

# U. S. Department of Labor

Office of Workers' Compensation Programs  
Division of Federal Employees', Longshore  
and Harbor Workers' Compensation  
Washington, DC 20210



March 17, 2023

INDUSTRY NOTICE No. 197

**TO: INSURANCE CARRIERS, SELF-INSURED EMPLOYERS, LONGSHORE EMPLOYERS, LONGSHORE CLAIMANTS UNDER THE LONGSHORE AND HARBOR WORKERS' COMPENSATION ACT (LHWCA) AND ITS EXTENSIONS, AND OTHER INTERESTED PERSONS**

**SUBJECT: UPDATED LONGSHORE FORMS EFFECTIVE MARCH 8, 2023.**

Effective May 4, 2020, the Longshore Program implemented the use of the following forms as announced in [Industry Notice No. 180](#):

- **LS-4:** Attorney Fee Approval Request
- **LS-5:** Application for Special Fund Relief
- **LS-6:** Commutation Application
- **LS-7:** Request for Intervention
- **LS-8:** Settlement Approval Request Section 8(i)
- **LS-9:** Stipulation Approval Request

The above forms have been instrumental in expediting delivery of benefits to injured workers covered by the LHWCA and its extensions (Act). Effective March 08, 2023, these forms have been updated and are available in fillable format online on the [Longshore website Forms page](#). These forms have also been altered so it is not necessary to download them. You may complete them online by clicking on the website link for each form. Then you can submit them by uploading through the SeaPortal link on the form or by mail. The update reflects feedback from our stakeholders who have previously reported receiving error messages when attempting to view a form. Currently, this update is for the Longshore forms described above *only*.

While many of the forms remain the same, stakeholders will notice the LS-8, Settlement Approval Request Section 8(i) form now allows for easier completion of a single form for multiple claims. For example, Form LS-8 can now be completed to resolve more than one claim in the same settlement agreement such as follows:

8. Settlement Amount for Compensation (Provide the Case # and Amount for Each Case – up to 4 cases)	LS-01111111; \$1,000	LS-03111111; \$1,000
	LS-02111111; \$1,000	LS-04111111; \$1,000
9. Settlement Amount for Medical Treatment (Provide the Case # and Amount for Each Case – up to 4 cases)	LS-01111111; \$500	LS-03111111; \$500
	LS-02111111; \$500	LS-04111111; \$500

As well, the LS-7, Request for Intervention now allows for stakeholders to identify a specific “Other” issue with a fillable space added after the “Other” option:

11. Check Issues Requiring Intervention and attach position paper with supporting documents:	
<input type="checkbox"/> Occurrence of Injury	<input type="checkbox"/> Temporary Disability
<input type="checkbox"/> Responsible Employer/Carrier	<input type="checkbox"/> Permanent Disability
<input type="checkbox"/> Jurisdiction/Situs/Status	<input type="checkbox"/> Medical
<input type="checkbox"/> Average Weekly Wage	<input type="checkbox"/> Special Fund Modification
<input type="checkbox"/> Additional Compensation	<input type="checkbox"/> Other <input type="text"/>

As before, all fields on the forms must be completed. All the forms should be submitted to the OWCP via one of the following methods:

1. DFELHWC’s Secure Electronic Access Portal (SEAPortal) uploads the forms directly to the case file and is the preferred method. (See Industry Notice No. 148, issued October 31, 2014.) The SEAPortal can be accessed at: <https://seaportal.dol.gov/portal>.
2. Alternatively, the forms may be sent by mail or commercial delivery service to the DFELHWC Central Mail Receipt Site at:

U.S. Department of Labor, Office of Workers’ Compensation Programs  
Division of Federal Employees’, Longshore and Harbor Workers’ Compensation  
400 West Bay Street, Suite 63A, Box 28  
Jacksonville, FL 32202

The LS-8, Settlement Approval Request must be accompanied by a fully executed settlement agreement that conforms to the requirements set forth in 20 C.F.R. §702.242, §702.243.

Any questions regarding this Industry Notice or the revised Longshore Forms should be directed to the DFELHWC Director, Washington, DC.

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