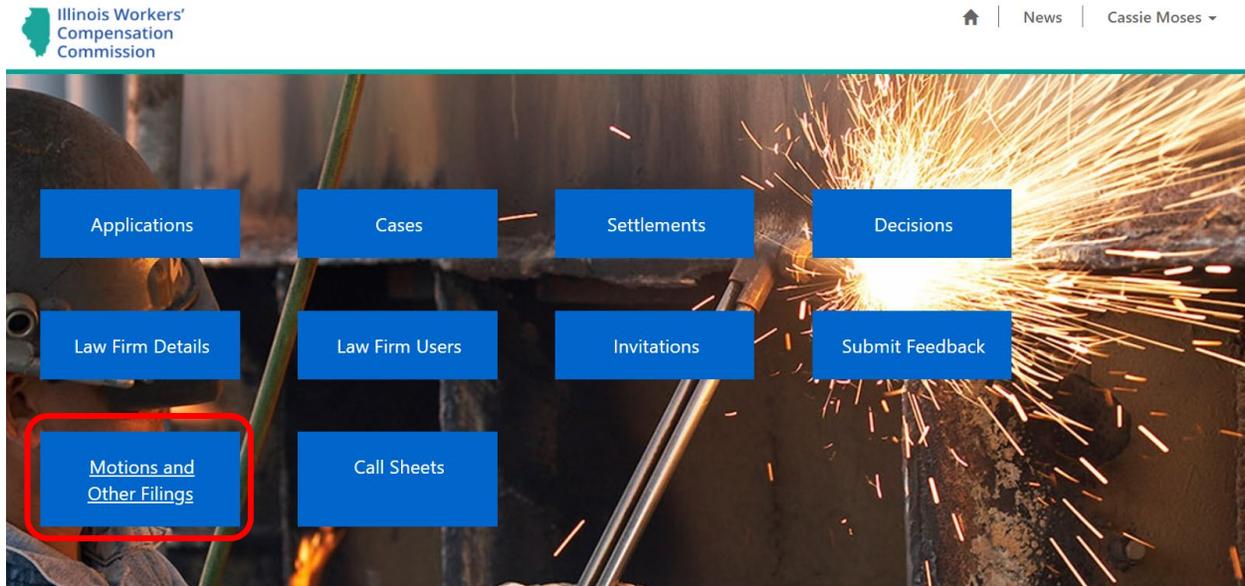


Motions and Other Filings

You can start a filing from two locations in CompFile.

From the “Motions and Other Filings” screen, you can start a new filing by clicking the “Initiate Filing” button. When you click the “Initiate Filing” button, you are taken to the “Initiate Filing” screen with five filing-type options.



Alternatively, you can start a new filing directly from a case on the “Cases” screen. On the “My Active Cases” view, locate the appropriate case, click the down arrow at the end of the row (which is circled in red below) and select the “Initiate Filing In Case” option to start a new filing. When you select the “Initiate Filing In Case” option, you are taken to the “Initiate Filing” screen with five filing-type options.

Home > **Cases**

My Active Cases

Search Cases

Case Number	Case Name	Setting	Jurisdiction	Petitioner Firm	Respondent Firm	Status	Next Status Call Date	Next Review Call Date
20WC000125	MC COMBS, ERICA C. v. GRAHAM HOSPITAL ASSOC	Peoria	WCC Dynamics Workflow	Naomi LFA	Fran's Law Firm	Arbitration		
20WC000126	BROWN, ROOSEVELT v. WALTS DRIVE-A-WAY SERVICES	Mt Vernon	WCC Dynamics Workflow	Naomi LFA		Arbitration	4/6/2021 10:00 AM	
20WC025849	POMEROY, JAMES v. IDOT	Peoria	WCC Dynamics Workflow	AJ Stitzer, LLC	Naomi LFA	On Review		
20WC026768	WASZAK, EDWIN v. LOYOLA UNIVERSITY OF CHICAGO	Chicago	Alondra Vazquez	Naomi LFA	Gracie's LF	Arbitration	6/2/2021 3:00 PM	
20WC1000174	Georgia Peach v. RJ Corman RR	Herrin	# Fran Davis	Naomi LFA		On Review		
21WC3000128	Landon Bowlin v. Walmart	Chicago	Jeni Vala	Naomi LFA	Mingua and Associates	Arbitration	4/15/2021 3:00 PM	
21WC3000214	Stephen Moses v. AC Wright and Associates	Chicago	Jeffrey Huebsch	Naomi LFA		Arbitration	3/11/2021 3:00 PM	
21WC3000217	Roger Hurst v. Toyota Manufacturing	Chicago	Robin Gates	Naomi LFA	Naomi LFA	Arbitration	5/4/2021 3:00 PM	

- Initiate Amended Application
- Manage Assigned Attorneys
- View Case Details
- Initiate Filing In Case**
- Follow

NOTE: A filing started directly from a case on the “Cases” screen prepopulates the case information and case parties for the filing.

Initiate Filing

The “Initiate Filing” screen contains five filing-type options. The “Motions/Petitions,” “Petitions for Review,” and “Other Filings” options allow you to select a more specific filing type on the next screen.

Home > [Motions and Other Fil...](#) > **Initiate Filing**

Initiate Filing

- Appearance of Representative
- Motions/Petitions
- Petitions for Review
- Stipulation to Substitute Attorneys
- Other Filings

The lists below show the different filing types that appear under those options.

Motions/Petitions

- Change of Venue
- Consolidation of Cases
- Dismiss Attorney of Record
- Fees or Penalties under Sect. 16/16(a)/19(k)/19(l)
- Order to Dismiss or Withdraw Petition under Sect. 19(b-1)
- Other
- Petition for Immediate Hearing under Sect. 19(b)
- Petition for Immediate Hearing under Sect. 19(b-1)
- Reinstatement of Case
- Request for Hearing
- Voluntarily Dismiss Case
- Withdraw as Attorney of Record

Petitions for Review

- Petition for Review of Arbitration Decision
- Petition for Review of Arbitration Decision under Sect. 19(b-1)
- Petition for Review under Sect. 19(h) or 8(a)

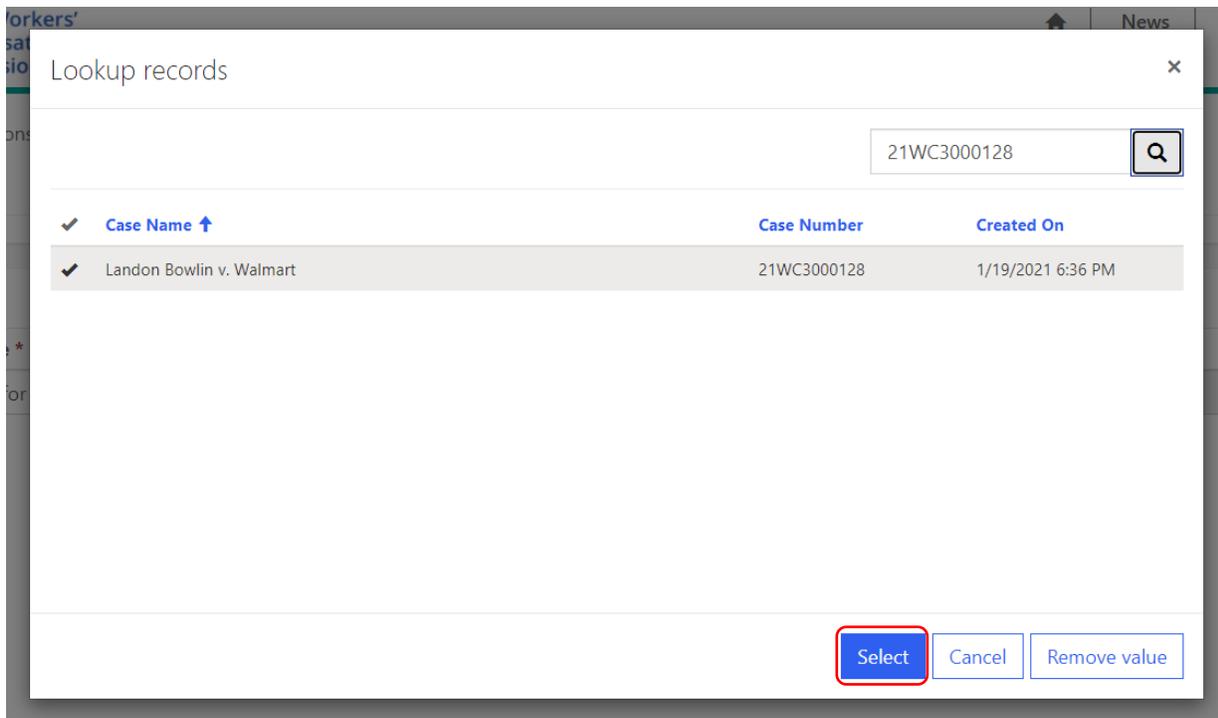
Other Filings

- Brief filed by Petitioner
- Brief filed by Respondent
- Change of Address
- Notice of Intent to File for Review in Circuit Court
- Response to Petition for Immediate Hearing under Sect. 19(b)
- Response to Petition for Immediate Hearing under Sect. 19(b-1)

After selecting a filing-type option, you are taken to the screen below that contains the “Filing Type” field where you select the appropriate filing type from a drop-down menu. You then search the case for the filing.

The screenshot shows the Illinois Workers' Compensation Commission website. At the top left is the logo for the Illinois Workers' Compensation Commission. At the top right are navigation links for Home, News, and Cassie Moses. Below the navigation is a breadcrumb trail: Home > Motions and Other Fil... > Initiate Filing > Motions/Petitions. The main content area is titled 'Initiate Filing' and contains two fields: 'Filing Type *' and 'Case *'. The 'Filing Type *' dropdown menu is set to 'Change of Venue'. The 'Case *' field is empty, and a magnifying glass icon is circled in red.

In the “Case” field, click the magnifying glass icon to open a record lookup for searching the case number. Type the case number in the search bar and click the magnifying glass icon. Use the ##WC##### case number format with no space between the numbers and letters and leading zeros when searching for the case (e.g., 20WC123456 or 20WC000123). You must then check the box next to the case and click the “Select” button to add it to the “Case” field for the filing. This action populates the screen with information about the case, including the case name, case number, setting, assigned Arbitrator, and assigned Commissioner (if any). It also populates a “Case Parties” table that displays the attorneys who appear on the case in CompFile and can receive electronic service of the filing.



NOTE: For consolidated cases, you should submit filings and documents only under the primary case number (i.e., the case filed first with the lowest case number). You do not need to submit filings separately under each case number.

Status/Review Call (Notice of Motion)

All filing types that appear under the “Motions/Petitions” option, the “Stipulation to Substitute Attorneys” filing type, and the “Petition for Review under Sect. 19(h) or 8(a)” filing type must set forth the date on which the moving party will appear before the Arbitrator or Commissioner to present the motion. The “Status/Review Call” screen allows you to select a status call or review call date at which you can present the motion. First, you must answer whether the motion is being filed on a Commissioner’s review call or Arbitrator’s status call. If you answer “Arbitrator’s status call” to the “Is this motion/petition being filed on a Commissioner’s review call or Arbitrator’s status call?” question, a new field appears where you can select an upcoming status call date for the assigned Arbitrator from a drop-down menu containing a list of the Arbitrator’s next three scheduled status calls.

33%

Status/Review Call

Is this motion/petition being filed on a Commissioner's review call or Arbitrator's status call? *

Commissioner's review call Arbitrator's status call

Select an upcoming status call for the assigned Arbitrator at which you will present the motion

04/15/2021 03:00:00 PM	▼
04/15/2021 03:00:00 PM	
07/15/2021 03:00:00 PM	
10/15/2021 03:00:00 PM	

the Notice of Motion electronically.

If you answer “Commissioner’s review call” to the “Is this motion/petition being filed on a Commissioner’s review call or Arbitrator’s status call?” question, a new field appears where you can select an upcoming review call date for the assigned Commissioner from a drop-down menu containing a list of the Commissioner’s next three scheduled review calls. Finally, the “Status/Review Call” screen contains a field that allows you to list any recipients that will be served the Notice of Motion outside of CompFile. These recipients will appear on the electronic notice of motion, which you can print on the filing confirmation screen.

List any recipients in the field below that will be served the Notice of Motion outside of CompFile. The case parties in CompFile will be served the Notice of Motion electronically.

[Back](#)[Next](#)

NOTE: You cannot complete **electronic service** of a filing on an attorney or case party if he or she does not appear on the case in CompFile. If the case includes a case party that does not appear in CompFile, you must serve this additional case party outside of CompFile and include proof of service of the filing to this additional case party on the “Add Filing Documents and Submit to IWCC” screen.

Add Filing Documents and Submit to IWCC

The “Add Filing Documents and Submit to IWCC” screen is the final screen for the electronic filing. You **must** upload a copy of the filing, motion, or petition that you selected in the “Filing Type” field earlier in the electronic filing process. You can also include any other documents relevant to the filing. Adding documents to the electronic filing is a simple, two-step process. In the first step, you need to select and name the document set. The “Document Set Type” field contains a drop-down menu with options based on the selected filing type.

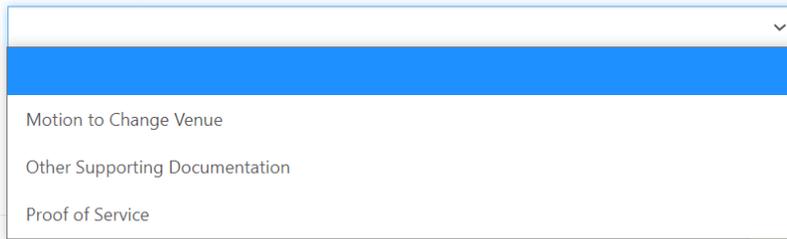
 Create

×

Create Document Set

A document set is like a file folder that can contain one or more files of the same type. Select a document set type based on the type of files that you want to add to the settlement contract. Do not include different file types in the same document set. For example, do not upload MSA Documentation into a Medical Report document set. Use consistent and descriptive document set names that include the case number.

Document Set Type *



Next

You then enter a name in the “Document Set Name” field that includes the case number and describes the selected document type. For example, an attorney filing a “Change of Venue” motion should select the “Motion to Change Venue” option in the “Document Set Type” field and enter “20WC001234 Motion to Change Venue” in the “Document Set Name” field. In the second step, you need to add the appropriate documents or files. Browse your computer and choose the appropriate files to add to the document set. You can add multiple files to a document set. After choosing the appropriate files, click the “Upload Files” button to complete the process. **There are limitations on the document type (.pdf, .doc, .docx) and document size (10 MB max limit), so be mindful of those limits when selecting your documents for upload.**

Document Set Name *

21WC3000128 - Change of Venue

Click the "Add Files" button to add files to the pending upload list below. Use consistent and descriptive file names that include the case number. For example, 20WC099999 Medical Report.pdf or 20WC099999 CMS Approval of MSA.pdf. Do not use file names that contain the following special characters: \ / : * ? " < > |.

Click the "Upload Files" button when you are finished adding files to the list.

Files Pending Upload List[Add Files](#)

Name ↑

Modified

21WC3000128 Change of Venue.docx (177 KB)

less than a minute ago

[Upload Files](#)

After adding all necessary documents to the electronic filing, you can now click the "Submit to IWCC" button to complete the electronic filing process. When you click the "Submit to IWCC" button, you are taken to a new screen with a confirmation that the electronic filing was successfully submitted to the IWCC. You and the other attorneys on the case in CompFile also receive an e-mail stating that a filing was submitted on the case. Finally, the filing now appears in your list of filings on the "Motions and Other Filings" screen.

66%

Add Filing Documents and Submit to IWCC

Click the "Add Document Set" button to attach all documents relevant to the filing. The filing will be served through CompFile upon the parties listed below. If this case includes parties not listed below, you must serve these additional parties separately and attach proof of service of the filing to those additional parties. Once all documents are attached, click the "Submit to IWCC" button below to complete the filing.

Use consistent and descriptive file names that associate the document with this filing. Do not use file names that contain the following special characters: / : * ? " < > |. Max file size is 10 megabytes.

Add Document Set

Document Set Name ↑	Document Set Type	Submitted By	Submitted On
21WC3000128 - Change of Venue	Motion to Change Venue	Cassie Moses	3/9/2021 8:55 AM

Case Parties

Full Name ↑	Role	Law Firm	Email Address	Telephone Number
Cassie Moses	Petitioner	Naomi LFA	iwctestinq+funcassiechromefd@gmail.com	(545) 555-5555

Back

Submit to IWCC

NOTE: If you select a filing type that appears under the "Motions/Petitions" option, the **filing confirmation screen** reveals a "Print" button at the bottom of the screen. When you click the "Print" button, a window appears where you can click the link to a downloadable copy of the electronic notice of motion. It will download to your computer and the download itself will show up (in most browser windows) in the lower left of your screen. Once the download is complete, click on the document and it will open for you to view/save a PDF copy of the application.