

Division of Worker's Compensation
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**Worker's Compensation
Insurance Letter**

INS #	518
Date	April 4, 2018
Program	Claims Management
Type	New Process
Replaces	None

Scott Walker, Governor
Raymond Allen, Secretary

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CITY STATE ZIP

To: Attorneys Representing Parties in Worker's Compensation Disputes, Claims Handling Offices for Insurance Carriers, and Self-Insured Employers
From: Frank Lasee, Division Administrator
Subject: New Procedure for the Submission of Applications for Hearing and Litigated Mail

Purpose: Inform attorneys representing parties in worker's compensation disputes and claims offices of the new procedure for submitting Applications for Hearing and submitting Litigated Mail.

Background: The Worker's Compensation Division (WCD) processes all Applications for Hearing and Litigated Mail submitted via fax or mail to either the Office of Worker's Compensation Hearings (OWCH) or WCD.

The WCD is moving forward with its Electronic Litigated Mail/Files project, including electronic images and files in order to streamline the current paper-driven Applications for Hearing and Litigated Mail processes. This step will increase efficiency in your offices and WCD.

The first step from you, our worker's compensation stakeholders, is to use fax number (608) 260-3053 for the submission of Applications for Hearing and all communications related to litigated claims.

Action Requested: Effective April 16th, 2018, please use the new fax number (608) 260-3053 for the submission of Applications for Hearing and Litigated Mail.

Special Note Regarding Mediation Cases: For cases being mediated by either OWCH Administrative Law Judges Wally Thurow or Mark Shore, **do not use** this fax number for the submission of **mediation specific materials**. Use standard mail for mediation specific materials and mail to OWCH, Attention ALJ Thurow or Shore, PO Box 7922, Madison, WI 53707-7922.

Note: Many options for PC/desk top faxing exist. If your office is not currently set up for PC/desk top faxing, please look online, talk with your peers or call WCD at (608) 266-1340 for solutions.

Inquiries: Please contact us at (608) 266-1340 if you have any questions.

Reference: None.