

# **Letter of Representation**

Please remember to send a formal letter of representation to WCB as soon as you undertake representation of a claimant or employer/insurer in a pending case. Until we get such a letter, your name will not be in our electronic data system for the purpose of scheduling hearings and issuing notices. Further, without your name in our system, our attorney conflict tables (which we use to avoid setting an attorney in two different places on the same date) will be less effective. Thank you for your cooperation.