Information & Assistance Unit guide 4

How to file an application for adjudication of claim

Complete this form if you have a disagreement with your employer or its insurance company about your case and you want it resolved by your local Workers' Compensation Appeals Board (WCAB). Filing this form opens a case with the WCAB.

You can also complete this form if you think you may need the WCAB to resolve a dispute in the future and the time allowed for you to file the application could run out. If you have questions about whether time limits apply in your case, contact your local Information and Assistance office. You can get information on contacting a local I&A office on the Web at www.dwc.ca.gov.

Complete the form and follow the instructions attached. This form can also be completed at http://www.dir.ca.gov/dwc/FORMS/EAMS%20Forms/ADJ/DWC1.pdf.

Please note that a hearing in your case will not be scheduled until a declaration of readiness to proceed is filed (see I&A guide 5).

The following papers must be included with your completed application:

- 1. A copy of your claim for workers' compensation benefits (required only for injuries that happened between 1-1-90 and 12-31-93). See I&A guide 1.
- 2. Declaration required by law (Labor Code section 4906(h) -- see attached). A proof of service is recommended. See attached.

Send the original to your local WCAB office and copies to all the parties.

Submit the following documents with your form filing in the order shown:

- ✓ <u>Document Cover Sheet</u>
- ✓ Document Separator Sheet (for Application for Adjudication of Claim)
- ✓ Application for Adjudication of Claim
- ✓ <u>Document Separator Sheet</u> (for Proof Of Service By Mail)
- ✓ Proof Of Service By Mail
- ✓ <u>Document Separator Sheet</u> (for Declaration Pursuant to Labor Code Section 4906(h))
- ✓ <u>Declaration Pursuant to Labor Code Section 4906(h)</u>

Keep copies of your filings for your records.

Information & Assistance Unit guide 4

All documents filed with the WCAB must include a document cover sheet and document separator sheet. Please see I&A guides 17 and 18 to learn how to complete these forms. In addition all forms must be typed or handwritten in block letters to insure legibility. Additional form instructions can be found on the EAMS OCR handbook at

http://www.dir.ca.gov/dwc/eams/SampleFiles/EAMS OCR%20handbook.pdf.

If you need help, call an <u>Information and Assistance (I&A) office</u>, or attend a <u>workshop for injured workers</u>. 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 <u>www.dwc.ca.gov</u>.

If you do not have the name and address of your claims administrator to complete a form, please link to http://www.dir.ca.gov/DWC/EAMS/EAMS-LC/EAMSClaimsAdmins.asp.

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

ANAHEIM. 92806-2131	<u>SACRAMENTO, 95834-2962</u>
1065 North Link, Suite 170	160 Promenade Circle, Suite 300
Information & Assistance Unit (714) 414-1801	Information & Assistance Unit (916) 928-3158
BAKERSFIELD, 93301-1929	SALINAS, 93906-2204
1800 30 th Street, Suite 100	1880 N Main Street, Suites 100 & 200
•	Information & Assistance (831) 443-3058
Information & Assistance Unit (661) 395-2514	111101111ation a 710010taneo (001) 440 0000
FRESNO, 93721-2219	CAN DEDNADDING 02404 4444
	SAN BERNARDINO, 92401-1411
2550 Mariposa Street, Suite 4078	464 W Fourth Street, Suite 239
Information & Assistance Unit (559) 445-5355	Information & Assistance Unit (909) 383-4522
LODI 05240 6026	SAN DIECO 02409 4424
LODI, 95240-6936	SAN DIEGO, 92108-4424
3021 Reynolds Ranch Parkway, Suite 130	7575 Metropolitan Drive, Suite 202
Information & Assistance Unit (209) 948-7759	Information & Assistance Unit (619) 767-2082
LONG BEACH, 90810-1870	SAN EDANCISCO 04102 7014
	SAN FRANCISCO, 94102-7014
1500 Hughes Way, Suite C203	455 Golden Gate Avenue, 2 nd Floor
Information & Assistance Unit (424) 450-2565	Information & Assistance Unit (415) 703-5020
LOS ANGELES. 90013-1105	SAN JOSE, 95110-3718
320 W 4 th Street, 9 th Floor	224 Airport Parkway, Suite 600
Information & Assistance Unit (213) 576-7389	Information & Assistance Unit (408) 277-1292
MARINA DEL REY, 90292-6902	SAN LUIS OBISPO, 93401-8736
	4740 Allene Way, Suite 100
4720 Lincoln Boulevard, 2 nd and 3 rd Floors	1 · · · · · · · · · · · · · · · · · · ·
Information & Assistance Unit (310) 482-3820	Information & Assistance Unit (805) 596-4159
OAKI AND 04642 4400	SANTA ANA 02707 7704
OAKLAND. 94612-1499	SANTA ANA, 92707-7704
1515 Clay Street, 6 th Floor	2 MacArthur Place, Suite 600
Information & Assistance Unit (510) 622-2861	Information & Assistance Unit (714) 942-7576
OVNADD 02020 7040	CANTA DADDADA 00404 7500
OXNARD. 93030-7912	SANTA BARBARA. 93101-7538
1901 N Rice Avenue, Suite 100	130 E Ortega Street
Information & Assistance Unit (805) 485-3528	Information & Assistance Unit (805) 568-1390
DOMONA 04769 4652	CANTA DOCA 05404 4774
POMONA, 91768-1653	SANTA ROSA, 95404-4771
732 Corporate Center Drive	50 "D" Street, Suite 420
Information & Assistance Unit (909) 623-8568	Information & Assistance Unit (707) 576-2452
REDDING, 96002-0940	VAN NUYS, 91401-3370
	6150 Van Nuys Boulevard, Suite 105
250 Hemsted Drive, 2 nd Floor, Suite B	· ·
Information & Assistance Unit (530) 225-2047	Information & Assistance Unit (818) 901-5374
DIVERSIDE 02504 2227	
RIVERSIDE, 92501-3337	
3737 Main Street, Suite 300	
. INIOTAGIIAA X. ACCICIGAAA I INI T IUKII /X7 /17// /	i de la companya del companya de la companya del companya de la co

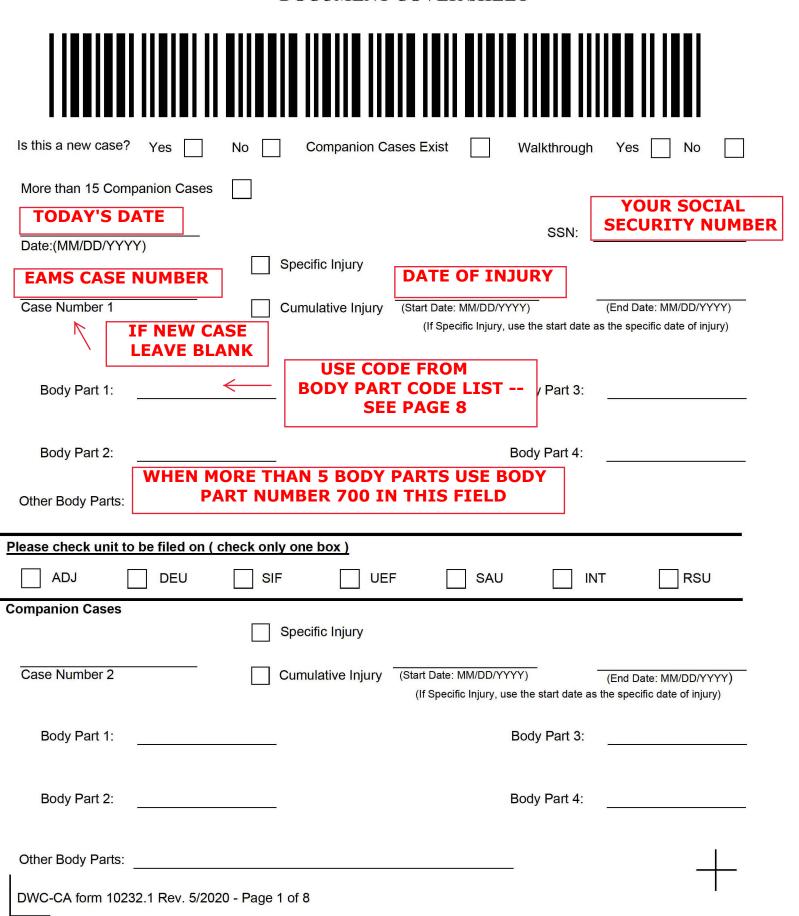
Information & Assistance Unit (951) 782-4347



STATE OF CALIFORNIA DWC DISTRICT OFFICE



DOCUMENT COVER SHEET



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



DOCUMENT SEPARATOR SHEET



Product De		ADJ	
Document ⁻		LEGAL DOCS	
Document Title AF	PLICATION FO	OR ADJUDICATION	
Document [Date	DATE YOU FILLED OUT THE FORM MM/DD/YYYY	
Author		YOUR NAME	
		Office Hee Only	
		Office Use Only	
Received D	ate	MM/DD/YYYY	



STATE OF CALIFORNIA DIVISION OF WORKERS' COMPENSATION WORKERS' COMPENSATION APPEALS BOARD APPLICATION FOR ADJUDICATION OF CLAIM



LEAVE BLANK			Amended A	Application	
Case No.					
YOUR SOCIAL SEC	CURITY NUMBER				
SSN (Numbers Only)					
Venue choice is based u	upon (Completion of t	his section is require	d)		
County of residence	of employee (Labor Cod	de section 5501.5(a)(1)	or (d).)	_ SELEC	CT ONE
County where injury	occurred (Labor Code s	ection 5501.5(a)(2) or	(d).)		
County of principal pl	DOCUMEN	OFFICE CODE FI	ROM		
Injured Worker (Comple	tion of this section is	required)			
YOUR FIRST NAM	(E				
First Name				MI	
YOUR LAST NAM	E				
Last Name					
YOUR MAILING A	DDRESS				
Street Address/PO Box (Please leave blank spac	ces between numbers,	names or words)		-
Street Address2/PO Box	(Please leave blank spa	aces between numbers	, names or words)		-
International Address (Pl	ease leave blank space	s between numbers, na	ames or words)		-
YOUR CITY					
City				State	Zip Code
Applicant (If other than	Injured Worker)				
Insurance Carrier		Employer	Lien Cl	aimant	
Name (Please leave blan	ık spaces between num	bers, names or words)			
Street Address/PO Box (Please leave blank spac	ces between numbers,	names or words)		-
Street Address2/PO Box	(Please leave blank spa	aces between numbers	, names or words)		-
City				State	Zip Code
DWC/WCAB Form 1A (5/2	(020) - (Page 1)				WCAB1

Employer Information (Completion of this sec	ction is required)		SAMPLE
Insured	Self-Insured	Legally Uninsure	d Unin	sured
NAME OF COMPA	NY YOU WERE W	ORKING FOR AT TIM	IE OF INJURY	
Employer Name (Please	leave blank spaces be	tween numbers, names or w	rords)	
COMPANY ADDR	ESS			
Employer Street Address	s/PO Box (Please leave	e blank spaces between num	bers, names or words)	
COMPANY CITY				
City			State	Zip Code
Insurance Carrier Inform	nation (If known and if	f applicable - include even	if carrier is adjusted by	/ claims administrator)
NAME OF COMPA	ANY INSURANCE (CARRIER		
Insurance Carrier Name (P	lease leave blank spaces	between numbers, names or we	ords)	
INSURANCE CAR	RIER ADDRESS			
Insurance Carrier Street Ac	ldress/PO Box (Please lea	ave blank spaces between numl	bers, names or words)	
INSURANCE CAR	RIER CITY			
City			State	Zip Code
Claims Administrator Ir	nformation (If known a	nd if applicable)		
	S ADMINISTRATO			
Name (Please leave blank	spaces between numbers	, names or words)		
	STRATOR ADDRES			
Street Address/PO Box (Plo	ease leave blank spaces b	oetween numbers, names or wo	ords)	
CLAIMS ADMINIS	STRATOR CITY			
City			State	Zip Code
IT IS CLAIMED THAT (C	complete all relevant in	nformation):		
The injured worker, born	YOUR BIRTH I	DATE , while employed as a	YOUR JOB TIT	LE WHEN INJURED
	(DATE OF BIRTH: MM/DI			AT THE TIME OF INJURY)
(Choose only o	DATE OF	FACCIDENT		
suffered a :	(Date of inju	ry: MM/DD/YYYY)		
cumulati	ve injury which began o	(Start Date: MM/DD/YYYY)	_ and ended on(En	d Date: MM/DD/YYYY)
The injury occurred at	ADDRESS WHER	E ACCIDENT TOOK P	LACE	
	Street Address/PO	Box - Please leave blank spaces b	etween numbers, names or wo	ords
-		_ , 		
City DWC/WCAB Form 1A (5//	2020) - (Page 2)	State Zip Code		WCAB1

	(State which parts of the body were injured)	SAMPLE
Body Part 1:	PART OF BODY THAT WAS INJURED, USE LIST	
Body Part 2:	FROM DOCUMENT COVER SHEET	
Body Part 3:		
Body Part 4: Other Body Parts:		
2. The injury o	ccurred as follows:	
(EXPLAIN WH	IAT THE WORKER WAS DOING AT THE TIME OF INJURY AND HOW THE IN	JURY OCCURED)
	INDICATE WHAT YOU WERE DOING AT THE TIME OF INJ	URY
3. Actual earni	ings at the time of injury:	
Rate of Pay \$	Monthly State value of tips, meals, lodging, or other advantages, regularly received \$ Hourly	Monthly Weekly Hourly
Number of hou	irs worked per week	
4. The injury c	aused disability as follows:	
Last day off wo	ork due to injury: LAST DAY WORKED MM/DD/YYYY	DATE RETURNEI
First Period of I	Disability: Start Date FIRST DAY OFF WORK MM/DD/YYYY	End Date MM/DD/YYYY
Second Period	of Disability: Start Date	End Date
5. Compensati	ion:	
Compensation	was paid: Yes No	
Total paid:		
Weekly rate(s)	FROM CLAIMS ADMINISTRATOR	
Date of last pa		
6 II d-	MM/DD/YYYY	
	ker received any unemployment insurance benefits and/or any unemploynefits (state disability) since the date of injury?	nent compensation

7. Medical treatment: Medical treatment was received:		Yes	No	SAMPLE
All treatment was furnished by the Emp	oloyer or Insurance Carr	ier: Yes	No	
Date of last treatment:MM/DD/YYYY	IF YOU OR PRIV	ATE INSURANCE P	PAID	
Other treatment was provided/paid by:	EOD MEDIC	CAL TREATMENT		
		SON OR AGENCY PROVIDING	OR PAYING FO	R MEDICAL CARE)
Did Medi-Cal pay for any health care	related to this claim?	Yes	No	
Names and addresses of doctor(s)/h provided or paid for by the employe		t treated or examined fo	r this injury,	but that were not
Name of Doctor/Hospital/Clinic 2 (Plea			s or words)	
LIST ANY OTHER CASES FI				
Case Number 1 Case Number 2		nse Number 3 nse Number 4		
9. This application is filed because o	of a disagreement rega	rding liability for:		
Temporary disability indemnity		Permanent disability ind	emnity	
Reimbursement for medical expe	ense	Rehabilitation		
Medical treatment		Supplemental Job Displ	acement/Retu	rn to Work
Compensation at proper rate		Other (Specify)		

Is the Applicant Represented? Yes No If "No", applicant is to sign and o	date below.	SAMPL
If "Yes", applicant's representative is to complete the following and is to sign and d	ate below.	
Law Firm/Attorney Non-Attorney Representative		
Law Firm or Company Name (If Applicable)		
Law Firm Number (If Applicable)		
Attorney/Representative First Name	—MI	
Attorney/Representative Last Name		
Street Address/PO Box (Please leave blank spaces between numbers, names or words)		-
City	State	Zip Code
YOUR SIGNATUR	RE	
Applicant Attorney/Representative Signature Applicant	t Signature	
Dated at	, California	
City		
Date TODAY'S DATE MM/DD/YYYY		

INSTRUCTIONS

FILING AND SERVICE OF A DECLARATION OF READINESS IS A PREREQUISITE TO THE SETTING OF A CASE FOR HEARING.

Effect of Filing Application

Filing of this application begins formal proceedings against the defendant(s) named in your application.

Assistance in Filling Out Application

You may request the assistance of an information and assistance officer of the Division of Workers' Compensation.

Right to Attorney

You may be represented by an attorney or agent, or you may represent yourself. The attorney's fee will be set by the Workers' Compensation Appeals Board at the time the case is decided and is ordinarily payable out of your award.

Filling Out Application

For "amended" applications, the venue choice must be the same as that specified on the original application, unless an order changing venue has issued. A street or P.O. Box address within the United States must be entered for the place where the injury occurred. Therefore, if the injury did not occur at a fixed or identifiable location (such as a field, a highway,or on water), or if the injury occurred outside of the United States, the employer's business address or another appropriate address must be specified; however, a short explanation regarding the place of injury may be appended to the application. If medical treatment has been paid for by Medi-Cal, Medicare, group health insurance, or a private carrier, please specify.

Service of Documents

Your attorney or agent will serve all documents in accordance with Labor Code section 5501 and the Workers' Compensation Appeals Board's Rules of Practice and Procedure.

If you have no attorney or agent, copies of this application will be served by the Workers' Compensation Appeals Board on all parties. If you file any other document, you must mail or deliver a copy of the document to all parties in the case.

IMPORTANT!

If any applicant is under 18 years of age, it will be necessary to file a Petition for Appointment of Guardian ad Litem. Forms for this purpose may be obtained at the district office of the Workers' Compensation Appeals Board, or by calling the district office and requesting this form.



DOCUMENT SEPARATOR SHEET



Product Delivery Unit	ADJ
Document Type	LEGAL DOCS
Document Title PROOF OF SI	ERVICE
Document Date	DATE YOU FILLED OUT THE FORM MM/DD/YYYY
Author	YOUR NAME
	Office Use Only
Received Date	MM/DD/YYYY



Proof of Service by Mail

Troof of Service by Main
I declare that:
I am (resident of / employed in) the county of, California
I am over the age of eighteen years, my (business / <u>residence</u>) address is:
PUT YOUR HOME ADDRESS HERE
On TODAY'S DATE, I served the attached NAME OF DOCUMENT
on the parties listed below in said case, by placing a true copy thereof enclosed in
a sealed envelope with postage thereon fully paid, in the United State mail at CITY WHERE YOU MAILED THIS addressed as follows:
4) WORKERS COMPENSATION APPEALS BOARD. APPRESS
1) WORKERS' COMPENSATION APPEALS BOARD: ADDRESS 2) INSURANCE COMPANY: NAME, ADDRESS AND CLAIM NUMBER
3) DEFENSE ATTORNEY (IF KNOWN): NAME AND ADDRESS 4) ALL OTHER PARTIES INVOLVED IN YOUR CASE: NAME AND ADDRESS
I declare under penalty of perjury under the laws of the State of California that the
foregoing is true and correct, and that this declaration was executed on
(date) TODAY'S DATE, at CITY, California.
Type or print name PRINT YOUR NAME

Signature SIGN YOUR NAME



DOCUMENT SEPARATOR SHEET



Product Delivery Unit		ADJ		
Document Type		LEGAL DOCS		
Document Title 4906(h) DECLARATION				
Document Date		DATE YOU FILLED OUT THE FORM MM/DD/YYYY		
Author		YOUR NAME		
Office Use Only				
Recei	ved Date	MM/DD/YYYY		



DECLARATION PURSUANT TO LABOR CODE SECTION 4906(h)

Pursuant to Labor Code Section 4906(h), I declare under penalty of perjury that I have not violated Section 139.3 and I have not offered, delivered, received, or accepted any rebate, refund, commission, preference, patronage dividend, discount, or other consideration, whether in the form of money or otherwise, as compensation or inducement for any referred examination or evaluation.

Date: _	TODAY'S DATE	_
		YOUR SIGNATURE
		Signature

Before signing this form, you should be aware that: "Any person who makes or causes to be made any knowingly false or fraudulent material statement or representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony."