

04 NCAC 10A .0108 is amended as published in 31:08 NCR 741 as follows:

04 NCAC 10A .0108 ELECTRONIC FILINGS WITH THE COMMISSION; HOW TO FILE

(a) All documents filed with the Commission in workers' compensation cases shall be submitted electronically in accordance with this Rule. Any document transmitted to the Commission in a manner not in accordance with this Rule shall not be accepted for filing. Any document filed with the Commission which requires contemporaneous payment of a processing fee pursuant to Rule 04 NCAC 10E .0203 shall not be deemed filed until the fee has been paid in full. The electronic filing requirements of this Rule shall not apply to ~~claimants and claimants, medical providers, or non-insured~~ employers without legal representation. ~~Claimants, medical providers, and non-insured~~ employers without legal representation may file documents with the Commission via ~~EDFP, the Commission's Electronic Document Filing Portal ("EDFP")~~, electronic mail, facsimile, U.S. Mail, private courier service, or hand delivery.

(b) ~~Except as set forth below in Paragraphs (d) and (e) of this Rule, All all documents listed in Table 1 below shall be transmitted to the Commission via the Commission's Electronic Document Filing Portal ("EDFP")~~EDFP. Information regarding how to register for and use EDPF is available at <http://www.ic.nc.gov/training.html>. In the event EDPF is inoperable, all documents ~~listed in Table 1 below~~ required to be filed via EDPF shall be ~~sent~~ transmitted to the Commission via electronic mail to edfp@ic.nc.gov. Documents ~~listed in Table 1 below~~ required to be filed via EDPF which are sent to the Commission via electronic mail when EDPF is operable shall not be accepted for filing.

Table 1: Documents to be filed via EDPF

Appeal of Administrative Order to Full Commission
Appeal of Medical Motion Order to Full Commission
Appeal of Opinion and Award of Deputy Commissioner
Appeal of Order of Executive Secretary (Non-Medical)
Attorney Representation Letter (in cases with an IC file number)
Brief to the Full Commission
Brief or Contentions
Compromise Settlement Agreement
Confirmation of Scheduling of Mediation
Court of Appeals – Notice of Appeal
Deposition
Form 18M
Form 21
Form 23 Application
Form 23 Response
Form 23 Additional Documentation
Form 24 Application

Form 24 Response
Form 24 Additional Documentation
Form 26
Form 26A
Form 33
Form 33R
Form 44
MSC2
MSC4
MSC5
Pre-trial Agreement
Notice of Scheduled Mediation

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2 (c) Transcripts of depositions shall be filed with the Commission pursuant to this Paragraph by the court reporting
3 service. The transcripts filed with the Commission shall have only one page of text per page and shall include all
4 exhibits. ~~The exhibits.~~ The parties shall provide the Commission's court reporting service with the information
5 necessary to effectuate electronic filing of the deposition transcripts and attached exhibits. If an exhibit to a deposition
6 is in a form that makes submission of an electronic copy impracticable, counsel for the party offering the exhibit shall
7 make arrangements with the Commission to facilitate the submission of the exhibit. Condensed transcripts and paper
8 copies of deposition transcripts shall not be accepted for filing.

9 (d) A Form 19 shall be filed as the first report of injury (FROI) via electronic data interchange (EDI), except in claims
10 involving non-insured employers or in claims for lung disease, in which case the Form 19 shall be filed in accordance
11 with Paragraph (e) of this Rule. Information regarding how to register for and use EDI is available at
12 www.ncicedi.info.

13 ~~(e)(c)~~ The workers' compensation forms and documents listed in ~~Table 2~~ Table 1 below and all other documents to
14 be filed with the Commission's Claims Administration Section shall be sent to the Commission via electronic mail to
15 forms@ic.nc.gov. shall not be required to be transmitted via EDFP provided all applicable qualifying conditions are
16 met.

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18 ~~Table 2:~~ Table 1: Forms and documents to be filed via electronic mail to forms@ic.nc.gov exempt from EDFP filing
19 requirements and how to file them:

Form 18
Form 18B
Form 26D
Form 28
Form 28B

Form 28C
Form 28T
Form 29
Form 30
Form 30A
Form 30D
Form 31
Form 60
Form 61
Form 62
Form 63

<u>DOCUMENT</u>	<u>QUALIFYING CONDITION(S)</u>	<u>HOW TO FILE</u>
Form 18	<u>No IC file number has been assigned</u>	<u>Electronically to forms@ic.nc.gov, by mail to 4335 Mail Service Center, Raleigh, North Carolina 27699-4335, or as otherwise permitted pursuant to Paragraph (a) of this Rule</u>
Form 18B	<u>Always</u>	<u>Electronically to forms@ic.nc.gov, by mail to 4335 Mail Service Center, Raleigh, North Carolina 27699-4335, or as otherwise permitted pursuant to Paragraph (a) of this Rule</u>
Form 19	<u>1. The claim involves a non-insured employer; or</u> <u>2. The claim is for lung disease.</u>	<u>Electronically to forms@ic.nc.gov, by mail to 4335 Mail Service Center, Raleigh, North Carolina 27699-4335, or as otherwise permitted pursuant to Paragraph (a) of this Rule</u>
Form 51	<u>Always</u>	<u>Electronically to forms@ic.nc.gov</u>
<u>Plaintiff's Attorney Representation Letter</u>	<u>No IC file number has been assigned</u>	<u>Electronically to forms@ic.nc.gov</u>
<u>Medical motions, responses, and appeals of administrative orders on medical motions filed</u>	<u>Always</u>	<u>Electronically to medicalmotions@ic.nc.gov or as otherwise permitted pursuant to Paragraph (a) of this Rule</u>

<u>pursuant to Rule .0609A of this Subchapter</u>		
<u>Documents to be filed with the Commission's Compliance & Fraud Investigative Division</u>	<u>Always</u>	<u>Electronically to fraudcomplaints@ic.nc.gov or as otherwise permitted pursuant to Paragraph (a) of this Rule</u>
<u>Documents to be filed with the Commission's Medical Fees Section</u>	<u>Always</u>	<u>Electronically to medicalfees@ic.nc.gov or as otherwise permitted pursuant to Paragraph (a) of this Rule</u>
<u>Documents to be filed with the Commission's Safety Education & Training Section</u>	<u>Always</u>	<u>Electronically to safety@ic.nc.gov or as otherwise permitted pursuant to Paragraph (a) of this Rule</u>
<u>A Form 25N to be filed with the Commission's Medical Rehabilitation Nurses Section</u>	<u>No IC file number has been assigned</u>	<u>Electronically to 25n@ic.nc.gov</u>
<u>Rehabilitation referrals to be filed with the Commission's Medical Rehabilitation Nurses Section</u>	<u>No IC file number has been assigned</u>	<u>Electronically to rehab.referrals@ic.nc.gov</u>

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~~(d) Motions, motion responses, and all other documents not referenced in Paragraphs (b) and (c) of this Rule shall be filed with the Commission via electronic mail in accordance with Subparagraphs (1) through (11) (6) below:~~

- ~~(1) Medical motions and appeals of administrative orders on medical motions filed pursuant to Rule .0609A of this Subchapter shall be filed via electronic mail to medicalmotions@ic.nc.gov.~~
- ~~(2) Motions or notices filed with the Office of the Executive Secretary pursuant to Rule .0609(b) of this Subchapter and any other documents to be filed with the Office of the Executive Secretary which are not listed in Table 1 or Table 2 above shall be sent via electronic mail to execsec@ic.nc.gov.~~
- ~~(3) Motions before a Deputy Commissioner filed pursuant to Rule .0609(a) of this Subchapter and any other documents to be filed with a Deputy Commissioner which are not listed in Table 1 or Table 2 above shall be sent via electronic mail to deputy@ic.nc.gov.~~
- ~~(4) Motions before the Full Commission filed pursuant to Rule .0609(c) of this Subchapter and any other documents to be filed with the Full Commission which are not listed in Table 1 or Table 2 above shall be sent via electronic mail to fullcommission@ic.nc.gov.~~

1 ~~(5) Motions and any other documents to be filed with the Commission's Claims Administration Section~~
2 ~~which are not listed in Table 1 or Table 2 above shall be sent via electronic mail to forms@ic.nc.gov.~~

3 ~~(6) Documents to be filed with the Commission's Docket Section which are not listed in Table 1 or~~
4 ~~Table 2 above shall be sent via electronic mail to dockets@ic.nc.gov.~~

5 ~~(7) Documents to be filed with the Commission's Mediation Section which are not listed in Table 1 or~~
6 ~~Table 2 above shall be sent via electronic mail to mediation@ic.nc.gov.~~

7 ~~(8) Documents to be filed with the Commission's Compliance & Fraud Investigative Division which~~
8 ~~are not listed in Table 1 or Table 2 above shall be sent via electronic mail to~~
9 ~~fraudcomplaints@ic.nc.gov.~~

10 ~~(9) Documents to be filed with the Commission's Medical Fees Section which are not listed in Table 1~~
11 ~~or Table 2 above shall be sent via electronic mail to medicalfees@ic.nc.gov.~~

12 ~~(10) Documents to be filed with the Commission's Safety Education & Training Section which are not~~
13 ~~listed in Table 1 or Table 2 above shall be sent via electronic mail to safety@ic.nc.gov.~~

14 ~~(11) Forms 25N to be filed with the Commission's Medical Rehabilitation Nurses Section shall be sent~~
15 ~~via electronic mail to 25n@ic.nc.gov. Rehabilitation referrals to be filed with the Commission's~~
16 ~~Medical Rehabilitation Nurses Section shall be sent via electronic mail to rehab.referrals@ic.nc.gov.~~

17 ~~(e) A one-year waiver shall be granted to a self-insured employer, carrier, third-party administrator, or law firm that~~
18 ~~notifies the Commission of its inability to comply with the electronic filing requirements in Paragraph (a) of this Rule~~
19 ~~due to a lack of the necessary internet technology resources. The notification shall indicate why the entity is unable~~
20 ~~to comply with the rule and outline its plan for coming into compliance within the one-year period. The notification~~
21 ~~shall be filed with the Office of the Clerk of the Commission via facsimile or U.S. Mail.~~

22 ~~(f) A self-insured employer, carrier, carrier or guaranty association, third-party administrator, court reporting service,~~
23 ~~or law firm may apply to the Commission for an emergency temporary waiver of the electronic filing requirement in~~
24 ~~Paragraph (a) of this Rule when it is unable to comply because of temporary technical problems and/or lack of~~
25 ~~electronic mail or internet access. The request for an emergency temporary waiver shall be included with any filing~~
26 ~~submitted via facsimile, U.S. Mail, or hand delivery due to such temporary technical or access issues.~~

27 ~~(h) A Notice of Appeal to the North Carolina Court of Appeals shall be accepted for filing by the Commission via~~
28 ~~EDFP or U.S. Mail.~~

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30 *History Note: Authority G.S. 97-80;*
31 *Eff. February 1, 2016.*
32 *Amended Eff. February 1, 2017.*
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