



State of Wisconsin \DIVISION OF HEARINGS AND APPEALS

Brian Hayes, Administrator

Office of Worker's Compensation Hearings
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Dear Counsel:

Please be advised that in compliance with Wis. Admin. Codes §§ HA 4.04(2) and HA 4.07, all Answers and Amended Applications ***must*** be filed with the Division of Hearing and Appeals-Office of Worker's Compensation Hearings (DHA OWCH). The documents ***must*** be sent directly to OWCH at DHAWCMail@wisconsin.gov, or mailed to OWCH at the below address:

Division of Hearings and Appeals
Office of Worker's Compensation Hearings
4822 Madison Yards Way, Fifth Floor North
Madison, WI 53705

OWCH will schedule a hearing upon the verification of a Certificate of Readiness; or OWCH will review the claim and schedule an event after 120 days have elapsed from the receipt of the Answer. During the review process, OWCH will determine whether the claim is ready for a hearing, pre-hearing, mediation, etc. and will then schedule the claim for the appropriate proceeding. All claims reviewed by OWCH will be scheduled for an event after 120 days have elapsed from the filing of an Answer, or upon submission and verification of the COR, whichever occurs first.

For submission of compromises, parties should check to see whether:

(1) There is a verified COR on the claim; or (2) 120 days have elapsed since the filing of the Answer.¹

- ⇒ If a COR has been filed and verified, or if 120 days have passed since the filing of the Answer, the compromise should be submitted to DHA-OWCH for approval via email to DHAWCMail@wisconsin.gov or the OWCH address at 4822 Madison Yards Way, 5th Floor North, Madison WI 53705.
- ⇒ If no COR has been submitted, and if 120 days have not passed since the filing of the Answer, compromises should be submitted to the Department of Workforce Development WCD for approval.

If there are any questions, please call the assigned DHA OWCH duty judge at (608) 266-7709 option 2.

Sincerely,
The Office of Worker's Compensation Hearings
Division of Hearings and Appeal

¹Compromises should be sent to DHA-OWCH in penalty and *pro se* cases as these matters may be scheduled immediately.

Where to File Answers and Compromises

