

POTTSVILLE JUDGES' OFFICE  
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POTTSVILLE, PA 17901  
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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 - Defendant)**

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

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

Must be filed on all Petitions to Terminate, Suspend, and Modify filed. Must be executed and filed at or before 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 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 – Defendant)**

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



**REQUEST FOR CONTINUANCE**

Pursuant to Section 131.13 of the Special Rules of Administrative Practice and Procedure Before Workers' Compensation Judges

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

\_\_\_\_\_ **VS.** \_\_\_\_\_  
**Claimant** **Defendant**

\_\_\_\_\_ **&** \_\_\_\_\_  
**Bureau Claim Number** **Carrier or Third Party Administrator**

**Date of Hearing for which continuance is requested:** \_\_\_\_\_

**Nature and Age of Pending Petition(s):** \_\_\_\_\_

1. Please list all counsel of record and their position relating to your request for continuance:  
**Counsel/Unrepresented Party** \_\_\_\_\_ **Opposed** \_\_\_\_\_ **Unopposed**
2. Please state the reason(s) for the continuance request.
3. Please state the date on which the need to request this continuance arose.
4. Please state a summary of prior continuances, at whose request each was sought, and the position of the opposing party(ies) concerning each request.

**NO CONTINUANCE WILL BE GRANTED UNTIL THIS REQUEST FOR CONTINUANCE IS COMPLETED IN ITS ENTIRETY AND APPROVED BY THE JUDGE.**

The requesting Attorney certifies that a copy of this request has been served on the client and all counsel and unrepresented parties.

Date: \_\_\_\_\_  
\_\_\_\_\_ Attorney for \_\_\_\_\_

**ACTION TAKEN:**

\_\_\_\_\_ **Granted**      \_\_\_\_\_ **Denied**      \_\_\_\_\_ **Granted with conditions (See attached)**

\_\_\_\_\_  
Terry W. Knox  
Workers' Compensation Judge