

Arbitration Procedures

- Each Arbitrator will conduct her or his Monthly Status Call virtually.
- Each Arbitrator will set pre-trial conferences for matters appearing on their Monthly Status Call and matters filed pursuant to Section 19(b). Pre-trial conferences will be scheduled for the dates designated on the IWCC website.
- All pre-trial conferences will be conducted virtually, unless otherwise ordered by the Arbitrator.
- **Arbitrators will enforce the Red Line, as defined at 50 Ill. Admin. Code Sec. 9020.60 b) 2) D).**
- **ALL CONTINUANCE REQUESTS FOR RED LINE CASES MUST BE MADE THROUGH CompFile, AS OUTLINED BELOW.**
- Parties may request that a Red Line case be continued by filing an IC41 Form, “ARBITRATION CASE INFORMATION SHEET,” and Request a Continuance through CompFile.
 - The IC41 Form must be filed with an IC04 Form, “NOTICE OF MOTION AND ORDER,” in CompFile by selecting “other” and entering “IC41”. This will notify the Arbitrator of the case status and provide justification for a continuance. Objections may be filed in similar fashion.
 - If no Objection is filed, the matter will be continued consistent with 50 Ill. Admin. Code Sec. 9020.60 a).
 - If the Arbitrator does not believe there is sufficient justification for continuance of said matter, a pre-trial conference will be set.
 - Red Line matter pre-trials will be set on the first pre-trial date of the Arbitrator’s Call and will likewise be held virtually.
- Once a matter has been the subject of a pre-trial conference, it need not be the subject of a subsequent pre-trial conference. The parties may announce that a pre-trial conference was held and the matter remains ready for trial. The Arbitrator will then, at her or his discretion, set the matter for trial.

- All cases set on the Arbitrator’s Monthly Status Call, if deemed ready to proceed by the Arbitrator, will receive a trial date in the following month.
- Each Arbitrator will set a maximum of 15 cases for each of her or his trial dates at each hearing location.
- After a matter has been the subject of a pre-trial conference and the Arbitrator has set the matter for trial, the parties must either notify the Arbitrator of the settlement of the claim or the need for a continuance or be ready to proceed.
 - If the parties fail to so notify the Arbitrator, the matter may be dismissed, or the Petitioner may proceed *ex parte*. Once a matter has been the subject of a pre-trial conference and then set for trial, the continuance of said matter will be granted for good cause shown.
- All hearing, trial, and pre-trial conference dates will continue to be listed on the IWCC website main page. All locations for in-person hearings for each Arbitrator will likewise be listed on the IWCC website main page, each month.
- All Motions and matters requiring a personal appearance (e.g. a Motion for Leave to Withdraw) will be heard, in-person, by the Arbitrator on his or her first trial date in each setting. The movant must give appropriate notice to all litigants of both the Monthly Status Call Day and the Arbitrator’s first trial date, for in-person hearing of said Motion or matter.
- Pro Se settlements may still be accomplished virtually, at the discretion of the Arbitrator. If the Respondent presents the appropriate correspondence and Affidavit signed by the Petitioner and the Arbitrator so chooses, a Pro Se litigant may appear virtually on a date set by the Arbitrator, and, if the information presented is sufficient, the Arbitrator may approve the settlement contract.
 - If the Arbitrator does not believe it is appropriate to hear the Pro Se matter virtually, the Arbitrator will set the Pro Se matter for an in-person hearing at a time and place of her or his choice, usually the first trial date of the Arbitrator’s cycle.
- These Procedures will remain in full force and effect until they are rescinded by Order of the Chairman, with the advice of the Commissioners.