

Searching the N.C. Industrial Commission Databases

Version 5.1

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NCIC Searchable Databases—Public Log-In

1. The Industrial Commission adjudicates North Carolina's workers' compensation claims and tort claims against the state. The NCIC has six public full-text searchable databases, plus the **NCIC Mediator Database**: <http://mediator.comp.state.nc.us/default.htm> and **N.C. Workers' Compensation Name Search System**: <http://www.ic.nc.gov/iwcns/>. The NCIC Mediator Database lists both Mediators on the N.C. Industrial Commission's Appointed List and Mediators who are not on that list but may be chosen by the parties as their Mediator; and the Workers' Comp Name Search System provides business addresses and telephone numbers of *employers* and *insurance carriers*, and identifies the carrier (if any) providing workers' compensation coverage to each employer.

To search one or more of *Liveline's* six full-text searchable databases, please click <http://www.ic.nc.gov/database.html> and go to the **NCIC Liveline™ Databases** section.

Note 1: The *America Online* (AOL) web browser will not work with our *Liveline* software. When using AOL as an Internet service provider, please log in to AOL and then use *Microsoft Internet Explorer* or *Mozilla Firefox* for your searches.

Note 2: If *Internet Explorer* does not work, please download and install a *free* copy of *Mozilla Firefox* from <http://www.mozilla.org/>. *Mozilla Firefox* will work with *Liveline* and suppress those pesky popups at the same time.

Public Log-In to Liveline

1. Type **public** in *Username:* text box. No *Password:* is required. (**Note:** *Username:* is case sensitive. Please type it in lowercase letters only, and do **not** press the spacebar after typing it.)
2. Click the gray **Log-in** button to access the ...

Liveline Search [Public] Page

1. The six full-text searchable databases are:
 - a. **Deputy Commissioner**, which includes all Deputy Commissioner decisions filed since March 1, 2000.
 - b. **Enterprise** (formerly *Everything [Public]*), which allows the general public to search the following four databases simultaneously: **Deputy Commissioner, Full Commission, N.C. Supreme Court and Court of Appeals, and Statutes.**

- c. **Enterprise [All Versions]**, which allows the user to search the following four databases simultaneously: **Deputy Commissioner**, **Full Commission**, **N.C. Supreme Court and Court of Appeals**, and **Statutes**.
 - d. **Full Commission**, which includes all Full Commission decisions filed since December 1, 1994.
 - e. **N.C. Supreme Court and Court of Appeals**, which includes all precedent-setting decisions filed since 1994. (**Note:** Hypertext links to PDF versions of selected **Rule 30(e)** non-precedent-setting decisions can be found on <http://www.ic.nc.gov/ncic/pages/court.htm>.)
 - f. **Statutes** (formerly *Statutes/NCIC Rules*), which includes pertinent portions of the *N.C. General Statutes*—updated through the changes made by the 2010 General Assembly—plus the latest update of the *N.C. Industrial Commission Rules*.
2. **Searching Multiple Databases Simultaneously:** To search several databases at simultaneously, *click* to select the first database, and then press and hold down the *Ctrl* key and *click* to select each additional database to search. When you have finished, release the *Ctrl* key.

Search Term(s)

1. In the **Full Text** section, indicate whether to **Look for:** *All Words*, *Any Words*, *Exact Phrase*, or *Complex Query*.

(**TIP #1:** To search for citations of a specific statute, such as N.C. Gen. Stat. §97-88.1, choose the **Exact Phrase** option and type **97-88.1** in the text box.

TIP #2: To look for decisions filed by a particular Commissioner or Deputy Commissioner, choose *Exact Phrase* and type **by theresa** in the text box, for example, to find decisions filed by Deputy Commissioner Theresa B. Stephenson.)
2. To search for more than one term at a time, click the small gray + button at far right of **Full Text** section to open another search-term text box.

Scope of Search

In the **Scope** section, click to select the database(s) to search. To search more than one database at the same time, *click* to select the first database, and then press and hold down the *Ctrl* key and *click* to select each additional database to search. When you have finished, release the *Ctrl* key.

Search Results Page

Displaying Files in HTML

Click **Filename.doc** at far left to display a file in HTML (hypertext markup language).

Downloading Files and Displaying Files in *Microsoft Word* and HTML

Click the small blue-and-white **Functions** Icon (▼), located immediately to right of **Filename.doc**, to display menu options. Select options include:

Download: Save file to disk (or view it online in HTML).

Fetch: Retrieve file in its original format (i.e., *Microsoft Word*).

View: View file in HTML.

Downloading Files in *Microsoft Word*

Fetch the file. When the **Fetch** process displays the file in a *Microsoft Word* window, go to the Menu Bar at the top of the screen, choose **File** and select **Save As...**, and save the file on the drive and in the directory of your choice.

Problems Saving Documents: If the Menu Bar in *Microsoft Word* does **not** allow you to choose **File** and select **Save As...**, *click* into the document anywhere, then press *Ctrl A* (select all), *Ctrl C* (copy), *Ctrl N* (open new document), and *Ctrl V* (paste). The entire document, including headers and footers, will be pasted into the new document, which must then be named by choosing **File** and selecting **Save As...**, and typing in the I.C. Number for the file name.