

POTTSVILLE JUDGES' OFFICE
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SUBJECT: Completion of Information Forms
TO: Workers' Compensation Practitioner
FROM: Terry W. Knox, Workers' Compensation Judge

According to First Hearing Procedures, Rule 131.52, all parties shall advise the judge on the merits of their cases and various other issues. To aid you in this process, attached are the following forms:

▶ **First Hearing Filing (Moving Party - Claimant)**

Must be filed by the Moving Party at the first hearing in all petitions filed.

▶ **Stipulation of Undisputed Facts (Moving Party - Claimant)**

Must be filed in all Claim Petition cases only. Must be executed by all attorneys of record and unrepresented parties and filed at the first hearing.

It is the responsibility of the Moving Party to complete the Stipulation of Undisputed Facts with Responding Party and secure all required signatures prior to the first hearing. THE CASE WILL NOT BE PERMITTED TO PROCEED WITH EVIDENCE UNTIL THESE FORMS ARE EXCHANGED, COMPLETED, AND SIGNED BY ALL ATTORNEYS OR UNREPRESENTED PARTIES.

▶ **Request for a Continuance or Postponement (Pursuant to §131.13 of the Special Rules of Administrative Practice and Procedure Before Workers' Compensation Judges)**

Must be completed in its entirety and received and approved by the judge before a continuance or postponement will be granted.

You may duplicate blank forms or obtain additional forms from the office of the judge.

FIRST HEARING FILING
(Moving Party - Claimant)

Before: Judge Terry W. Knox, Reading, Berks County

_____ **VS.** _____
Claimant **Defendant**

_____ **&** _____
Bureau Claim Number **Carrier or Third Party Administrator**

Date of First Hearing: _____

1. Specific relief requested:
2. Allegations and issues of fact and law involved:
3. Proposed amendments to pleadings:
4. Names, addresses, and methods of presentation of Moving Party's witnesses:
5. Dates of depositions of Moving Party's witnesses:
6. Estimated hearing time for presentation of Moving Party's case:
7. Other subjects which may aid in the disposition of this proceeding:
8. The items and information specified in Section 131.61(a), relating to the exchange of documents and records, have been provided to the Responding Party at or before the First Hearing:
 YES NO If not, why?

Counsel for Moving Party

