

**PROCEDURE TO BE FOLLOWED WHEN**  
**SUBMITTING PROPOSED SETTLEMENT**  
**DOCUMENTS**  
**Effective Date to be Announced**

All settlement agreements and proposed orders, as well as supporting documentation should be submitted electronically to the Board using a PDF format. No paper documents will be accepted at hearing locations or the Board office. Electronic signatures are acceptable. Proposed settlements in contested claims should be sent to the appropriate mailbox according to the hearing district numbers. All non-litigated claims should be sent to the Accident Files mailbox. The complete e-mail address names will be revealed with the final instructions in the next few weeks.

xxxxxxx- North Western District  
xxxxxxx- Central Northern District  
xxxxxxx- North Eastern District  
xxxxxxx- Central/Indianapolis District  
xxxxxxx- South Western District  
xxxxxxx- South Eastern District  
xxxxxxx- Accident Files

A Receipt of Filing will be generated and e-mailed to the account from which the settlement was received.

Single Hearing Members will review and approve proposed settlements in their respective districts. Court reporters will enter the necessary information into the Board's electronic system and return approved agreements to the parties' e-mail addresses listed on the agreement. If the injured worker does not have an e-mail account, it will be the attorneys' responsibility to see that a paper copy is printed out and mailed to the worker.