

State of South Carolina

1333 Main Street, 5th Floor

P.O. Box 1715

Columbia, S.C. 29202-1715



TEL: (803) 737-5700

www.wcc.sc.gov

Workers' Compensation Commission

ADVISORY

October 15, 2025

The Administrative Procedures Act (APA) provides for the submission of documentary evidence at workers' compensation hearings. The Commission has issued the attached guidance relating to the submission of evidence. Beginning on November 1, 2025 it will be served with the hearing notice to pro-se parties.

As a reminder, all evidentiary submissions must comply with S.C. Code Ann. § 1-23-330, S.C. Code Ann. Regs. 67-612, and the Commissioner's preferences, which can be found on our website at: <https://www.wcc.sc.gov/commissioners/commissioners-preferences>.

Please direct any questions or concerns to:

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Executive Director

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Submission of APAs

- The Administrative Procedures Act (APA) allows you to submit documentary evidence, including medical evidence for the Commissioner to consider at your Hearing.
- **You must send a copy of all documents and other records you wish to submit at your Hearing to the opposing party at least fifteen (15) days prior to the Hearing if you requested the hearing or ten (10) days prior to the Hearing if the defendants requested the hearing.**
- Do not send copies of your documents and other records to the Commissioner's office or Commission staff prior to the Hearing. You must present your documents and other records to the Commissioner at the time of the Hearing. Only the Commissioner can decide which records are admissible as evidence in accordance with the law. The Commissioner will make this decision at the time of the Hearing.
- If you do not send a copy of your documentary evidence to the opposing party at least fifteen (15) days prior to the Hearing if you requested the hearing or ten (10) days prior to the Hearing if the defendants requested the hearing, the Commissioner may not allow you to submit documentary evidence.
- Do not use highlighter on documents.
- You must **number the pages of all medical records or other documentary evidence in sequential order.** Separate the documents into tabs for each medical provider or other source of records. The records should be in chronological order with the oldest records on top and the newest records on bottom.
- You must include an index on top of your medical records or other documentary evidence.
- You must secure your medical records and other documentary evidence together and include the index on top. Do not use rubber bands or paperclips on the copy you bring to the Commissioner at the Hearing.

Keep a copy for your records and for reference at the hearing.