

How to Scheduling a Hearing

- Hearings can only be scheduled on existing cases.
- When scheduling a hearing in **Des Moines**, there is one morning time slot and one afternoon time slot available each day Monday – Friday. These are called *Primary Hearings*. They can be scheduled as early as 2 weeks out.
- All other locations are referred to as *Remote Venues* by the system. They do not have regularly occurring weeks nor time slots available for scheduling. On the weeks when there is a Deputy scheduled to be in the Remote Venue, there is one afternoon time slot on Monday, both a morning slot and an afternoon slot on Tuesday, Wednesday, and Thursday, and one morning slot on Friday. To accommodate scheduling this, there are *Primary Hearings* and *Secondary Hearings*. *Secondary Hearings* are viewed as “waiting spots,” in the event that a *Primary spot* during the day becomes available.
- *Secondary Hearings* must be scheduled first, and then a *Primary Hearing* may be scheduled. (Scheduling a *Primary* is optional. If a *Primary* is desired, the *Primary* request must be made in the same submission as the *Secondary* request.) *Secondary Hearings* can be scheduled as early as 2 weeks out; *Primary Hearings* default to a minimum of 60 days out from the day of the requested *start date*.

1. On the **Home Page**, click the **Existing Claim** button.

The screenshot shows a navigation menu with five buttons: 'New Petition', 'Existing Claim', 'My Filings (9)', 'Draft Filings (22)', and 'Notifications (10)'. The 'Existing Claim' button is highlighted with a red rectangular box. To the right of each button is a brief description of its function.

2. On the **Cases Page**, enter the case number in the provided field and click the **Schedule Hearing** button. Alternately, find the case listed below in the Cases table and click the **hyperlink Schedule Hearing** on the line of the intended case.

The screenshot shows the 'Cases' page for the 'DIVISION OF WORKERS' COMPENSATION'. It features a search field for 'Case Number' with an example '070900001' and a 'Search Cases' button. Below the search field is a table of cases. Two red annotations are present: one pointing to the search field and the 'Schedule Hearing' button, and another pointing to the 'Schedule Hearing' hyperlinks in the table. The table has columns for Case Title, Case Number, eFile, Schedule Hearing, and Case Type.

Case Title	Case Number	eFile	Schedule Hearing	Case Type
RANKIN V. NORTHWEST MECHANICAL	5046320	eFile		EDI Insurance Claim
CARTER V. WELLMAN DYNAMICS LLC	5045355.01	eFile	Schedule Hearing	Judicial Claim
CARTER V. WELLMAN DYNAMICS LLC	5045355	eFile	Schedule Hearing	Combined Judicial Claim
SMITH V. SOMMERS	19T700039.01	eFile	Schedule Hearing	Judicial Claim

3. On the **Schedule a Hearing Page**, click the down-arrow in the **Hearing Venue** field to select the desired Venue location.

The screenshot shows the 'Schedule a Hearing' form. At the top, it displays 'Case Number : 19T700008' and 'Case Title : BROWN V. BIG CO.'. Below this, a note states: 'The parties may request a hearing via WCES as set forth in rule 876 IAC 4.19(3)(a)'. The form includes the following fields and buttons:

- Case Type:** Judicial Claim (Form 100)
- Hearing Venue:** * [Dropdown menu]
- Start Date:** * 10/21/2019
- Buttons:** Clear, Search, Back

Annotations with red boxes and blue arrows point to the following elements:

- A red box with the text 'Click the down-arrow and select the desired Venue location.' points to the Hearing Venue dropdown menu.
- A red box with the text 'Enter a date' points to the Start Date input field.
- A red box with the text 'Click to search for available time slots.' points to the Search button.

Below the form, the text 'No available event time block.' is displayed.

4. Select a **Start Date**. (If you choose anything earlier than 2 weeks out, the system will automatically default to a minimum of 2 weeks out. For *Remote Venues*, it will also automatically default the *Primary Hearing Date* to 60 days out from the *Secondary Hearing's date*.)

5. Click the **Search** button. This will populate the bottom portion of the screen with available time slots.

- Time slots shown for **Des Moines** will be for *Primary Hearings*.
- Time slots shown for **Remote Venues** will display as *Secondary* and *Primary Hearings*. Because a *Secondary Hearing* must be chosen first, the radio buttons for *Primary Hearing* spots will not display until after the *Secondary Hearing* has been selected.

6. Click the radio button for the desired time slot(s).

- Because *Secondary Hearings* are “waiting spots,” if **slot 1** has already been taken, the radio button selection will say **slot 2, slot 3, or slot 4**, as applicable. (There are 2 secondary spots available on Monday and Friday, and 4 spots available on Tuesday, Wednesday, and Thursday.)
- The *Primary Hearing* date defaults to 60 days out from the requested *Secondary Hearing*. To change the day, click the date within the date field and a pop-up calendar will allow another date to be selected. Click **Search** for available time slots. The buttons **Next** and **Previous** may also be used.
- Selecting a *Primary Hearing* is not required, but once approved, it is a confirmed, firm date.
- **NOTE:** Be aware that even though a time slot may display as available at the time of scheduling, this status may unpredictably change if a prior hearing request submitted by another filer gets approved first. In these instances, the clerk will send a “rejected” notification with instructions to the filer that a new date/time must be selected and submitted.

7. Click the **Schedule** button to move forward.

8. On the new page, the **Request Hearing Date** displays as the document that will be submitted to the court. To make changes to your selection, click the **icon** in the **Edit Data** column to be directed back to the previous page for changes. Otherwise, click **Next** to continue.

9. On the **Review and Submit Filing** page, click the **Submit the Filing** button at the bottom of the page.

Review and Submit Filing

19T700038.01 Case Title : JONES V. SMITH
 Case Type : Judicial Claim (Form 100)

Client # This field is optional. It is not used by DWC personnel.

You represent the following:
 ALI JONES

Document(s) to be Submitted: Add/Remove Documents

Document Name	View Document
Request Hearing Date	

This shows the document you are filing.

Special Filing Instructions for the Clerk:

Back
Cancel (Delete)
Move to Draft
Click to complete your submission.
Submit the Filing

10. To check the status of this filing, go to the **Home page**, and click the button **My Filings**. The column on the far right will indicate if the hearing was been filed or rejected. If rejected, start the e filing process over to file a new date/time request.

11. The **Case Summary Page** is a great reference for viewing the scheduled Hearing information.

- On the **Home Page**, click the button **Existing Claim** to be directed to the **Cases page**.
- Enter the **Case number** in the provided field and click the button **History**. Alternately, in the **Case Listings** at the bottom of the page, click the *hyperlink case number* in the **case number column** on the line of the intended case.
- A new **Browser Tab** will open and display the **Case Summary Page**.

12. Click the **+sign** next to **Show/Hide Events** to expand the section to display the needed information.

⊞ Show/Hide Participants

⊞ Click to expand & show the hearings scheduled

Hearings	Duration	Event Type
Fri 10/18/2019 Waiting	120m	Secondary Hearing - Slot 1
Mon 12/23/2019 01:00 PM	180m	Primary Hearing

⊞ Show/Hide Related Cases

File Date	Case History
07-26-2019 03:18:21 PM	Ruling Short-Form On Motion Default Filed By: Court
07-26-2019 01:33:52 PM Plaintiff	Motion For Default Filed By: Michael Williams
07-25-2019 05:14:00 PM	Agreement for Settlement - Order Filed By: Court
07-24-2019 04:54:07 PM Plaintiff	Application For Interlocutory Appeal Filed By: Michael Williams
07-11-2019 03:49:29 PM Plaintiff	Form 100 - Original Notice and Petition Filed By: Michael Williams