North Carolina
Industrial Commission

MINUTES

Effective January 1, 2007, Compromise Settlement Agreements (Clinchers) and all supporting
documents must be submitted to the Industrial Commission in Adobe PDF format via email or CD (compact
disk), along with a proposed Order in MS Word or ASCII format. Exceptions to this requirement will be
given only for good cause shown.

PDF documents take far less space than paper and save money, time and postage.

Email is the preferred method of delivery as it is faster and less expensive than mailing a CD.

Clinchers that are sent by email are to be addressed to clinchers@ind.commerce.state.nc.us and are to
bear the 6-digit IC File Number as the subject of the email. Upon receipt of the clincher at the Industrial
Commission, the clincher will be routed to the appropriate person at the Commission in accordance with IC
Rule 502 (4).

If a case has been heard at either the Deputy or Full Commission level, it is not necessary to include
medical records that have already been submitted as exhibits.

This 17th day of November 2006.

Buck Lattimore
CHAIRMAN

Pamela Thorpe Young
VICE CHAIRMAN

Bernadine Ballance
COMMISSIONER

Laura K. Mavretic
COMMISSIONER

Christopher Scott
COMMISSIONER

Dianne C. Sellers
COMMISSIONER