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Bobby Jindal, Governor  
Curt Eysink, Executive Director

**Office of Workers' Compensation Administration**

MEMORANDUM

FROM : Patrick Robinson, Director  
Office of Workers' Compensation Administration

RE: Form 1002 Envelopes

DATE: March 4, 2015

**Effective April 1, 2015, the Office of Workers' Compensation will no longer maintain envelopes received from any party for purposes of proving the date of mailing of LWC-WC-1002 forms. Parties will be responsible for obtaining such proof independently of the OWC.**

APPROVED:

A handwritten signature in black ink, appearing to be 'P. Robinson', written over a horizontal line.

Patrick Robinson, Director  
Office of Workers' Compensation Administration