

**Arbitration WebEx Status Call**  
**and Pre-Trial Procedures**  
**Effective August 1, 2022**

The following is to be read in conjunction with currently posted Arbitration Procedures, regarding Monthly Status Calls and Pre-Trial conferences.

- All Arbitration Monthly Status Calls and Pre-Trial conferences will continue to be conducted virtually, via WebEx, by the assigned Arbitrator.
- **Telephone entry into WebEx sessions will no longer be allowed.**
- All parties at IWCC Monthly Status Calls and Pre-Trial conferences must register in WebEx and join all proceedings through the WebEx App.
- All parties must identify themselves in the WebEx App by displaying their first and last name and have their cameras on while speaking.
- As WebEx sessions for Monthly Status Calls and Pre-Trial conferences are official proceedings of the IWCC, all parties must be properly attired and behave in a civil and courteous manner when participating. Failure to follow these procedures may result in removal from the proceeding.
- The parties at a Monthly Status Call may pick a Pre-Trial date but the time for the Pre-Trial conference will be set by CompFile's sequencing mechanism.
- The Arbitrator will determine how many Pre-Trial conferences will be set per hour and the hours in which Pre-Trial conferences will be held each day.
- The parties will confirm the time and sequence number for their Pre-Trial conference on the IWCC's [Call Sheets Webpage](#) and must appear at the top of the hour during which the Pre-Trial conference is set (e.g., if a Pre-Trial conference is set at 9:15 a.m., the parties must appear at 9:00 a.m. via WebEx).
- The parties appearing at a Pre-Trial conference via WebEx will join the breakout session with the number that corresponds to their sequence number and await the arrival of the Arbitrator if needed. Any parties appearing on a Red Line case must speak with the Arbitrator before leaving the breakout session.
- Thereafter, in accord with previously published procedures, the Arbitrator may set a matter for trial or return it to its next Monthly Status Call date.