

PRO SE SETTLEMENT PROCEDURES

04/29/2024

These procedures mirror those that were implemented on a temporary basis, and which have been carried forward since the Covid-19 Pandemic. They are subject to modification or revocation at any time.

At the Arbitrator's discretion, Pro Se Settlements may be considered for approval without an in-person appearance of the parties ***after*** submission of a Settlement Contract, Petitioner Affidavit, letter from Respondent's counsel, via WebEx *and* upon the virtual appearance of the Parties before the assigned Arbitrator via Webex.

To request a virtual hearing on a Pro Se Settlement, Respondent's counsel should communicate with the assigned Arbitrator by e-mail and request a virtual Pro Se Settlement Hearing, after the submission of the following via CompFile: a Settlement Contract, an Affidavit from the Petitioner, identifying the rights that Petitioner is waiving, and a letter on the attorney's or firm's letterhead, signed by the responsible attorney, answering *each* of the following questions in sufficient detail for the Arbitrator to assess the viability of approving the Settlement Contract via Webex:

1. What is the nature of the case?
2. When did the accident occur?
3. Where did the accident occur?
4. What medical treatment, if any, did the Petitioner receive?
5. Has the Petitioner's medical treatment been terminated and if so, why?
6. Has the Petitioner reached MMI?
7. When did the Petitioner reach MMI?
8. Is the Petitioner working today?
9. What benefits, if any, have been paid?
10. What is the amount of the proposed settlement?

Pro Se Settlement Contracts will be handled only after assignment of an IWCC case number, only by the assigned Arbitrator, only at the discretion of the assigned Arbitrator, and will only be considered under these **PRO SE SETTLEMENT PROCEDURES**.

Pro Se Settlements under these Procedures will require a virtual appearance by the Pro Se Petitioner to appear via WebEx.

It is incumbent upon the Parties themselves, not the Commission or the Arbitrator, to ensure the Parties are equipped to proceed with a Webex conference. **To that end, Respondents' attorneys should plan to assist Pro Se Petitioners getting set up with Webex prior to the scheduled Hearing.**

Cisco provides documentation for testing Webex capabilities here: <https://help.webex.com/enus/nti2f6w/Webex-Meetings-Join-a-Test-Meeting>

Individuals may sign up for a Webex account here: <https://cart.webex.com/sign-up-webex>.