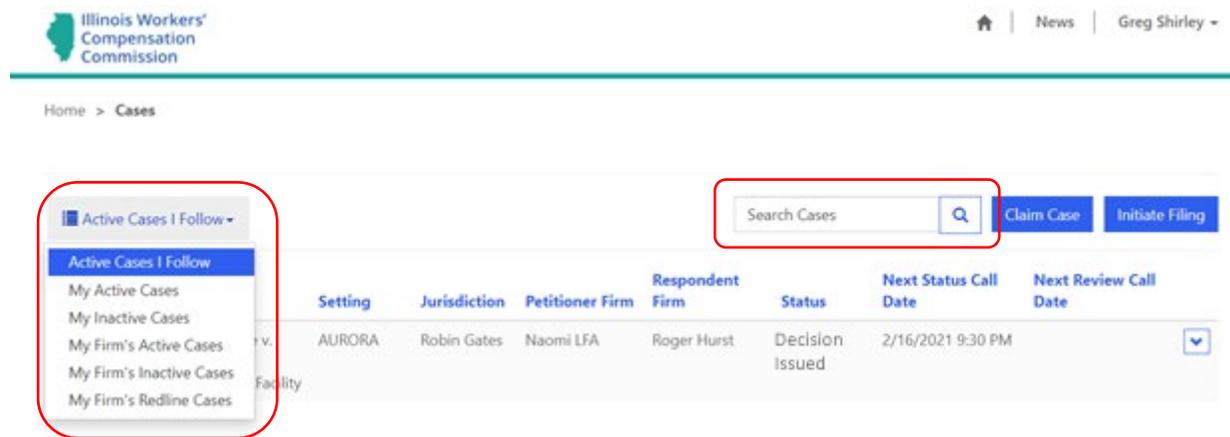
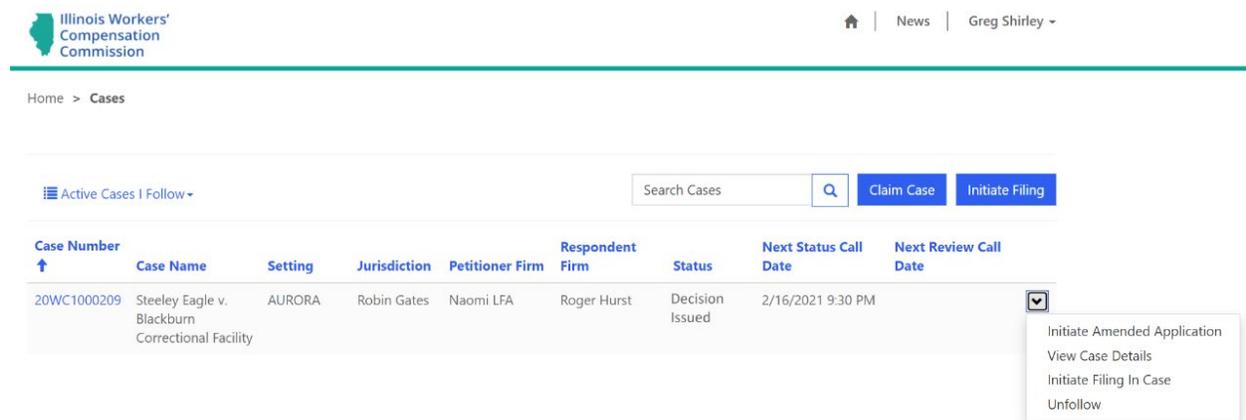


Petitions for Review

To file a Petition for Review, begin by logging into CompFile. From the homepage click on the “Cases” button and find the case for the filing by using one of the views available on the left of the screen as shown below. When the arbitrator files a written decision in a case, the case changes to the “Inactive” status. Therefore, you must search within the “My Inactive Cases” or “My Firm’s Inactive Cases” view to find the case. Once you are in the appropriate view, type the case name or case number into the search bar and click the magnifying glass icon.



The case is displayed on the screen. Click the down arrow on the far right of the case and select the “Initiate Filing In Case” option.



Click the “Initiate Petition for Review” button as circled in the following screenshot to start the filing process.

Home > Motions and Other Fil... > **Initiate Filing**

Initiate Filing

Appearance of Representative	Initiate Appearance
Motions/Petitions	Initiate Motion/Petition
Petitions for Review	Initiate Petition for Review
Stipulation to Substitute Attorneys	Initiate Stipulated Substitution
Other Filings	Initiate Other Filing

On the “Initiate Filing” screen, use the drop-down menu to select the appropriate filing type that you wish to submit from the following options: 1) Petition for Review of Arbitration Decision, 2) Petition for Review of an Arbitration Decision under Sect. 19(b-1), or 3) Petition for Review under Sect. 19(h) or (8a).

Home > Motions and Other Fil... > Initiate Filing > **Petition for Review**

0%

Initiate Filing

Filing Type *

- 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)

Case *
Steeley Eagle v. Blackbur

Assigned Arbitrator
Fran Davis

Assigned Commissioner
Kathryn Doerries

Setting
AURORA

Attorney (or counsel)				
Greg Shirley	Petitioner Attorney	Naomi LFA	iwcctesting+fungshirleychromefd@gmail.com	(545) 555-5555
Roger Hurst	Respondent Attorney	Roger Hurst	iwcctesting+funproserogerhurstchromefd@gmail.com	

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

The selected case's information appears beneath the "Filing Type" drop-down menu and the "Case" field. This information includes 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. When you are ready to continue, click the "Next" button.

Home > Motions and Other Fil... > Initiate Filing > Petition for Review

0%

Initiate Filing

Filing Type *
Petition for Review of Arbitration Decision

Case *
Steeley Eagle v. Blackburn C

Case Name *
Steeley Eagle v. Blackburn Correctional Facility

Assigned Arbitrator
Fran Davis

Case Number
20WC1000209

Assigned Commissioner

Setting
AURORA

Case Parties

Full Name ↑	Role	Law Firm	Email Address	Telephone Number
Chris Godwin	Respondent Attorney (co-counsel)	Tom Brady, LLC	IWCCTesting+ChrisGodwin@gmail.com	(111) 111-1111
Greg Skidley	Petitioner	Naomi LEA	iwcctesting-funckidleyuhomofd@gmail.com	(545) 555 5555

Back Next

If you select the "Petition for Review of Arbitration Decision" filing type, the next screen is the "Petition for Review" screen. Here, you must identify your role on the case: Are you the Petitioner or Respondent? You must also enter the number of transcript copies requested and answer whether you are requesting an oral argument. Lastly, an optional field appears on the screen where you can search and select the arbitration decision that you want to review. Click the magnifying glass icon next to the "Select the arbitration decision to review" field to open a record lookup for viewing decisions filed in the case. You then select the decision you want to review and click the "Select" button to confirm your selection. After completing the fields on this screen, click the "Next" button.

Illinois Workers' Compensation Commission

Home > Motions and Other Fil... > Initiate Filing > **Petition for Review**

33%

Petition for Review

Your role on the case *

Petitioner

Oral Argument Requested *

No Yes

Number of transcript copies requested *

2

Select the arbitration decision to review

Arbitration Decision-2021-03-03T20:16:44Z

Back Next

The “Add Filing Documents and Submit to IWCC” screen is the final screen for the electronic filing. You must upload a copy of 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. You then enter a name in the “Document Set Name” field that includes the case number and describes the selected document type.

Illinois Workers' Compensation Commission

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 *

Petition for Review of Arbitration Decision

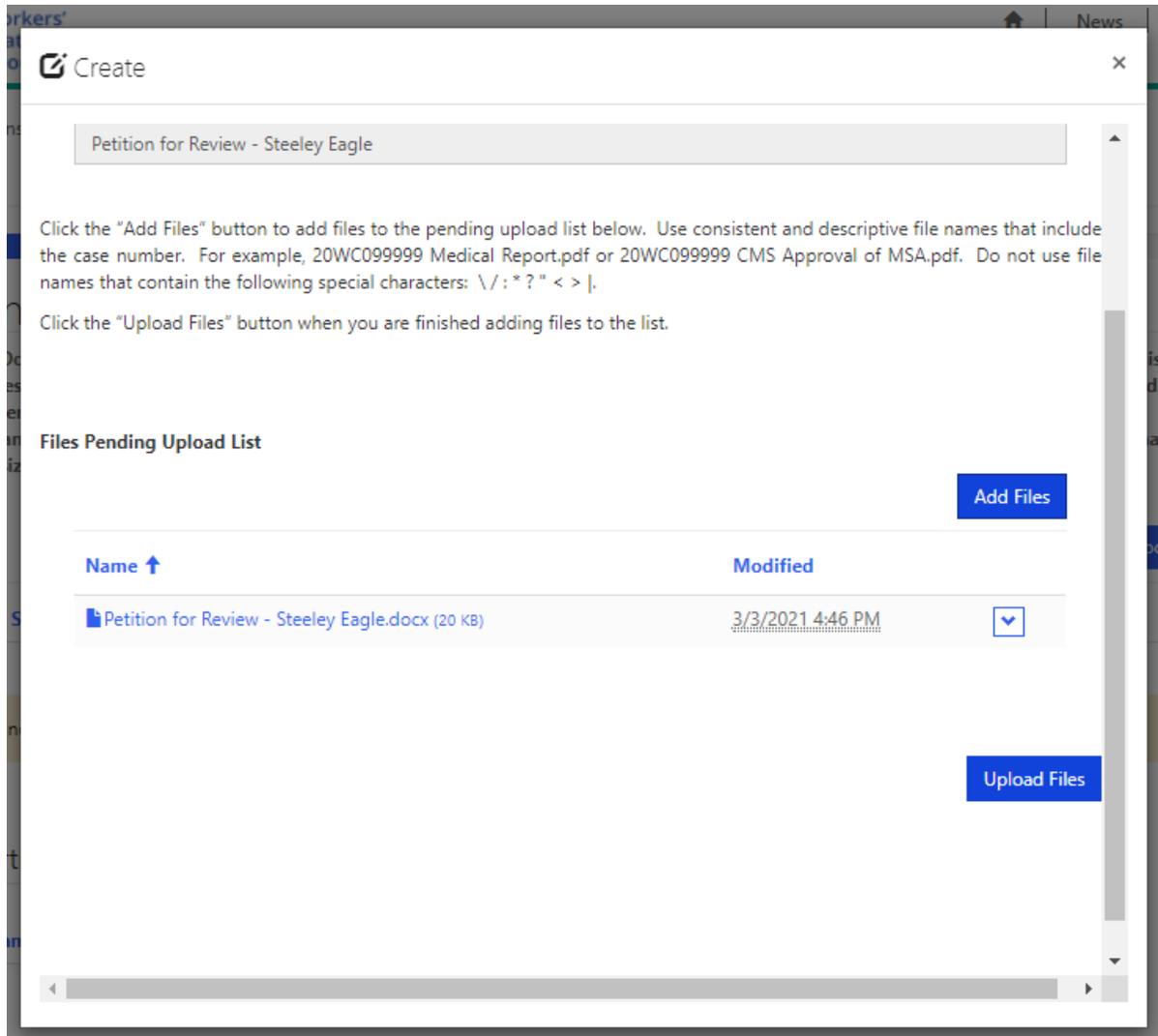
Document Set Name *

Petition for Review - Steeley Eagle

Next

Back Submit

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.** Repeat these steps as needed to attach all required documentation to your filing.



After adding all necessary documents to the petition, 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 petition was submitted on the case. Finally, the petition now appears in your list of filings on the “Motions and Other Filings” screen.

Transcripts

When a Petition for Review is filed on an arbitrator’s decision, the court reporter assigned to the case is responsible for uploading the transcript of the arbitration hearing into CompFile. Once the arbitration transcript is uploaded, the parties shall receive notice of the return date on review, which event shall be limited to the filing of the authenticated arbitration transcript. This process shall be done via CompFile.

Filing a Transcript Authentication

After the arbitration transcript is uploaded into CompFile, an email notice is sent to the attorneys on the case. The email provides all pertinent information about the case and a link to the transcript (specifics of which are shown in the screenshot below). After clicking on the link, the attorney is redirected to the “Case Details” screen in CompFile.

Subject: 20WC1000209 - Notice of Return Date on Review

This email is to notify you that a transcript has been filed in the case below. Please upload a completed authentication signature page in CompFile on or prior to the return date on review listed below.

CASE #: 20WC1000209

CASE NAME: Steeley Eagle v. Blackburn Correctional Facility

ASSIGNED COMMISSIONER: Commissioner Kathryn Doerries

RETURN DATE ON REVIEW: May 3, 2021

Please log into CompFile and then click the following link to view the transcript: [Link](#)

This email was sent to the parties listed below.

Full Name	Role	Law Firm	Email Address	Telephone Number
Greg Shirley	Petitioner Attorney	Naomi LFA	IWCCTesting+gshirley@gmail.com	545-555-5555
Roger Hurst	Respondent Attorney	Roger Hurst Law Firm	IWCCTesting+rogerhurst@gmail.com	822-382-3333

This is an automated message – Please Do Not Reply

On the “Case Details” screen, scroll to the very bottom of the screen to see the “Transcripts” section (located directly below the “Applications” section). The “Transcripts” section displays the name of the transcript, the court reporter who prepared the transcript, the decision under review, the filing, the return date on review, and the status of the transcript. A transcript that has not been authenticated appears in the “Assigned – Pending Authentication” status.

Applications

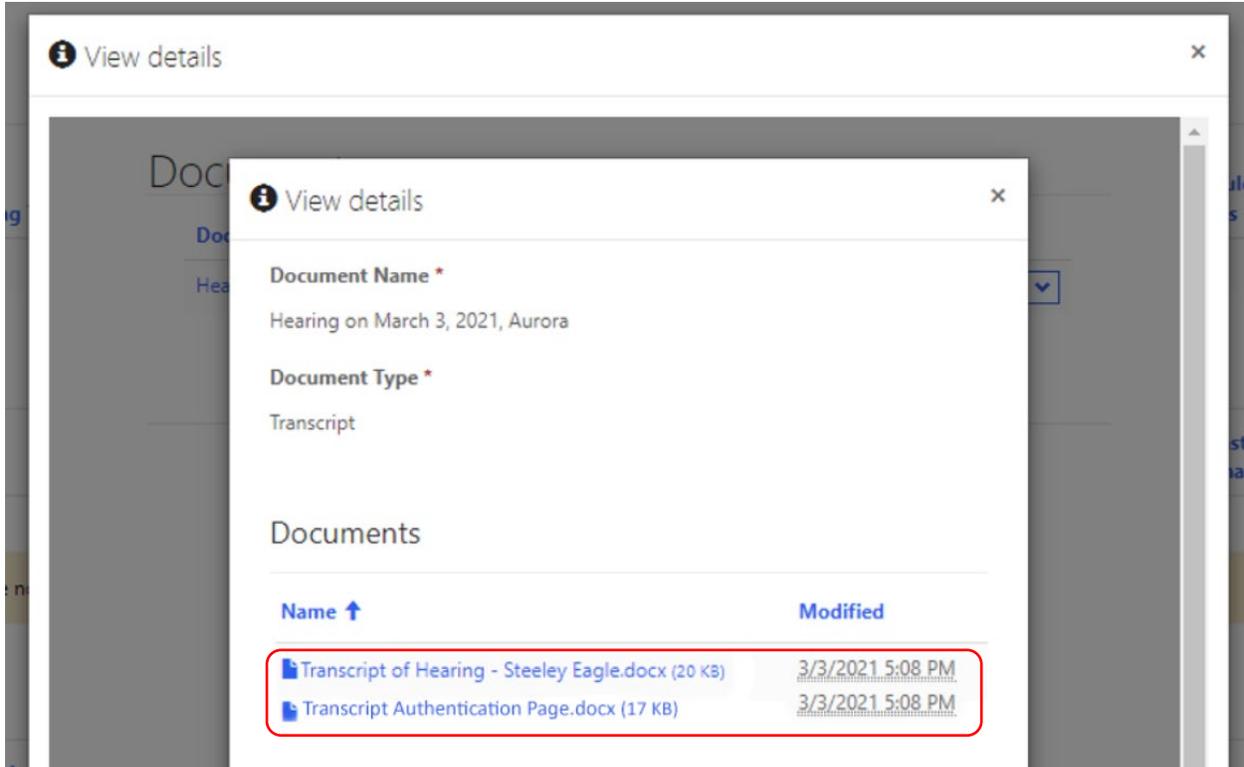
Case Number ↓	Case Name	Amended
20WC1000209	Steeley Eagle v. Blackburn Correctional Facility	No

Transcripts

Name ↑	Assigned Court Reporter	Decision	Filing	Status Reason
Hearing on March 3, 2021, Aurora	# Fran Davis			Delivered - Pending Authentication

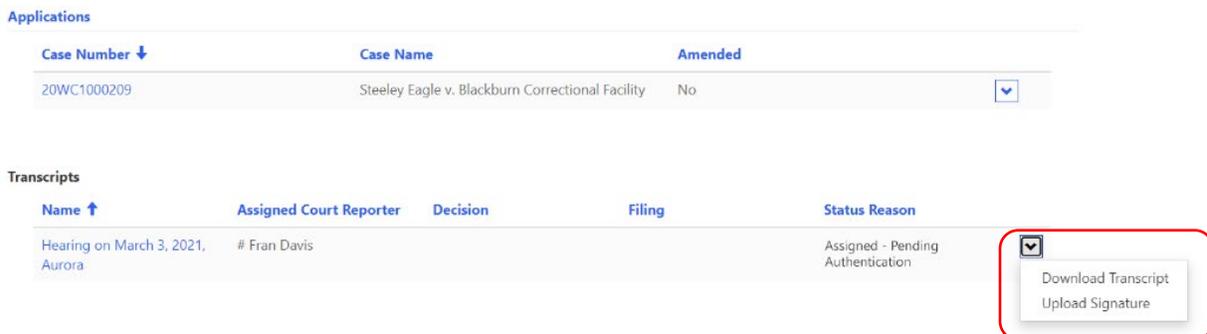
[Download Transcript](#)
[Upload Signature](#)

Click the down arrow at the end of the row and select the “Download Transcript” option. A new window appears where you can click the link in the “Document Set Name” column to download a copy of the transcript and the authentication page to your computer.



In the previous screenshot, there is an additional document displayed along with the transcript. This is the Transcript Authentication Page. **All attorneys on the case must sign the Transcript Authentication Page before uploading it into CompFile.** Obtaining attorney signatures is done *outside* of CompFile.

Once you have reviewed the transcript and are ready to sign off on it, click the down arrow to the right of the transcript information and select the “Upload Signature” option.



In the “Document Set Type” field, click the drop-down menu and select the “Transcript Authentication Page” option. Type a name in the “Document Set Name” field and click the “Next” button.

i View details ×

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 *

Transcript Authentication Page ▼

Document Set Name *

Transcript Authentication Page - Steeley Eagle v. Blackburn Correctional Facility

Next

Now click the “Add Files” button followed by the “Choose Files” button. Browse your computer to choose the appropriate file and click the “Add Files” button. The chosen file then appears in the “Files Pending Upload List” section. Click the “Upload Files” button to complete the upload process.

Files Pending Upload List

Add files

Name ↑	Modified	
 Authentication.docx (20 KB)	less than a minute ago	▼

Upload Files

An example of a completed Transcript Authentication Page is shown below. Please note the case name, case number, hearing date, date transcript was filed, return date on review, brief due dates, attorney signatures, and attorney signature dates.

TRANSCRIPT AUTHENTICATION

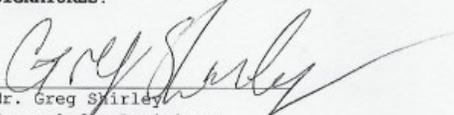
Steeley Eagle v. Blackburn Correctional Facility
 20WC1000209
 Hearing Date(s): February 16, 2021
 Date Transcript Filed: March 3, 2021

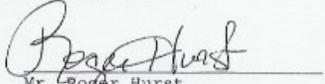
Return Date on Review: May 7, 2021

Briefs: Briefs are due thirty (30) days from Return Date on Review, and responsive briefs are due fifteen (15) days from the date the first brief was due.

ATTENTION: The party filing the Petition for Review should gather signatures from all parties, after which the filing party will upload the fully signed form into CompFile. **Only the party filing the Petition for Review should upload the fully signed authentication form.** If more than one party files a Petition for Review, then counsel are required to arrange among themselves for only one of them to upload the fully signed authentication form.

SIGNATURES:


 Mr. Greg Shirley
 Counsel for Petitioner
 By:
 Date: 3/3/21


 Mr. Roger Hurst
 Counsel for Respondent
 By:
 Date: March 3, 2021

Once you upload the Transcript Authentication Page, you are ready to authenticate the transcript. Click the down arrow to the right of the transcript information again and select the “Authenticate” option. The transcript is now authenticated and appears in the “Authenticated” status.

Applications

Case Number ↓	Case Name	Amended
20WC1000209	Steeley Eagle v. Blackburn Correctional Facility	No <input type="button" value="v"/>

Transcripts

Name ↑	Assigned Court Reporter	Decision	Filing	Status Reason
Hearing on March 3, 2021, Aurora	# Fran Davis			Authenticated <input type="button" value="v"/>