

PROOF OF SERVICE RULE: Where does the proof of service go in the packet when filing OCR forms? The answer depends on how many forms or documents you are listing on the same proof of service. If you are listing only one form with no attachments on the proof of service, the proof of service goes directly under the form, as though it were part of the form, without a separator sheet between the form and the proof of service. If you are filing a form with accompanying documents, and listing the form and the documents on a single proof of service, the proof of service will come at the end of the form and documents, with a document separator sheet before the proof of service.

Here's how the proof of service is placed in filings with multiple documents and separator sheets—this example is the “Application for Adjudication of Claim”:

- OCR cover sheet
- Document separator sheet
- Application for adjudication of claim
- Document separator sheet
- 4906 (g) statement
- Document separator sheet
- DWC-1 form
- Document separator sheet
- Fee disclosure statement
- Document separator sheet
- Proof of service of the above documents

Here's how the proof of service is placed in filings with a single document and only one separator sheet—this example is the “Notice and Request for Allowance of Lien”:

- OCR cover sheet
- Document separator sheet
- Notice and request for allowance of lien
- Itemized billing statement (this doesn't get a separator sheet because it's appended to the lien)
- Proof of service