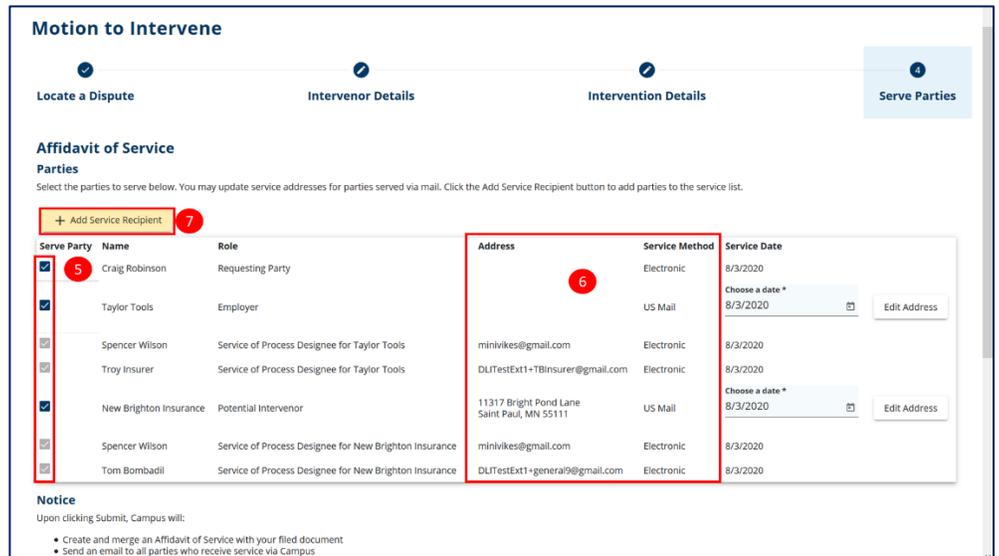


Quick reference guide: Affidavit of service

Work Comp Campus has been built to facilitate the serving of documents and filings when required and allows service to occur both via paper and electronically. During registration, all users within Campus will be prompted to select a default method of service: electronic or mail.

1. Click **Submit a Filing** in the header of the Campus dashboard.
2. Select a filing that requires service.
3. For example, a **Motion to Intervene** or an **Initiate a Dispute** webform.
4. Complete all of the steps of the webform up to the final step, **Affidavit of Service**.
5. In the **Serve Parties** step, all parties on the dispute will be displayed. Click the checkbox in the **Serve Party** column to select who gets served.
6. Each party will set their own preferred **Service Method**, which is how the motion will be served.
7. You can also manually add service recipients by clicking on the **+ Add Service Recipient** button.



8. Enter all the required information, indicated with an asterisk.
9. Click **Save** to add the recipient.

Affidavit of Service

Parties

Select the parties

+ Add Serv

Serve Party

Notice

Upon clicking Su

- Create and
- Send an e

To serve parties

Declaration

I declare und

Electronic Si

Please type your Department of L

Full Name of:

I understand

Submit Form

Add Service Recipient

Complete the fields below to add a service recipient. This recipient must be served via mail. Adding a recipient during this step will not add them as a party to the Case or Claim.

Name *

Role *

Address 1 *

Address 1

Address 2

Address 2

Postal Code *

Postal Code

City *

City

County

County

State Province

State Province

Country

United States

Save **Cancel**

10. All of the boxes must then be checked to declare and confirm, and your **Electronic Signature** must be entered exactly as it is in your Campus profile.
11. Click **Submit Form**.
12. Campus will generate a document and electronically serve the parties being served via email.
13. Navigate to your **My Forms** queue on the dashboard.
14. Click on the submitted form in the **Form Type** column.
15. Download, print and mail the form to the parties being served via mail. Address labels have been generated for these parties and will be attached.

My Queues

My Claims My Disputes **My Forms** My Rehab Cases My SCF Assessment Reports

Form Type	Associated To	Associated ID	Last Updated	Status	Confirmation Number
Access Case Or Claim	Taylor Tools	ER-02-5696-950	7/29/2020	Submitted	3588
Motion to Intervene	Rehabilitation Disp ...	DS-07-1513-583	7/29/2020	Submitted	3587

Dashboard · Document: DO-07-2160-677

Document: DO-07-2160-677

MI Department of Labor and Industry
Workers' Compensation Division
(811) 284-8022 or 1-800-342-8584

DEPARTMENT OF LABOR AND INDUSTRY

MOTION TO INTERVENE

Campus File Number(s): CL-05-6709-710
Employee I.D. #: EE-02-0778-642
Case(s) of Injury: 04/02/20

Greg Mallon, Employee
at
Taylor Tools, Employer
and
New England Insurance, Insurer

Docume

If document c
please contac
Industry at [E
Email Address]

Document Type
Motion to Intervene

Document Source
Webform

Download

Download with Attachments

Helpful tips

- External users will also be served documents by Campus. Users with entity group administrator permissions for their firm can assign users to the role of service of process designee. Users with this role will be listed in the recipients table (see step 5) for documents being served to their firm.
- After submitting a filing, you are able to see the submission on the **My Forms** queue on the dashboard.
- Not all filings require legal service; Campus is set up to require the affidavit of service only for filings that require it.