FEBRUARY 2021

SPECIAL CIRCUMSTANCE

ARBITRATION PROCEDURES

a. Assignment of Emergency Arbitrators is discontinued.

b. The procedures regarding pro se settlement, via Webex, will remain in effect until further notice. There will NOT be a pro se Arbitrator assigned in Chicago on any day.

c. All Arbitrators will conduct February 2021 Arbitration Monthly Status Calls via Webex.

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

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

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

g. Arbitrators will set cases for pre-trial hearings from the February 2021 Call Sheets, together with any Section19 (b) or 19 (b-1) Petitions that were filed and noticed for hearing during the month of February 2021.

h. A copy of any Motion or Petition must be e-mailed to the assigned Arbitrator no later than two business days (this does not include weekends or holidays) prior to the Monthly Status Call.

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

j. The party that requests a pre-trial hearing must notify their opponent of the scheduled pre-trial date, in writing.
k. Arbitrators will set cases for pre-trial discussion on a limited number of days during the month of February 2021. Available dates will be posted on the IWCC website.

l. Those that wish to proceed to trial must present a completed Stipulation Sheet to the Arbitrator in advance of the pre-trial hearing.

m. After pre-trial discussions are held the Arbitrator will set no more than two (2) cases for trial on each of a limited number of dates within the hearing cycle, one in the morning and one in the afternoon. The Arbitrator will assign the trial time.

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

q. 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.

r. **Hearings will be held at the below listed sites:**
   - **Cook County** cases will be heard at the IWCC's **Chicago** Office;
   - **Zone 1** cases will be heard at the IWCC's **Collinsville** Office;
   - **Zone 2** cases will be heard at the IWCC's **Springfield** Office;
   - **Zone 3** cases will be heard at the IWCC's **Peoria** Office;
   - **Zone 4** cases will be heard at the IWCC's **Chicago** Office;
   - **Zone 5** cases will be heard at the IWCC's **Rockford** Office;
   - **Zone 6** cases will be heard at the IWCC's **Chicago** Office.