



**Matt Bevin**  
Governor

**Jenean M. Hampton**  
Lieutenant Governor

**David A. Dickerson**  
Acting Secretary

**KENTUCKY LABOR CABINET**  
**Department of Workers' Claims**

657 Chamberlin Avenue  
Frankfort, KY 40601  
Telephone: (502) 564-5550  
Fax: (502) 564-0682  
[www.labor.ky.gov/workersclaims](http://www.labor.ky.gov/workersclaims)

**Robert L. Swisher**  
Commissioner

**Hon. Douglas W. Gott**  
Chief Administrative Law Judge

TO: All Persons Submitting Documents Via LMS

FROM: Robert L. Swisher, Commissioner *RLS*  
Kentucky Department of Workers' Claims

RE: Common Submission Errors

DATE: September 21, 2018

In an effort to better serve our stakeholders, the Department of Workers' Claims has compiled a list of common errors occurring when documents are being submitted to LMS. Please review the list and, if necessary, adjust submission practices in order to assure the timely and appropriate processing of your submissions. For your consideration, we offer the following:

1. Do not multi-click the button to submit the claim. One time is sufficient.
2. Proofread your responses for typographical errors (plaintiff name, defendant name, social security number, date of injury, etc.).
3. The attorney's name should be on the "submitted by" line, not the name of the secretary, paralegal or staff person.
4. Do not submit individual claims for different body parts for the same date of injury. You may choose "multiple body parts" and then in the description text describe the specific injuries.
5. If you submit a claim and realize you forgot to add an attachment, do not send another application with the additional attachment. You will be able to file the additional document as soon as the claim is processed, usually within one business day.
6. When submitting a settlement agreement, be sure that the settlement agreement (Form 110) is the first attachment selected. If there are other attachments to the settlement agreement, such as a medical report, attach those in order after the agreement is selected and attached.



September 21, 2018  
LMS Common Submission Errors

7. When submitting a settlement agreement, do not submit other pleadings which require action by the administrative law judge, such as a motion for approval of attorney's fee. Please submit all pleadings separately so that none are lost in the process and all can be timely considered by the administrative law judge.

Thank you for your consideration of these matters and your continued cooperation as LMS evolves.