

CONTACTING THE JUDICIAL ASSISTANT VIA TELEPHONE

Whether speaking directly with us or leaving a voice mail, we generally need:

General Case Information

- Your name, law firm, and telephone number.
- The ALJ assigned to the case.
- Claimant's name.
- WCB case number(s).
- Date of hearing.

Postponements

In addition to the general case information listed above, please provide:

- The reason for the postponement request.
- Opposing counsel's position.
 - If opposing counsel objects to the postponement, the moving party will need to arrange a conference call with the assigned ALJ by contacting the JA.

*If an interpreter has been hired for the case, please request your postponement as soon as possible to allow WCB time to cancel the interpreter services. This will avoid unnecessary agency costs. In most cases, WCB will incur cancellation charges if the interpreter request is cancelled within one business day of the hearing date.

*When a case is postponed, please remember to notify your client(s) and witnesses of the postponement and that the case will be heard at a later date.

Mediations

Mediations are an optional case resolution tool and cancelations *do not require ALJ approval*. If you cancel a hearing due to mediation, in addition to the general case information listed above, please provide:

- Your chosen mediator.
 - If you have not chosen a mediator, the case will be referred to our Mediation Program Coordinator, Victoria Garcia.

Conference Calls

In addition to the general case information listed above, please provide:

- The purpose of the conference call.
- Who needs to be involved.
- Whether either party will be requesting it be recorded.