

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.

You filed an Application for Hearing in the above-captioned case but have not yet filed the Certification of Readiness. We must receive a complete Certification of Readiness form before we can determine this case should be placed in ready for hearing status.

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

**File the Certification of Readiness form when you are ready to proceed to hearing.** If we reject the Certification of Readiness for any reason, we will notify you in writing. Once we receive a completed Certification of Readiness form, we will place this case in ready for hearing status so it may be scheduled.

**Do not reply to this letter unless it is to file the completed Certification of Readiness.**

The Office of Worker's Compensation Hearings will have jurisdiction of this case 120 days after receipt of the respondent's answer or when we place this case in ready for hearing status, whichever is earlier.

PLEASE NOTE: The Certification of Readiness is **not** required when the request for hearing involves: unreasonable refusal to rehire, increased compensation for safety violation, bad faith, late payment, petition to reopen compromise, wage only or disfigurement.

Division of Worker's Compensation

GL123 (R. 12/2021)