

## NOTICE OF REQUEST FOR AN INFORMAL CONFERENCE

EMPLOYEE SOCIAL SECURITY NUMBER OR WC ID NUMBER  
 -  -

DATE OF INJURY  
 -  -      
 MM DD YYYY

WCAIS CLAIM NUMBER

### EMPLOYEE

First name \_\_\_\_\_  
 Last name \_\_\_\_\_  
 Date of birth \_\_\_\_\_  
 Address \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/Town \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 County \_\_\_\_\_  
 Telephone \_\_\_\_\_

### EMPLOYER

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/Town \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 County \_\_\_\_\_  
 Telephone \_\_\_\_\_ FEIN \_\_\_\_\_

### INSURER or THIRD PARTY ADMINISTRATOR (if self-insured)

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/Town \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 County \_\_\_\_\_  
 Telephone \_\_\_\_\_ FEIN \_\_\_\_\_  
 Contact \_\_\_\_\_  
 NAIC code \_\_\_\_\_ or Insurer code \_\_\_\_\_  
 Insurer/TPA claim # \_\_\_\_\_

### WCOA USE ONLY

Date filing received      Date of conference  
 -  -           -  -      
 MM DD YYYY      MM DD YYYY

Informal conference judge \_\_\_\_\_  
(Print)

Was a time extension granted?     Yes     No

Was a resolution reached?     Yes     No     Partial

Pursuant to section 402.1 of the Act, the parties herewith request that the Department schedule an informal conference in the above case.

The employee will be represented by an attorney at the informal conference:     Yes     No

Employee counsel \_\_\_\_\_  
Last name      First name      PA Attorney ID number

Employer counsel \_\_\_\_\_  
Last name      First name      PA Attorney ID number

Adjudicating judge \_\_\_\_\_  
Last name      First name      Pending petition(s):

Suggested informal conference judge \_\_\_\_\_  
 (if agreed upon)      Last name      First name

**Notice: This notice must be filled out as fully as possible. The original must be sent to the workers' compensation judge (adjudicating judge) who has the assigned petition. If there is no pending petition and one is attached, then file it with the Workers' Compensation Office of Adjudication, 1010 N. Seventh St, Suite 202 Harrisburg, PA, 17102-1400. You must send a copy to all other parties, and to the attorneys of all other parties, if known. A Proof of Service must be attached. A Proof of Service is a signed statement signed by you verifying that you have sent a copy of the petition to all parties and their attorneys, if known. Questions regarding the completion of this form may be directed to Bureau of Workers' Compensation Claims Information Services.**

### COUNSEL FOR PARTY SUBMITTING REQUEST:

Attorney's name \_\_\_\_\_

PA Attorney ID number \_\_\_\_\_

Firm name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

Date of this notice  
 -  -      
 MM DD YYYY

Attorney's signature \_\_\_\_\_

Attorney's name (typed/printed) \_\_\_\_\_

Employee/Dependent/Guardian/Personal Representative signature \_\_\_\_\_

Telephone \_\_\_\_\_

## INSTRUCTIONS AND PROCEDURES

- In order to request an informal conference, you must obtain the agreement of all parties in your matter to participate in the informal conference.
- To file this form, mail original to the workers' compensation judge (adjudicating judge) who has the assigned petition. If there is no pending petition and one is attached, then file it with the Workers' Compensation Office of Adjudication, 1010 N. Seventh St, Suite 202, Harrisburg, PA, 17102-1400. This form may be filed with the signature of a representative of only one party, but only with the knowledge and consent of all parties.
- The adjudicating judge is the workers' compensation judge who has been assigned to hold hearings and issue decisions relating to a petition(s).
- The parties may suggest an informal conference judge or hearing officer, but the assignment will be made by the judge manager from the district where the claim is pending.
- The informal conference judge or hearing officer will assign a date, location and time for the informal conference to be held within 35 days of filing of the request and may request information from the parties seeking an informal conference.
- There shall be no time extension without written agreement of all the parties which shall be filed with the informal conference judge or hearing officer.
- The adjudicating judge shall not be assigned to an informal conference.
- "All communications, verbal or written, from the parties to the workers' compensation judge or hearing officer and any information and evidence presented to the workers' compensation judge or hearing officer during the informal conference proceedings are confidential and shall not be a part of the record of testimony." WC Act, 402.1(b)(ii).
- "Each party may be represented, but the employer may only be represented by an attorney at the informal conference if the employee is also represented by an attorney at the informal conference." WC Act, 402.1 (b)(iii).
- All participants at the informal conference must have authority to resolve the matter in controversy.
- The informal conference judge or hearing officer conducting the informal conference may meet separately with each of the parties during the conference and may use other reasonable means to encourage an informal resolution.
- If the parties resolve the petition(s), the party who filed the pending petition(s) must notify the adjudicating judge that the petition(s) is (are) resolved.
- The informal conference judge or hearing officer conducting the informal conference shall reduce the agreement reached to writing which will be signed by the parties. The original informal conference agreement and attached documents shall be filed with the adjudicating judge with the copy to the informal conference judge or hearing officer.
- If the informal conference does not resolve the case, it will be returned to the assigned adjudicating judge. The parties may jointly request the adjudicating judge to reassign the case to the workers' compensation judge who conducted the informal conference if the conference was held by a workers' compensation judge subject to WCOA approval.
- Parties may agree to pursue the Compromise and Release procedures as a result of the informal conference through the adjudicating judge, but the Compromise and Release Agreements will not be accepted at informal conferences.

Any individual filing misleading or incomplete information knowingly and with the intent to defraud is in violation of Section 1102 of the Pennsylvania Workers' Compensation Act, 77 P.S. §1039.2, and may also be subject to criminal and civil penalties under 18 Pa. C.S.A. §4117 (relating to insurance fraud).

**Employer Information Services**  
717.772.3702

**Claims Information Services**  
toll-free inside PA: 800.482.2383  
local & outside PA: 717.772.4447

**Hearing Impaired**  
PA Relay 7-1-1

**Email**  
ra-li-bwc-helpline@pa.gov



*Auxiliary aids and services are available upon request to individuals with disabilities.  
Equal Opportunity Employer/Program*