

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 advise you, as the applicant's representative in the above case, that for hearing applications received on or after August 1, 2007, a completed Certification of Readiness form must be received by the Division before the 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 web site 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 you have questions concerning this process, please contact the Worker's Compensation Division at the above address or phone number.

GL120 (N. 07/2007)

(SEE OTHER SIDE FOR ADDITIONAL INFORMATION)

Copy sent to: