

WC CLAIM NO: 9999-999999  
INJURY DATE: 05/01/85  
EMPLOYEE: SAMPLE SIMPLES, SAMPLE  
EMPLOYER: SAMPLE EMPLOYER INC  
INSURER NO:

IF YOU CALL OR WRITE US  
PLEASE USE WC CLAIM NO.

This letter is to notify you, as the applicant's representative in the above case, that a completed Certification of Readiness must be filed with the Division before this case can be scheduled for a hearing or settlement conference.

The Certification of Readiness form is available on the web site at <https://dwd.wisconsin.gov/wc/about-us/formsorder.htm>.

You may complete the form online and print a copy for mailing and record-keeping purposes. The insurance letters explaining the use of this Certification of Readiness form are available on the website at <https://dwd.wisconsin.gov/wc/letters/>.

**Submit the Certification of Readiness form only if a hearing or settlement conference is necessary and you are ready to proceed. Do not submit this form if the case is not ready to be scheduled or if you expect to resolve this dispute without a hearing or settlement conference before an administrative law judge (ALJ).**

If the Certification of Readiness is received within 60 days, the order in which the hearing or settlement conference will be scheduled does not change. If it is returned after 60 days, the case will be scheduled based on the date the Certification is received.

This case may be scheduled within the next 60 days without receipt of the Certification, depending on scheduling needs.

If you have questions concerning this process, please contact the Worker's Compensation Division at the above address or phone number.

GL121 (N. 07/2007)

(SEE OTHER SIDE FOR ADDITIONAL INFORMATION)

**Copy sent to:**