

EMERGENCY SPECIAL PROCESS
PRO SE SETTLEMENT PROCEDURES

EFFECTIVE NOVEMBER 16, 2020

These procedures are being implemented on an emergency basis and are temporary in nature and subject to modification or revocation at any time.

On a limited basis, at the Arbitrator's discretion, *Pro Se* settlements may be considered for approval without an in-person appearance of the parties *after* submission of a suitable affidavit *and* upon the electronic appearance of the Parties before the assigned Arbitrator via Webex.

To request an electronic hearing on a *Pro Se* settlement, Respondent's counsel should communicate with the assigned Arbitrator by e-mail and submit a suitable affidavit attached to a letter on the attorney's or firm's letterhead, signed by the responsible attorney, answering *each* of the following questions in sufficient detail for the Arbitrator to assess the viability of approving the settlement agreement via Webex:

1. What is the nature of the case?
2. When did the accident occur?
3. Where did the accident occur?
4. What medical treatment, if any, did the Petitioner receive?
5. Has the Petitioner's medical treatment been terminated and if so why?
6. Has the Petitioner reached MMI?
7. When did the Petitioner reach MMI?
8. Is the Petitioner working today?
9. What benefits, if any, have been paid?
10. What is the amount of the proposed settlement?

Pro Se settlement contracts will be handled only after assignment of an IWCC case number, only by the assigned Arbitrator, only at the discretion of the assigned Arbitrator, and will only be considered under these **EMERGENCY SPECIAL PROCESS PRO SE SETTLEMENT PROCEDURES**.

Pro Se settlements under these Procedures will require an electronic appearance by the *Pro Se* petitioner. It is incumbent upon the Parties themselves, not the Commission or the Arbitrator, to ensure the Parties are equipped to proceed with a Webex conference. **To that end, respondents' attorneys should plan to assist Pro Se petitioners getting set up with Webex prior to the scheduled hearing.**

Cisco provides documentation for testing Webex capabilities here: <https://help.webex.com/en-us/nti2f6w/Webex-Meetings-Join-a-Test-Meeting>

Individuals may sign up for a Webex account here: <https://cart.webex.com/sign-up-webex>