

## CompFile Instructions for Submitting Amendments to Settlement Contracts

By Commission rule, parties may reserve the right to amend approved settlement contracts “by stipulation and Order of a Commissioner to conform with regulatory requirements including, but not limited to, those of Social Security and Medicare.” Here is the process in CompFile:

- The parties will have received approved settlement contracts, where “medicals benefits under Section 8(a) may have been left open.”
- Thereafter, the parties will agree to “close out medicals” in conformance with Medicare regulatory requirements.
- The parties prepare an agreed stipulated order reflecting the agreement.
- The moving party submits a motion in CompFile and docket the motion on an upcoming review motion docket:
  - If the case previously had not been assigned to a Commissioner, docketing the review motion will automatically make a Commissioner assignment;
  - The moving party attaches the agreed stipulated order to the motion; the moving party also attaches a copy of the original approved settlement contract (especially important if the contracts were submitted and approved on paper);
  - The motion type is “Other” and in the description, add “Stipulation to Amend Settlement Contract.”
  - In no event may the stipulated amendments abridge the substantive rights of the parties as listed in the previously approved Settlement Contract.
- The Commissioner will review the motion, and either grant the motion or hear from the parties at the review motion call.
- If the Commissioner grants the motion, then the parties will receive an email from CompFile that the motion is granted.
- Following the email, a copy of the order stamped with the Commissioner’s signature will be issued to the parties by a separate email from the Commission.