



# Illinois Workers' Compensation Commission

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*JB Pritzker, Governor*

*Michael J. Brennan, Chairman*

## **Guidelines for Employees Filing a Case Without an Attorney**

An employee who experiences a work-related injury or occupational disease is eligible for workers' compensation benefits. The Illinois Workers' Compensation Commission ("IWCC") is the administrative court system that resolves disputes between employees and employers over workers' compensation benefits. As the administrative court system, the IWCC must be impartial. The IWCC staff can explain procedures and basic provisions of the law to members of the public but cannot provide legal advice or act as an advocate for either the employee or the employer.

As an employee, you may hire an attorney or act as your own attorney when proceeding before the IWCC. If you do not hire an attorney (called "pro se" or "for oneself"), you will need to become familiar with both the procedural rules and substantive law that apply to your case. Please refer to the following sources for more information.

1. [Illinois Workers' Compensation Act](#)
2. [Rules Governing Practice Before the Commission](#)
3. [Handbook on Workers' Compensation and Occupational Diseases](#)

The IWCC implemented CompFile, an electronic filing and case management system for workers' compensation cases. You can learn about CompFile and review user manuals, frequently asked questions, and instructional videos on the IWCC's website at [www.iwcc.il.gov/compfile](http://www.iwcc.il.gov/compfile). Effective April 21, 2021, attorneys and pro se litigants must electronically file all cases and documents in CompFile.

### **How do I get access to my filed case in CompFile?**

1. Have a valid e-mail address. You need an e-mail address to become a registered user in CompFile. If you do not have an e-mail address, you will need to create one. Some commonly used e-mail providers include Gmail (<https://mail.google.com>) and Yahoo Mail (<https://mail.yahoo.com>).
2. Complete the Appearance of Representative – Pro Se Form and submit it to the IWCC in one of two ways.
  - a. USPS/Mail: If you mail the form to the IWCC, you must have it notarized. Upon receipt of the notarized form, the IWCC shall confirm the case, create your user account in CompFile, and send you an e-mail to verify your e-mail address.
  - b. In Person: If you deliver the form in person, you must present an ID to the IWCC staff so that they can validate your identity before creating your user account and sending you an e-mail to verify your e-mail address.
3. Locate the verification e-mail and follow the instructions in the e-mail to complete your CompFile registration. You can then access the CompFile homepage and click the "Cases" button to see your case.

### **How do I file a workers' compensation case in CompFile?**

1. Have a valid e-mail address. You need an e-mail address to become a registered user in CompFile. If you do not have an e-mail address, you will need to create one. Some commonly used e-mail providers include Gmail (<https://mail.google.com>) and Yahoo Mail (<https://mail.yahoo.com>).
2. Go to the CompFile website (<https://iwcc.dynamics365portals.us/>) and click the "Register" button.
3. Complete the registration form. You must select the "Pro Se" option for the user type, fill out all the mandatory fields, and enter the CAPTCHA code before submitting the form. The IWCC will send you an e-mail to verify your e-mail address.

4. Locate the verification e-mail and follow the instructions in the e-mail to complete your CompFile registration. You can then access the CompFile homepage and click the “Applications” button to file an Application for Adjustment of Claim.

### **How to keep track of your case?**

After you file the Application for Adjustment of Claim, you can monitor the progress of your case in CompFile. The IWCC will send all parties a Notice of Case Filed that indicates the arbitrator assigned to the case and the date for the initial status call. After the initial status call, the case will automatically come up for another status call every three months. The IWCC will not send notice of future status call dates. You can obtain future status call dates from CompFile.

In the first three years, the case will be continued (rescheduled to the next status call) at each status call unless a party asks the arbitrator to act on the case. You must appear at the status call only if you or your employer requests a hearing. If neither party requests a hearing, you do not need to appear at the status call and the case will be continued for another three months.

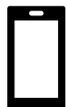
After three years, you must appear at each status call. The case will be set for hearing or dismissed unless a written request has been made to continue the case for good cause. Ultimately, it is your responsibility to keep track of your case, appear at status calls and hearings when necessary, and present evidence at hearings that prove your eligibility for workers’ compensation benefits under the law.

### **Can Someone help me?**

The IWCC is always available to assist you with any questions. In CompFile, you can click the “Submit Feedback” button and notify the IWCC of any problems that you experience while using CompFile. Additionally, you can write or call the IWCC using the below contact information.



[wcc.compfile@illinois.gov](mailto:wcc.compfile@illinois.gov)



1-866-352-3033 (Toll-free within Illinois Only)  
1-312-814-6611 (Chicago)  
1-217-785-7087 (Springfield)  
1-618-346-3484 (Collinsville)  
1-309-671-3019 (Peoria)  
1-815-987-7292 (Rockford)