SEPTEMBER 2020  
SPECIAL CIRCUMSTANCE  
ARBITRATION PROCEDURES 

a. Emergency Arbitrators no longer exist. There will be a pro se Arbitrator in Chicago on each day the IWCC offices are open.

b. All Arbitrators will conduct September 2020 Arbitration Calls telephonically, by Webex.

c. A Webex telephone call-in number and code will be posted on the Commission website, along with the time and date for each of the Monthly Arbitration Status Calls.

d. When conducting the Monthly Status Call, Arbitrators will call cases by page number and assign pre-trial hearing dates.

e. Any matter that does not receive a pre-trial hearing date will automatically be returned to the call.

f. Arbitrators will set cases for pre-trial hearings from the September 2020 Call Sheets, together with any Motions or 19 (b) or 19 (b-1) Petitions that were filed and noticed for hearing during the month of September 2020.

g. A copy of each Motion and Petition must be e-mailed to the Arbitrator no later than 48 hours prior to the Monthly Call.

h. All Motions and Petitions that are set for a pre-trial hearing, by the Arbitrator, during the Arbitration Monthly Status Call will be heard telephonically, by Webex.

i. The party that requests a pre-trial hearing must notify their opponent of the scheduled hearing date, in writing.

j. Arbitrators will set cases for pre-trial discussion on a limited number of days during the month of September 2020.

k. A list of the available pre-trial and trial dates will be given to the parties by the Arbitrator during his or her Status Call and posted on the IWCC website.
l. After pre-trial discussions are held the Arbitrator will set cases for trial on a limited number of dates within the hearing cycle. The number of trial dates will vary by call site.

m. Those that wish to proceed to trial must present a completed Stipulation Sheet to the Arbitrator in advance of the pre-trial hearing. Cases set for trial on each of the dates listed by the Arbitrator will be given a specific time and date for hearing.

n. Parties should not appear for trial at the Arbitration hearing site until ten (10) minutes prior to the scheduled time.

o. When the parties arrive for a hearing before the Arbitrator, they must always be masked and practice social distancing of at least 6 feet. A person who attempts to enter a hearing site without an appropriate mask will be excluded and if needed the matter will be continued. Furniture will be arranged to accommodate social distancing.

p. Trial times begin at 9:00 am with a lunch break. Afternoon hearings will be held from 1:00 pm. through 4:30 pm. The Arbitrator will determine the total number of hearings and the amount of time allotted to each trial. If not completed, the Arbitrator will continue the matter to a new date.

q. As soon as the hearing is completed the parties must leave the premises immediately.

r. Cases other than those in Cook County will be set in the assigned venue, unless otherwise indicated on the Commission website.

s. The parties may communicate with the Arbitrator by e-mail or by telephone conference, as scheduled by the Arbitrator to advise of settlement, continuance or trial, or for discussion or other assistance.

t. These procedures will remain in effect until modified or dismissed, as unnecessary.