

Solo Practitioner Designation

Quick Start Guide

CompHub has expanded the Update Profile process to include the ability for a user with the Attorney role to specify their status as a Solo Practitioner to avoid any hearings being scheduled simultaneously at different Hearing Locations. To avoid being double booked users should set this designation immediately after configuring their CompHub account. This process is initiated under **Start New Action > Profile > Update Profile**.



It's always a good idea to make sure your profile is up to date!

Identity

First Name: Devin Middle Name: Last Name: Maxwell Suffix: Please select...
Date of Birth: MM/dd/yyyy Gender: Male Marital Status: Married SSN: [?]
Notification Email: dmaxwell@wcc.state.md.us

Contact Information

Please note, to change address you must use Claimant Change of Address process.

Email: [REDACTED] [?]
Phone
Phone Number: 4108645103 Ext: Country Code: 1 [?]
10-digit number, no special characters or spaces (Ex: 4105551234)
Address
Country: US
Address Line 1: 10 E BALTIMORE ST State: MD
Address Line 2: County:
Address Line 3: Postal Code: 21202-1630 [?]
City: BALTIMORE
[Edit Address](#)

Solo Practitioner

ACTION REQUIRED FOR ALL SOLO ATTORNEYS (Claimant and Defense): The Commission has created a solo practitioner designation in CompHub that will prevent the issuance of hearing notices to multiple locations on the same day. Do NOT elect this designation if you have another attorney in your firm who covers for you. If you choose this designation, you will receive the following hearing notices--

1. A hearing notice to ONE of the following locations: Cambridge, LaPlata, Frederick, LaVale. A hearing notice to Baltimore, Abingdon or Beltsville may be combined with another location as indicated below.
2. Hearing notices to TWO of the following locations: Abingdon and Baltimore OR Beltsville and Baltimore.

Solo Practitioner: Yes No

1 *Using the radio button, Select whether or not you are a Sole Practitioner. Selecting 'Yes' will ensure that Hearing notices are sent to one of the locations listed. Please review the section for further clarification.*