

CONTACTING THE JUDICIAL ASSISTANT VIA TELEPHONE

Whether speaking directly with us or leaving a voice mail, please provide the following information:

- Your name, law firm, and telephone number;
- The ALJ assigned to the case;
- Claimant's name;
- WCB case number(s);
- Date of hearing.

Postponements:

When requesting a postponement, please include the following in addition to the above:

- The reason for the postponement request;
- Opposing counsel's position.
 - If opposing counsel objects to the postponement, the moving party will need to contact the JA for the assigned ALJ to request a conference call or otherwise determine how to proceed.

*If an interpreter has been hired for the case, please file your postponement request as soon as possible to allow WCB time to cancel the interpreter services. This will avoid unnecessary agency costs. In most cases, WCB will incur cancellation charges if the interpreter request is canceled within two (2) business days of the hearing date.

*When a case is postponed, you will need to notify your client(s) and witnesses of the postponement.

Mediations

Mediations are an optional case resolution tool and cancelations do not require ALJ approval. If you cancel a hearing due to mediation, in addition to the general case information listed above, please provide:

- Your chosen mediator.
 - If you have not chosen a mediator, the case will be referred to our Mediation Program Coordinator.

All Other Motions:

While our rules require that all pre-hearing and post-hearing motions be filed in writing, we understand that sometimes time is of the essence. If the parties wish to request a conference call to discuss a motion with the assigned ALJ, please provide the following information:

- The purpose of the conference call;
- Who needs to be included;
- Whether either party is requesting the conference call be recorded.