR-Medical Reports	TEST - PDF DOCUMENT	03/21/2012	03/21/2012	TEST
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DR-Conference Medical Reports	EE IMPARTIAL MED PACK- PDF	01/20/2012	01/20/2012	ATTY. JONES
DR-Correspondence	LTR	06/13/2011	06/14/2011	BILL TAUPIER
DR-Motion Ruling	JUDGE RULING ON EE MOTION	08/16/2010		JUDGE MCDONALD
DR-Cover Sheet	CONFERENCE	10/07/2009	10/07/2009	
DR-Conf. Non-medical Packet	IME LTR. FROM SELF-INS.	07/27/2009	07/27/2009	BILL TAUPIER E
DIA 104 Ins. Notice of Denial		07/27/2009	07/27/2009	BILL TAUPIER
DR-Conference Orders	CONF. ORDER PAY 34	06/23/2009		
DR-Motions	TO ADD MED. EVD. INSURER	03/06/2008	03/29/2012	
DR-Medical Reports	BAY STATE MED. CTR. BILL	03/06/2008	03/05/2007	ATTY. LAFOUNTAINE
DR-Motions	TO ADD MED. EVD. INSURER	03/06/2008		
DIA 110 Employee Claim		03/06/2008	07/06/2009	CHUCK CHARLES
DR-Motions	IN OPPOSITION EMPLOYEE	03/06/2008		
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DR-Medical Reports	EMPLOYEE	06/01/2006	03/05/2007	ATTY. LAFOUNTAINE
DR-Medical Reports	MED RPT. DR. VAN DER HOOL	05/25/2006	07/08/2009	CHANNING MIGNER
DR-Medical Reports	IME REPORT	03/15/2006	03/15/2006	GAIL MURAWSKI
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### Click once on any document and it will open a new tab – see below.

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DR-Cover Sheet	CONFERENCE	10/07/2009	10/07/2009	
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DIA 104 Ins. Notice of Denial		07/27/2009	07/27/2009	BILL TAUPIER
DR-Conference Orders	CONF. ORDER PAY 34	06/23/2009		p
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DR-Correspondence	TEST UPLOAD FROM OFF. INT. 2010	6/6/2014	6/6/2014	BILL TAUPIER		
DR-C/S Correspondence	TEST UPLOAD NEW OUTLOOK INT	6/6/2014	6/6/2014			
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