

E-FILING READINESS CHECKLIST

Optimizing WCAB & DWC Workflow Efficiency



"Is your defense firm's filing process a strategic asset or an administrative bottleneck? Use this checklist to identify gaps in your current workflow and ensure your team is ready for high-volume docket management."

1. Document Preparation & Standards

- ☐ **Format Compliance:** Are all documents scanned at 300 DPI and OCR-enabled for court searchability?
- ☐ **Standardization:** Do you have a uniform naming convention that matches WCAB/DWC requirements across all staff?
- ☐ **Separation:** Are multi-part filings correctly split into individual, correctly-labeled exhibits to avoid rejections?

2. Filing Workflow & Oversight

- ☐ **Quality Control:** Is there a second-tier review of ADJ numbers and DOI details before final submission?
- ☐ **Deadline Tracking:** Is your filing calendar synced with real-time court notifications, or managed manually?
- ☐ **Status Monitoring:** Do you have a centralized view of all "Pending" vs. "Accepted" filings across the firm?
- ☐ **WC Defense Compliance:** Is every filing authorized by the insurer/TPA, with correct EAMS form type, and cross-checked against active lien conference dates & consolidation orders?

3. Capacity & Scalability

- ☐ **Staff Bandwidth:** Is your legal support team spending less than 25% of their day on manual data entry and focusing more on Strategy?
- ☐ **Surge Readiness:** Can your current process handle a 30% increase in case volume without hiring new staff?

OUTCOMES FOR YOUR FIRM

Reduced Errors

Eliminate manual entry mistakes that trigger carrier performance issues.

Faster Turnaround

Free your team to manage larger dockets with the same internal capacity.

Carrier Trust

Consistent, accurate filings signal the operational reliability carriers demand.