

1 11 NCAC 23A .0109 is amended as published in 35:09 NCR 922-923 as follows:

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3 **11 NCAC 23A .0109 CONTACT INFORMATION**

4 (a) "Contact information" for purposes of this Rule shall include telephone number, facsimile number, email address,  
5 and mailing address.

6 (b) All attorneys of record with matters before the Commission shall ~~inform the Commission of any change in the~~  
7 ~~attorney's contact information via~~ provide and maintain current contact information via the Commission's Electronic  
8 Document Filing Portal ("EDFP").

9 (c) All unrepresented persons or entities with matters before the Commission shall inform the Commission upon any  
10 change to their contact information in the following manner:

11 (1) All employees who are not represented by counsel shall inform the Commission of any change in  
12 contact information by filing a written notice via EDFP, email to [contactinfo@ic.nc.gov](mailto:contactinfo@ic.nc.gov),  
13 ~~forms@ic.nc.gov, facsimile, facsimile to (919) 715-0282, U.S. Mail, U.S. mail sent to Office of the~~  
14 ~~Clerk, 1236 Mail Service Center, Raleigh North Carolina 27699-1236, private courier service,~~  
15 ~~private courier service in accordance with Rule .0101 of this Section, or hand delivery, hand delivery~~  
16 ~~in accordance with Rule .0101 of this Section.~~

17 (2) All non-insured employers that are not represented by counsel shall inform the Commission of any  
18 change in contact information by filing a written notice via EDFP, email to [contactinfo@ic.nc.gov](mailto:contactinfo@ic.nc.gov),  
19 ~~doekets@ic.nc.gov, facsimile, facsimile to (919) 715-0282, U.S. Mail, U.S. mail sent to Office of~~  
20 ~~the Clerk, 1236 Mail Service Center, Raleigh North Carolina 27699-1236, private courier service,~~  
21 ~~private courier service in accordance with Rule .0101 of this Section, or hand delivery, hand delivery~~  
22 ~~in accordance with Rule .0101 of this Section.~~

23 (d) All carriers, third party administrators, and self-insured employers shall provide the Commission, by sending an  
24 email to [contactinfo@ic.nc.gov](mailto:contactinfo@ic.nc.gov), with an email address for service of claim-related documents in cases where the  
25 Commission does not have email contact information for a specific representative assigned to the claim.

26 (e) Instructions on how to provide and update contact information via EDFP are available at  
27 <https://www.ic.nc.gov/docfiling.html>.

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29 *History Note: Authority G.S. 97-80;*  
30 *Eff. January 1, 2019;*  
31 *Amended Eff. March 1, 2021.*

1 11 NCAC 23B .0105 is amended as published in 35:09 NCR 923 as follows:

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3 **11 NCAC 23B .0105 CONTACT INFORMATION**

4 (a) "Contact information" for purposes of this Rule shall include telephone number, facsimile number, email address,  
5 and mailing address.

6 (b) All persons or entities without legal representation who have matters pending before the Commission shall inform  
7 the Commission of any change in contact information by filing a written notice via the Commission's Electronic  
8 Document Filing Portal ("EDFP"), email to [contactinfo@ic.nc.gov](mailto:contactinfo@ic.nc.gov), ~~facsimile, facsimile to (919) 715-0282, U.S. Mail,~~  
9 U.S. mail sent to Office of the Clerk, 1236 Mail Service Center, Raleigh North Carolina 27699-1236, private courier  
10 service, private courier service in accordance with Rule .0101 of this Section, or hand-delivery, hand delivery in  
11 accordance with Rule .0101 of this Section.

12 (c) A plaintiff without legal representation who was an inmate in the North Carolina Division of Adult Corrections at  
13 the time of filing his or her tort claim, shall, within 30 days of release, provide the Commission with written notice of  
14 his or her post-release contact information in any manner authorized in Paragraph (b) of this Rule. Following the initial  
15 written notice of post-release contact information, the previously incarcerated plaintiff shall continue to inform the  
16 Commission of all changes in contact information in accordance with Paragraph (b) of this Rule.

17 (d) All attorneys of record with matters before the Commission ~~shall inform the Commission in writing of any change~~  
18 ~~in the attorney's or the represented party's contact information~~ provide and maintain current contact information for  
19 the Commission's records via EDFP.

20 (e) Instructions on how to provide and update contact information via EDFP are available at  
21 <https://www.ic.nc.gov/docfiling.html>.

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23 *History Note: Authority G.S. 143-291; 143-300;*  
24 *Eff. March 1, 2019;*  
25 *Amended Eff. March 1, 2021.*  
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1 11 NCAC 23G .0104 is amended **with changes** as published in 35:09 NCR 923-925 as follows:

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3 **11 NCAC 23G .0104 DUTIES OF PARTIES, REPRESENTATIVES, AND ATTORNEYS**

4 (a) Attendance. The following persons shall ~~physically~~ attend the mediated settlement conference:

- 5 (1) all individual parties;
- 6 (2) in a workers' compensation case, a representative of the employer at the time of injury if:
- 7 (A) the employer, instead of or in addition to the insurance company or administrator, has
- 8 decision-making authority with respect to settlement;
- 9 (B) the employer is offering the claimant employment and the suitability of that employment
- 10 is in issue;
- 11 (C) the employer and the claimant have agreed to simultaneously mediate non-compensation
- 12 issues arising from the injury; or
- 13 (D) the Commission orders the employer representative to attend the conference if the
- 14 representative's ~~physical~~ attendance is necessary to resolve matters in dispute in the subject
- 15 action;
- 16 (3) an officer, ~~employee~~ **employee**, or agent of any party that is not a natural person or a governmental
- 17 entity who is not ~~such~~ the party's outside counsel and who has the authority to decide on behalf of
- 18 ~~such~~ the party whether and on what terms to settle the action;
- 19 (4) in a workers' compensation case, an employee or agent of any party that is a governmental entity
- 20 who is not ~~such~~ the party's outside counsel or Attorney General's counsel responsible for the case
- 21 and who has the authority to decide on behalf of ~~such~~ the party and on what terms to settle the
- 22 ~~action~~ **action**;
- 23 (5) when the governing law prescribes that the terms of a proposed settlement may be approved only
- 24 by a Board, an employee or agent who is not ~~such~~ the party's outside counsel or Attorney General's
- 25 counsel responsible for the case and who has the authority to negotiate on behalf of and to make a
- 26 recommendation to the Board. ~~Because G.S. 143-295 provides the Attorney General with settlement~~
- 27 ~~authority on behalf of governmental entities and agencies for state tort claims, Pursuant to G.S. 143-~~
- 28 ~~295, an employee or agent of the named governmental entity or agency is not required to attend the~~
- 29 ~~mediated settlement conference; conference.~~ The ~~the~~ Attorney General shall attempt to make an
- 30 employee or agent of the named governmental entity or agency in a ~~state~~ State tort claim available
- 31 via telecommunication, and mediation shall not be delayed due to the absence or unavailability of
- 32 the employee or agent of the named governmental entity or ~~agency~~ **agency**;
- 33 (6) ~~The counsels of record; provided, that appearance~~ the counsels of record. Appearance by counsel
- 34 does not dispense with or waive the required attendance of the parties listed in Subparagraphs (1)
- 35 through (4);
- 36 (7) a representative of each defendant's primary workers' compensation or liability insurance carrier or
- 37 self-insured that may be obligated to pay all or part of any claim presented in the action. Each carrier

1 or self-insured shall be represented at the conference by an officer, ~~employee~~ employee, or agent  
2 who is not ~~such the~~ party's outside counsel and who has the authority to decide on behalf of the  
3 carrier or self-insured whether and on what terms to settle the action, or who has been authorized to  
4 negotiate on behalf of ~~such the~~ carrier or self-insured and can communicate during the conference  
5 with persons who have ~~such the~~ decision making authority; and

6 (8) by order of the Commission, other representatives of parties, ~~employers~~ employers, or carriers, who  
7 may be obligated to pay all or part of any claim presented in the action and who are not required to  
8 attend the conference pursuant to Subparagraphs (1) through (6) of this ~~Rule, Paragraph~~, if the  
9 Commission determines that the representative's attendance is necessary for purposes of resolving  
10 the matters in dispute in the subject action. Any employer or carrier who may be obligated to pay  
11 all or part of any claim presented in the action and who is not required to ~~physically~~ attend the  
12 mediated settlement conference pursuant to Subparagraphs (1) through (6) of this ~~Rule Paragraph~~  
13 or by Commission orders, may attend the conference if the employer or carrier elects to attend. If,  
14 during the conference, the mediator determines that the ~~physical~~ attendance of one or more  
15 additional persons is necessary to resolve the matters in dispute in the subject action, the mediator  
16 may recess the conference and reconvene the conference at a later date and time to allow the  
17 additional person or persons to ~~physically~~ attend.

18 (b) Any party or person required to attend a mediated settlement conference shall ~~physically~~ attend the conference  
19 until an agreement is reduced to writing and signed as provided in Paragraph (e) of this Rule, or until an impasse has  
20 been declared. ~~Any such party or person may have the physical attendance requirement excused or modified by~~  
21 ~~agreement of all parties and persons required to attend the conference and the mediator, or by order of the Commission~~  
22 ~~in the interests of justice upon motion of a party and notice to all parties and persons required to attend the conference.~~  
23 "Attendance" shall mean in-person attendance whenever the mediation rules approved by the North Carolina Supreme  
24 Court that are in effect at the time of the mediation for use in the Superior Court division require in-person attendance.  
25 During any time that attendance means in-person attendance, any party or person, including the mediator, may have  
26 the in-person attendance requirement excused or modified by agreement of all the parties and persons required to  
27 attend the mediation conference, including the mediator, or by order of the Commission in the interests of justice upon  
28 motion of a party and notice to all parties and persons required to attend the conference, including the mediator.  
29 "Attendance" shall mean attendance using remote technology whenever the mediation rules approved by the North  
30 Carolina Supreme Court that are in effect at the time of the mediation for use in the Superior Court division require  
31 attendance through the use of remote technology. During any time that attendance means attendance through the use  
32 of remote technology, any party or person required to attend the conference, including the mediator, may have the  
33 remote technology attendance requirement excused or modified by agreement of all parties and persons required to  
34 attend the conference, including the mediator, or by order of the Commission in the interests of justice upon motion  
35 of a party and notice to all parties and persons required to attend the conference, including the mediator. All parties  
36 and persons required to attend the conference, including the mediator, shall comply with all public health and safety

1 requirements set forth in the mediation rules approved by the North Carolina Supreme Court that are in effect at the  
2 time of the mediation for use in the Superior Court division.

3 (c) In appropriate ~~cases~~ cases, the Commission or the mediator, with the consent of the parties, may allow a party or  
4 insurance carrier representative who is required to ~~physically~~ attend a mediated settlement conference in person under  
5 this Rule to attend the conference by telephone, conference call, speaker ~~telephone~~ telephone, or videoconferencing;  
6 ~~provided that, the party or representative so attending~~ the attending party or representative shall bear all costs of such  
7 the telephone calls or videoconferencing. videoconferencing. In addition, the mediator may communicate directly with  
8 the insurance representative with regard to matters discussed in mediation, and the mediator may set a subsequent  
9 mediated settlement conference at which all parties and representatives shall ~~physically attend.~~ attend the mediated  
10 settlement conference in person, subject to [the requirements and provisions of] Paragraph (b) of this Rule. The failure  
11 to [properly] appear by telephone or videoconferencing in accordance with this Paragraph shall subject the responsible  
12 party(ies) or representative(s) to sanctions pursuant to Rule .0105 of this Subchapter.

13 (d) Notice of Mediation Order. Within seven days after the receipt of an order for a mediated settlement conference,  
14 the carrier or self-insured named in the order shall provide a copy of the order to the employer and all other carriers  
15 who may be obligated to pay all or part of any claim presented in the workers' compensation case or any related third-  
16 party tortfeasor claims, and shall provide the mediator and the other parties in the action with the name, [address]  
17 address, and telephone number of all such carriers.

18 (e) Finalizing Agreement. If an agreement is reached in the mediated settlement conference, the parties shall reduce  
19 the agreement to writing, specifying all terms of the agreement that bear on the resolution of the dispute before the  
20 Commission, and shall sign the agreement along with their counsel. The parties may use IC Form MSC8, Mediated  
21 Settlement Agreement, or MSC9, Mediated Settlement Agreement – Alternative Form, for this purpose. Execution by  
22 counsel of a mediated settlement agreement for an employer or carrier who does not physically attend the mediated  
23 settlement conference shall be deemed to be in compliance with this Rule and 11 NCAC 23A .0502. By stipulation of  
24 the parties and at the parties' expense, the agreement may be electronically or stenographically recorded. All  
25 agreements for payment of compensation shall be submitted for Commission approval in accordance with 11 NCAC  
26 23A .0501 and .0502.

27 (f) Payment of Mediator's Fee. The mediator's fee shall be paid at the conclusion of the mediated settlement  
28 conference, unless otherwise provided by Rule .0107 of this Subchapter, or by agreement with the mediator.

29 (g) Related Cases. Upon application by any party or person and upon notice to all parties, the Commission may, in  
30 the interests of justice, order an attorney of record, party party, or representative of an insurance carrier who may be  
31 liable for all or any part of a claim pending in a Commission case to attend a mediated settlement conference [that  
32 may be] convened in another pending case, regardless of the forum in which the other case may be pending, provided  
33 that all parties in the other pending case consent to the attendance ordered pursuant to this Paragraph. Any disputed  
34 issues concerning such an order shall be addressed to the Commission's Dispute Resolution Coordinator. Unless  
35 otherwise ordered, any attorney, party party, or carrier representative who attends a mediated settlement conference  
36 pursuant to this Paragraph shall not be required to pay any of the mediation fees or costs related to that conference.  
37 Requests that a party, attorney of record, or insurance carrier representative in a related case attend a mediated

1 settlement conference in a Commission case shall be addressed to the court or agency ~~in which~~ where the related  
2 case is pending, provided that all parties in the Commission case consent to the requested attendance.

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4 *History Note: Authority G.S. ~~97-80(a), (e); 97-80; 143-295; 143-296; 143-300; Rule 4 of Rules for Mediated~~*  
5 *Settlement Conferences and Other Settlement Procedures in Superior Court Civil Actions;*  
6 *Eff. January 16, 1996;*  
7 *Amended Eff. October 1, 1998;*  
8 *Recodified from 04 NCAC 10A .0616;*  
9 *Amended Eff. July 1, 2014; January 1, 2011; June 1, 2000;*  
10 *Recodified from 04 NCAC 10G .0104 Eff. June 1, 2018;*  
11 *Emergency Amendment Eff. June 16, 2020;*  
12 *Amended Eff. August 1, 2020;*  
13 *Temporary Amendment Eff. August 28, 2020;*  
14 *Amended Eff. March 1, 2021.*