

NOVEMBER 2020
SPECIAL CIRCUMSTANCE
ARBITRATION PROCEDURES

- a. There will be a pro se Arbitrator in Chicago on each day the IWCC offices are open.
- b. All Arbitrators will conduct November 2020 Arbitration Monthly Status 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 November 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 November 2020.
- g. A copy of each Motion and Petition must be e-mailed to the Arbitrator **two business days** 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 time and date, in writing.
- j. Arbitrators will set cases for pre-trial discussion on a limited number of days during the month of November 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.