

Priority of Actions after EAMS Go-Live

1. All cases manually set as urgent by the PJ (including expedited hearings) will be logged by the MST in EAMS.
2. All calendar dates manually set by MST will be logged into EAMS.
3. All WCJ calendar orders (continuances, etc.) logged by the SLTs and Expedited Hearings set by PJ will be entered in EAMS by the MST.
4. All DORs collected by the clerks will be production-scanned to create conference dates.
5. All new unassigned cases will be production-scanned to create cases, tasks and/or events in EAMS.
6. All other orders logged by the SLT in the case data sheets will be entered in EAMS.
7. All walk-through settlements and related documents (e.g., orders approving C&R) in new-cutover SF cases will be legacy-scanned.
8. Legacy cases to be scanned (eventually).

Scanning Oversight

15 bins will be set up for tracking scanning and document destruction. Batches have to be spot checked after 15 days. If documents not in EAMS, re-check in 15 more days. After 30 days, if scanned documents are in EAMS, scanned documents can be destroyed.