

## **ADMINISTRATIVE BULLETIN 14**

To: All Parties  
From: Omar Hernández, Senior Judge  
Dele Edebiri, Conciliation Manager  
Re: Paperless Conciliation Submissions  
Date: June 18, 2025

### **BRIEF SUMMARY OF DIRECT UPLOAD OF CONCILIATION SUBMISSIONS:**

Effective July 14<sup>th</sup>, the Conciliation unit will transition to direct upload of Conciliation medical and non-medical submissions. We will no longer accept Conciliation submissions via electronic email. The parties will need to submit the submission 48 hours prior to the scheduled Conciliation proceeding. Access to the submission portal is through the attorney's calendar, the same way that the Conference medical submissions are done now.

### **GUIDELINES AND INSTRUCTIONS FOR SUBMITTING CONCILIATION SUBMISSIONS:**

- All submissions shall be submitted 48 hours before the scheduled Conciliation proceeding.
- An index/table of contents page is required for all Conciliation submissions. The index/table of contents page shall have the following identifying information: correct DIA board number, claimant's name, employer, insurer, date of injury, date of when the document is being submitted and the submitting party.
- The submission shall have bookmarks related to the index/table of contents listing which allows the viewer to the first page of each document.
- The submission shall be text recognized. (This is a technological feature that allows for words to be easily searched)
- Electronically submitted Conciliation submissions do NOT require DIA cover sheets. Including cover sheets will stop/delay the processing of your submission.
- Including separating blank pages, tabs or dividers is not necessary and will stop/delay the process of your submission.
- It will not be an acceptable submission if it contains highlights or underlined portions in it or other markings.

- Photographs of documents will not be accepted. It must be scanned images only.
- The medical and nonmedical submission must be submitted as two separate documents.
- When submitting additional Conciliation submissions after the initial Conciliation submission has been submitted, the word “additional” should be added to the index/table of contents’ heading. Only provide new medical reports. Duplicate reports will stop/delay the process of your submission.
- The Conciliation will be continued if the above is not accomplished, absent a showing of exigent circumstances.
- Please contact Dele Edebiri, Michelle Rego or Darlene Cadieux if you have any questions or concerns regarding your Conciliation submissions.