

# The Request Type You Select Matters!

- Certain request types require additional information that the Judge needs in order to rule on your request.
- Depending on the request type, certain actions are automatically triggered in the system for the Judge and Judge Secretary.
- Some request types generate for the Judge, Judge Manager, or Judge Secretary.
- Selecting the wrong request type may be cause for denial and therefore could delay proceedings.
- To ensure you are using the correct Request type, follow the guidelines below:

**Conference Call Request:** To request a conference call (not a hearing) with the Judge.

**Continuance Request:** To postpone or cancel a scheduled hearing or mediation.

**Indefinite Postponement Request:** To place the entire Dispute into indefinite postponement status and is not to be used to request a postponement of a hearing, mediation, IME, or other activity during litigation.

**Informal Conference:** To request a specific type of settlement conference authorized by Section 402.1 of the Act. This Request goes to the Judge Manager and not to the litigating Judge.

**Interpreter Request:** To request an interpreter for a scheduled hearing or mediation.

**Judge Reassignment:** To request reassignment of a Dispute to another Judge. Both the Judge and the Judge Manager must approve reassignment.

**Miscellaneous Request:** To submit a request which doesn't fall into any other category.

**Motion to Quash a Subpoena:** To request that a subpoena which has been issued not be enforced.

**Objection Request:** To object to something in the Dispute, such as the scheduling of a deposition rather than live testimony by the witness.

**Recusal Request:** To request the assigned Judge recuse from the Dispute.

**Request a Hearing:** To request that a hearing be scheduled, for example, a C&R hearing.

**Voluntary Mediation:** To request that a mediation be scheduled. This request can also be submitted on Claims without Disputes or without Disputes in litigation (Claim Summary, Disputes tab).

**Withdrawal Request:** To request that a petition be withdrawn. This is not a request to withdraw your appearance. Withdrawing appearance can be done by the attorney in WCAIS if there are no Disputes in litigation. If there are Disputes in litigation, a Miscellaneous Request must be submitted to seek permission from the assigned Judge.