

**ADVISORY NO. 330**  
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**TOPIC:        ELECTRONIC FILING OF *DOWNS* NOTICES**

TWCC will accept *Downs* Notices filed by email. *Downs* notices may be filed on paper as per FO&L Advisory, or by following the below procedure. TWCC will not accept *Downs* notices by EDI.

The email address is [cert21@twcc.state.tx.us](mailto:cert21@twcc.state.tx.us). These notices will be automatically confirmed by TWCC. In a test this morning, the firm received the following confirmation:

This response will acknowledge receipt of your electronic transmission (identified above) of TWCC-21(s) to the Texas Workers' Compensation Commission as permitted by TWCC Advisory 2001-02.

This is an automatic response that identifies your email address as the original source of the *Downs* notice, the date and time that the email was received by TWCC, and because it is a response to an email, identifies the subject line information contained in the original email. The actual *Downs* Notice or Notices (TWCC 21s) may then be attached to the email.

TWCC email confirmation will be sent to the sender from "cert21." Using an e-mail rules utility (similar to "Rules Wizard" in Outlook), or a similar function, you may automatically route confirmations from cert21 to a separate e-mail box within your organization. By establishing a save protocol that will prevent these emails from destruction, you will then have a confirmation of the date and time of the delivery of any subject identified by your email. If you retain the emails sent by your company to cert21, you will be able to document the precise attachment by whatever reference you include on the subject line or (less accurately) by the approximate the send date and time on acknowledged in the confirmation.