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*Click on 'JET FILE' to open the
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Subpoena and/or Authorization Creation | Notice of Production from Non-Party | Service of Process | Affidavit of Service | Notify Opposing Counsel/Request for Copies | Pre-payment of Custodial Fees | Paginated Records to the Desktop in PDF and TIFF format | OCR (Optical Character Recognition) | X-ray Duplication | Critical Legal Path Checklist | Customized Billing and Invoice Hosting with Records | Workers' Compensation | Class-Action Litigation | Third-Party Administrators | Document Retrieval | Records Retrieval | Litigation Support Services | Law Firm Support | Insurance Company Support | Property and Casualty | E-Discovery

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ABOUT TRUST ONLINE

Dashboard

- Display, sort and search filings
- Save drafts
- Print completed filings in pdf
- Status updated immediately
- Auto populate UANs when filing

The screenshot shows the EquiCopy dashboard interface. At the top left is the EquiCopy logo and the word 'Dashboard'. To the right is a 'Create New Filing' button and a user greeting 'Welcome, EquiCopy'. On the left side, there is a sidebar with filters for 'Injured Worker', 'Date Range' (with 'Start Date' and 'End Date' inputs), 'Case Number', and a 'Type' dropdown menu. The main content area displays a table with one entry. The table has columns for 'Id', 'Injured Worker', 'Status', 'Type', 'Date', 'Case Number', and 'Filing Date'. The entry has Id '418', Injured Worker 'TEST', Status 'Draft', Type 'APP', Date '10/16/2019 4:29 PM', and Filing Date '10/16/2019'. Below the table are navigation buttons 'Previous', '1', and 'Next'. At the bottom of the main area, there is a row of status tags: 'Draft', 'On Hold', 'Level 1', 'Level 2', 'Level 3', 'Filed', and 'Resubmit'. A footer at the bottom center reads 'JetFile EAMS DWL - By EquiCopy - ©2019'.

Create new filings

The screenshot displays the EquiCopy dashboard interface. At the top left, the logo 'EQUI COPY' is visible, followed by navigation tabs for 'Dashboard' and 'Create New Filing'. A user profile 'Welcome, EquiCopy.' is shown in the top right. On the left side, there is a 'DASHBOARD' sidebar with filters for 'Injured Worker', 'Date Range' (with 'Start Date' and 'End Date' inputs), 'Case Number', and a 'Type' dropdown. The main content area shows a 'Create New Filing' dropdown menu with options: 'Application For Adjudication', 'Declaration For Readiness (Expedited)', 'Declaration For Readiness', 'Unstructured Form', 'Answer To Application For Adjudication (Coming Soon)', 'Compromise And Release (Coming Soon)', 'Notice and Request for Allowance of Lien (Coming Soon)', and 'STIPS (Coming Soon)'. Below the menu is a table of filings with columns for 'Id', 'Case Number', and 'Filing Date'. The first row shows '418' for the ID, '5/2019 3:36 PM' for the Case Number, and '10/16/2019' for the Filing Date. Below the table are status buttons: Draft, On Hold, Level 1, Level 2, Level 3, Filed, and Resubmit. A pagination bar shows 'Previous', '1', and 'Next'.

| Id | Case Number | Filing Date |
|-----|----------------|-------------|
| 418 | 5/2019 3:36 PM | 10/16/2019 |

Platform will email confirmations

The screenshot displays the EquiCopy web application interface. At the top, the navigation bar includes the EquiCopy logo, 'Dashboard', and 'Create New Filing'. A user profile 'Welcome, EquiCopy' is visible in the top right. The main content area is titled 'UNSTRUCTURED FORM' and contains a sidebar with 'Now Creating', 'Form Information', and 'Attachments'. The main form area is titled 'Form Information' and includes fields for 'Case Number' (ADJ123456), 'First Name' (JOE), and 'Lien Reservation Number'. Below this is the 'Attachments' section, which contains three attachment forms. The first attachment, 'Attachment 1', has dropdown menus for 'ADJ', 'IBR', and 'APPEAL OF DETERMINATION OF AD-IBR', a file upload icon, a file name 'EQUICOPY JET HANDOUT.PDF', and input fields for 'Author' (JOE TEST) and 'Document Date' (11/15/2019). The second and third attachments, 'Attachment 2' and 'Attachment 3', have dropdown menus for 'Select Unit' and input fields for 'Author' and 'Document Date'. A modal window titled 'Validation Results' is overlaid on the form, showing a green message 'Filing was saved at 11/15/2019 03:51 PM' and 'Validation Passed!'. The modal also displays the 'Notification Email' as 'joe@equicopy.com' and a 'File Now' button. In the bottom right corner, there are three buttons: 'Logs' (green), 'Save' (green), and 'Delete' (red).



Department of Industrial Relations

[DWC](#) :: [Electronic Adjudication Management System \(EAMS\)](#)

Electronic Adjudication Management System (EAMS)



EAMS is a computer-based case management system that simplified and improved the Division of Workers' Compensation (DWC) case management process.

EAMS better serves injured workers and employers by eliminating redundancy and creating efficiency in the workers' compensation court system. EAMS reduces environmental and physical stress associated with maintaining paper files and helps guide policy decisions to better distribute resources.

EAMS went live for internal users-DWC and Workers' Compensation Appeals Board employees at DWC administration and district offices-Aug. 25, 2008. The division is bringing external users-those who need to file forms and documents with the district offices and the Workers' Compensation Appeals Board Reconsideration Unit-into the full electronic system over time. More than 400 external user locations now file using e-forms. External users also now have access to case information on line and DWC launched a new bulk electronic filing service, JET File, on June 27, 2011.

EAMS for beginners

- **Learning how to file in EAMS**
 - There are three filing methods. The first two are electronic and are the fastest way to file in EAMS.
 - For large-volume filers: [JET File](#)
 - For smaller filers: [e-forms](#)
 - [OCR paper forms](#)
- [Lien filing and activation fees](#)
- [Training tools and links](#)
- [Frequently asked questions \(FAQs\)](#) - Jan. 5, 2012



Department of Industrial Relations

[DWC](#) :: [Electronic filing](#)

Electronic filing



Join the E Team and become an electronic filer!

Electronic filing is the fastest way to get your documents into EAMS, DWC's electronic case management system for the workers' compensation courts. There are two ways to electronically file: [e-forms](#) and [JET File](#). JET File is best suited for large-volume filers of the six most used court forms, while e-forms are available for all forms.

Why become an electronic filer?

- You'll save time and money submitting forms and attachments—including eliminating a lot of paper and postage costs
- You'll get faster responses. JET File provides immediate notice of errors and e-forms allow you to choose a hearing date for your declaration of readiness to proceed
- You'll stay out of the paper queue at DWC district offices.

To find out which method is right for you, watch the electronic filing walkthrough below:

- [Filing electronically in EAMS: Are you an e-form or JET Filer?](#) Video - [Transcript](#) - July 19, 2011

About electronic filing

Both e-forms and JET File use the Internet to transmit data to EAMS, but the method of delivery and process differs for each method.

E-form filers use a logon to file documents and attachments directly into EAMS. (They can also use a vendor to file liens and applications.)

JET File uses the state's secure file transfer (SFT) service for six forms and attachments. Instead of logging into EAMS, JET Filers send their data to State of California servers, where it is picked up by DWC and deposited into


EAMS. Following submission, JET Filers receive automatic electronic responses showing the documents were received, along with notice of errors, if any. Filers will retrieve these messages from their server accounts.

JET Filers have three ways to file: They can create their own transmission process using DWC's technical specs; they can purchase software from an approved vendor; or they can use a third party filer to transmit on their behalf.

Benefits of electronic filing

E-form benefits:

- Log onto EAMS and file forms directly into the system over the Internet
- Access to view case documents if a case participant
- Choose hearing date for DOR (must resubmit if hearing date is not available)
- All forms and attachments available for submission
- Dedicated help desk available during regular business hours
- No cost if not using services of a vendor.



JET File benefits:

- Allows system-to-system filing of multiple documents in one submission
- No logging onto EAMS needed
- Provides automatic electronic notice of errors or acceptance
- Provides a DOR pending queue, and reprocesses DORs for 15 days if no hearing date initially available
- Allows users to also file via OCR form as needed or by e-form if in the e-forms trial.

How to sign up

E-forms:

- Sign the e-forms trial [agreement](#)
- Participate in training via Webinar upon acceptance into e-forms trial.

JET File:

- Decide whether to use vendor software, third party services or build a transmission process [using DWC's specifications](#)
 - All trading partners building their own transmission process must conduct transmission code testing and receive validation from DWC prior to JET Filing
- Read the [trading partner agreement and business rules](#)
- Sign and submit the Excel spreadsheet portion of the [trading partner agreement](#) as appropriate.

Slide 1 – Electronic Filing Video

Welcome to the EAMS electronic filing video. Electronic filing is the best way to get documents into EAMS, the electronic case management system for the workers' compensation courts. Until recently there's only been one method of filing electronically, and that's e-forms. Over the past two years we worked extensively with system users just like you and developed a second electronic filing method.

Now, we want you to join the e-team and decide which method of electronic filing is best for you. The purpose of this video is to help you decide whether you will be an e-form filer or JET filer.

Slide 2 – Main Decision Considerations

In this video, we will discuss why electronic filing is better than filing on paper, give you information about how e-forms and JET Filing work and show you the benefits of each method. We will compare and contrast the two filing methods, tell you how to sign up for each and point out resources available to help you.

Slide 3 – Why Electronic Filing is Best

Filing electronically will save time and money on the submission process. Both e-form filing and JET Filing will allow for faster submission of forms and attachments, and receipt of responses. Although the response time for each method differs, error responses and hearing dates for Declarations of Readiness to Proceed or DORs will be delivered quicker than submitting forms on paper.

Electronic filing will save you money on paper and postage. In addition, filers are able to stay out of the paper queue at district offices, which helps speed up the submission process and resolve cases quickly.

Slide 4 – Two Ways to Submit Electronically into EAMS

There are now two ways to file electronically in EAMS!

e-forms, which you may be familiar with or even currently use, are electronic forms filed over the Web. e-forms are filed by those with a logon to EAMS or by those using a third party vendor to file liens and applications. e-form filing is available now and applications for the e-forms trial are continuously being accepted.

↪ **JET File, the new method of electronic filing, is now available.** JET File allows electronic filing of multiple forms and attachments in a single transmission through a secure file transfer service. No logon to EAMS is needed to JET File.

With JET File, you may purchase vendor software developed especially for JET File, use the services of a third party vendor who will JET File on your behalf or choose to build your own transmission pipeline.

Slide 5 – How e-forms Work

e-forms, which are best suited for small to medium offices filing a limited amount of documents with the workers' compensation courts, are web based forms filed electronically over the internet.

Logons are issued for filing locations and require that only one person be logged onto EAMS at a time.

e-form filers must comply with the e-forms trial agreement, take computer based training and participate in a mandatory Webinar. The computer based training gives users a general idea of how e-forms work, while the mandatory Webinar provides the user with specific training.

Additional training materials, including a reference guide, are available on the EAMS Web site.

Slide 6 – Benefits of e-forms

There are multiple benefits to being an e-form filer.

e-form filers can view case documents if they are a case participant and choose a hearing date when filing a DOR, but must resubmit if a hearing date is not available. All forms and attachments are available for submission when you are an e-form filer.

In addition, a dedicated help desk is available during regular business hours.

Unless you are using the services of a third party vendor, e-form filing carries no cost to the filer.

Slide 7 – How of JET File Works

JET File uses a server-based secure file transfer method to exchange electronic data. Initially, the six most common forms, along with the requisite attachments, will be available for JET Filing. Those forms are the Application for Adjudication of Claim, Declaration of Readiness to Proceed to hearing and to expedited trial, Compromise and Release, Stipulations with Request for Award, and the Notice and Request for Allowance of Lien.

For this reason, JET Filing is for those filing 100 or more of these six forms annually.