

## Information & Assistance Unit guide 17

### How to complete a document cover sheet

Forms filed with your local Workers' Compensation Appeals Board (WCAB) office need a "document cover sheet." We need the cover sheet so the information in your forms can be read by our Electronic Adjudication Management System (EAMS).

You may complete the attached document cover sheet using a typewriter or with block printing. This form can also be completed online at [http://www.dir.ca.gov/dwc/FORMS/EAMS%20Forms/ADJ/DWCCA\\_10232\\_1.pdf](http://www.dir.ca.gov/dwc/FORMS/EAMS%20Forms/ADJ/DWCCA_10232_1.pdf).

Use the attached sample form as a guide.

If you are submitting a form to your local WCAB office for the first time, check the yes box next to the question: "Is this a new case?" If you have previously submitted forms or know you have an open case, check no.

If you have more than one case open at your local WCAB office, and the form you are currently filing applies to two or more of these cases, check the box indicating "*companion cases exist.*"

Check the yes box next to "*walk-through*" if you are hand-delivering your documents to the WCAB office.

Fill in the date the form is prepared using the format shown on the sample. Fill in the case number if you have an open case. If you are submitting this form for two or more cases, just put one case number in the first section. You will put the companion case numbers in the companion case sections.

Indicate whether your injury is a "*specific injury*" or a "*cumulative injury.*" A specific injury is caused by one event, and the specific date of the event should be entered as the start date. Use the date format in the sample form. A cumulative injury is caused by repeated events, movements, or exposures at work. Enter both a start date and an end date using the format in the sample form. If you do not know the start date, use the date one year prior to the end date.

Fill in the body part(s) using only the "*body part code list*" provided on the last page. Pick the code(s) which best describes the area of your injury. If you have more than five injured body parts, contact an Information and Assistance (I&A) officer for further instructions.

## Information & Assistance Unit guide 17

Check the correct "unit" box to direct your form to the right unit. Most filings are sent to ADJ.

If the form you are filing only applies to one case, you don't have companion cases, and you only need to fill out the first two sections of the cover sheet. In this situation, you only print and file the first page of the cover sheet.

If the form you are submitting applies to two or more cases, you have companion cases. Fill out a separate section on the cover sheet for each companion case in the same way you completed the first section. In this situation, print and file all the pages you fill out.

Don't file blank cover sheet pages.

Send the completed filing packet to the correct district office. Office addresses and phone numbers are attached to this guide.

Additional instructions for filing forms in EAMS can be found on line in the "EAMS OCR forms handbook" at [http://www.dir.ca.gov/dwc/eams/SampleFiles/EAMS\\_OCR%20handbook.pdf](http://www.dir.ca.gov/dwc/eams/SampleFiles/EAMS_OCR%20handbook.pdf).

If you need help, call an [Information and Assistance \(I&A\) office](#), or attend a [workshop for injured workers](#). The local I&A phone numbers are attached to this guide. You can get information on a local workshop from the I&A office or on the Web at [www.dwc.ca.gov](http://www.dwc.ca.gov).

The information contained in this guide is general in nature and is not intended as a substitute for legal advice. Changes in the law or the specific facts of your case may result in legal interpretations different than those present here.

When sending documents to a district office, please make sure they are not folded or stapled. Send them in a large manila envelope. Please see the EAMS OCR forms handbook for further instructions.

## WORKERS' COMPENSATION APPEALS BOARD DISTRICT OFFICES

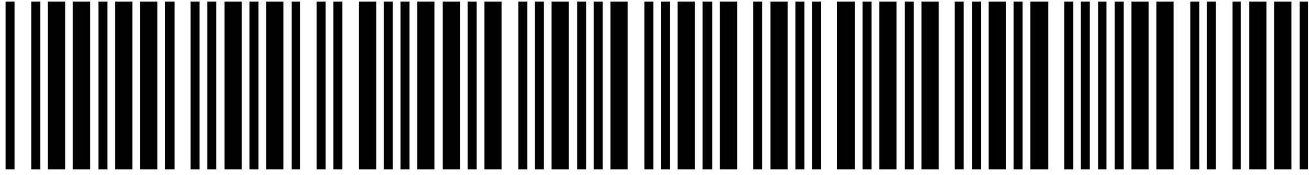
<p><b><u>ANAHEIM. 92806-2131</u></b>          1065 North Link, Suite 170          Information &amp; Assistance Unit (714) 414-1801</p>	<p><b><u>SACRAMENTO, 95834-2962</u></b>          160 Promenade Circle, Suite 300          Information &amp; Assistance Unit (916) 928-3158</p>
<p><b><u>BAKERSFIELD. 93301-1929</u></b>          1800 30<sup>th</sup> Street, Suite 100          Information &amp; Assistance Unit (661) 395-2514</p>	<p><b><u>SALINAS. 93906-2204</u></b>          1880 N Main Street, Suites 100 &amp; 200          Information &amp; Assistance (831) 443-3058</p>
<p><b><u>FRESNO. 93721-2219</u></b>          2550 Mariposa Street, Suite 4078          Information &amp; Assistance Unit (559) 445-5355</p>	<p><b><u>SAN BERNARDINO. 92401-1411</u></b>          464 W Fourth Street, Suite 239          Information &amp; Assistance Unit (909) 383-4522</p>
<p><b><u>LODI. 95240-6936</u></b>          3021 Reynolds Ranch Parkway, Suite 130          Information &amp; Assistance Unit (209) 948-7759</p>	<p><b><u>SAN DIEGO. 92108-4424</u></b>          7575 Metropolitan Drive, Suite 202          Information &amp; Assistance Unit (619) 767-2082</p>
<p><b><u>LONG BEACH. 90810-1870</u></b>          1500 Hughes Way, Suite C203          Information &amp; Assistance Unit (424) 450-2565</p>	<p><b><u>SAN FRANCISCO. 94102-7014</u></b>          455 Golden Gate Avenue, 2<sup>nd</sup> Floor          Information &amp; Assistance Unit (415) 703-5020</p>
<p><b><u>LOS ANGELES. 90013-1105</u></b>          320 W 4<sup>th</sup> Street, 9<sup>th</sup> Floor          Information &amp; Assistance Unit (213) 576-7389</p>	<p><b><u>SAN JOSE. 95110-3718</u></b>          224 Airport Parkway, Suite 600          Information &amp; Assistance Unit (408) 277-1292</p>
<p><b><u>MARINA DEL REY. 90292-6902</u></b>          4720 Lincoln Boulevard, 2<sup>nd</sup> and 3<sup>rd</sup> Floors          Information &amp; Assistance Unit (310) 482-3820</p>	<p><b><u>SAN LUIS OBISPO. 93401-8736</u></b>          4740 Allene Way, Suite 100          Information &amp; Assistance Unit (805) 596-4159</p>
<p><b><u>OAKLAND. 94612-1499</u></b>          1515 Clay Street, 6<sup>th</sup> Floor          Information &amp; Assistance Unit (510) 622-2861</p>	<p><b><u>SANTA ANA. 92707-7704</u></b>          2 MacArthur Place, Suite 600          Information &amp; Assistance Unit (714) 942-7576</p>
<p><b><u>OXNARD. 93030-7912</u></b>          1901 N Rice Avenue, Suite 100          Information &amp; Assistance Unit (805) 485-3528</p>	<p><b><u>SANTA BARBARA. 93101-7538</u></b>          130 E Ortega Street          Information &amp; Assistance Unit (805) 568-1390</p>
<p><b><u>POMONA. 91768-1653</u></b>          732 Corporate Center Drive          Information &amp; Assistance Unit (909) 623-8568</p>	<p><b><u>SANTA ROSA. 95404-4771</u></b>          50 "D" Street, Suite 420          Information &amp; Assistance Unit (707) 576-2452</p>
<p><b><u>REDDING. 96002-0940</u></b>          250 Hemsted Drive, 2<sup>nd</sup> Floor, Suite B          Information &amp; Assistance Unit (530) 225-2047</p>	<p><b><u>VAN NUYS. 91401-3370</u></b>          6150 Van Nuys Boulevard, Suite 105          Information &amp; Assistance Unit (818) 901-5374</p>
<p><b><u>RIVERSIDE. 92501-3337</u></b>          3737 Main Street, Suite 300          Information &amp; Assistance Unit (951) 782-4347</p>	



STATE OF CALIFORNIA  
DWC DISTRICT OFFICE

**SAMPLE**

DOCUMENT COVER SHEET



Is this a new case? Yes  No  Companion Cases Exist  Walkthrough Yes  No

More than 15 Companion Cases

**TODAY'S DATE**

Date:(MM/DD/YYYY)

SSN: **YOUR SOCIAL SECURITY NUMBER**

**EAMS CASE NUMBER**

Case Number 1

Specific Injury

**DATE OF INJURY**

Cumulative Injury

(Start Date: MM/DD/YYYY)

(End Date: MM/DD/YYYY)

(If Specific Injury, use the start date as the specific date of injury)

**IF NEW CASE  
LEAVE BLANK**

**USE CODE FROM  
BODY PART CODE LIST --  
SEE PAGE 8**

Body Part 1: \_\_\_\_\_

Body Part 3: \_\_\_\_\_

Body Part 2: \_\_\_\_\_

Body Part 4: \_\_\_\_\_

**WHEN MORE THAN 5 BODY PARTS USE BODY  
PART NUMBER 700 IN THIS FIELD**

Other Body Parts: \_\_\_\_\_

**Please check unit to be filed on ( check only one box )**

ADJ  DEU  SIF  UEF  SAU  INT  RSU

**Companion Cases**

Specific Injury

Case Number 2

Cumulative Injury

(Start Date: MM/DD/YYYY)

(End Date: MM/DD/YYYY)

(If Specific Injury, use the start date as the specific date of injury)

Body Part 1: \_\_\_\_\_

Body Part 3: \_\_\_\_\_

Body Part 2: \_\_\_\_\_

Body Part 4: \_\_\_\_\_

Other Body Parts: \_\_\_\_\_



## District office codes for place of venue

Legend Abbreviation	Office
AHM	Anaheim
ANA	Santa Ana
BAK	Bakersfield
FRE	Fresno
LAO	Los Angeles
LBO	Long Beach
LOD	Lodi
MDR	Marina del Rey
OAK	Oakland
OXN	Oxnard
POM	Pomona
RDG	Redding
RIV	Riverside
SAC	Sacramento
SAL	Salinas
SBA	Santa Barbara
SBR	San Bernardino
SDO	San Diego
SFO	San Francisco
SJO	San Jose
SLO	San Luis Obispo
SRO	Santa Rosa
VNO	Van Nuys

**Use this document to complete forms,  
but do not file this document with your forms.**

## BODY PART CODES LIST

Code Number	Description
100	Head - not specified
110	Brain
120	Ear - not specified
121	Ear - external
124	Ear - internal including hearing
130	Eye - including optic nerves and vision
140	Face - not specified
141	Jaw - including chin and mandible
144	Mouth - including lips, tongue, throat and taste
145	Teeth
146	Nose - including nasal passages, sinus and smell
148	Face - multiple parts any combination of above parts
149	Face - forehead, cheeks, eyelids
150	Scalp
160	Skull
198	Head - multiple injury any combination of above parts
200	Neck
300	Upper extremities - not specified
310	Arm - above wrist not specified
311	Arm - upper arm humerus
313	Arm - elbow head of radius
315	Arm - forearm radius and ulna
318	Arm - multiple parts any combination of above parts
319	Arm - not specified
320	Wrist
330	Hand - not wrist or fingers
340	Fingers
398	Upper extremities - multiple parts any combination of above parts
400	Trunk - not specified
410	Abdomen - including internal organs and groin
411	Hernia
420	Back - including back muscles, spine and spinal cord
430	Chest - including ribs, breast bone and internal organs of the chest
440	Hips - including pelvis, pelvic organs, tailbone, coccyx and buttocks
450	Shoulders - scapula and clavicle
498	Trunk - use for side; multiple parts any combination of above parts

Code Number	Description
500	Lower extremities - not specified
510	Legs - above ankles, not specified
511	Thigh femur
513	Knee Patella
515	Lower leg tibia and fibula
518	Leg - multiple parts any combination of above parts
519	Leg - not specified
520	Ankle malleolus
530	Foot not ankle or toe
540	Toes
598	Lower extremities - multiple parts any combination of above parts
700	Multiple parts more than five major parts use only in fifth position of listing of body parts
800	Body system - not specific
801	Circulatory system - heart - other than heart attack, blood, arteries, veins, etc.
802	Circulatory system - Heart attack
810	Digestive system - stomach
820	Excretory system - kidneys, bladder, intestines, etc.
830	Musculo-skeletal system - bones, joints, tendons, muscles, etc.
840	Nervous system - not specified
841	Nervous system - Stress
842	Nervous system - Psychiatric/psych
850	Respiratory system - lungs, trachea, etc.
860	Skin dermatitis, etc.
870	Reproductive systems
880	Other body systems
900	COVID-19
999	Unclassified - insufficient information to identify body parts