

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 Section 19 (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.