

L. Brad Taylor  
Presiding Judge

David P. Reid  
Judge

Owen T. Evans  
Judge

Michael W. McGivern  
Judge



Margaret A. Bomhoff  
Judge

Carla Snipes  
Judge

Michael J. Harkey  
Administrator

STATE OF OKLAHOMA

**WORKERS' COMPENSATION COURT  
of EXISTING CLAIMS**  
1915 N. STILES, SUITE 127  
OKLAHOMA CITY, OKLAHOMA 73105-4918  
(405) 522-8600

## To request prior claim information you must send the following:

1. **Self addressed, stamped envelope**
2. **There is a one dollar fee for each search made.** You must include your fee with your request unless you are exempt. If you are exempt, you must sign a Statement of Exemption which is enclosed.
3. If none of the exemptions apply, please include the \$1.00 fee and return the form to the court unless you obtained your case number from a WORKERS' COMPENSATION COURT OF EXISTING CLAIMS INFORMATION RESPONSE report. If so please include a copy of the report along with your copy request form.
4. To check claims by Social Security Number, we must have a statement signed by the owner of the Social Security Number that authorizes the Workers' Compensation Court of Existing Claims to access any prior information by using their Social Security Number.
5. If you are requesting prior claim information **by name only**, **do not** include the Social Security Number on the request.

**All requested items listed on the prior claim information sheet must be included or it will be returned.**

### Are workers' compensation claims records open to the public?

Workers' Compensation Court of Existing Claims records of claims for workers' compensation are open to inspection and copying by the general public, subject to the written request and search fee requirements of 85 O.S., §372, and payment of applicable copy charges. Section 372 pertains to all requests made to the Court for information on prior workers' compensation claims of a worker, including written inquiries about prior claims and requests to access a worker's compensation claim file.

**Unless an exemption outlined in the law applies, ALL requests for workers' compensation claims information must be in writing on a form prescribed by the Court Administrator and accompanied by a fee of \$1.00 per search request, not to exceed \$1.00 per claim record of a particular worker.** Pursuant to Section 372, the form requires identification of the person requesting the information and the person for whom the search is made if different from the requester, and the requester's signature under penalty of perjury that the search is conducted for lawful purposes. Request forms, and records of a worker's written authorization permitting a search indexed by the worker's social security number, are maintained by the Court Administrator as a public record.