



# DIVISION OF WORKERS' COMPENSATION

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GOVERNOR

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DIVISION DIRECTOR

**March 19, 2020**

## **URGENT NOTICE – COVID-19 – CHANGE IN OPERATIONS**

In the interest of your health and safety, and that of employees at the Division of Workers' Compensation, please note:

**ALL IN PERSON docket settings/trials are canceled through April 17, 2020**

**You MAY NOT meet clients and attorneys at DWC offices to handle routine matters, instead please contact clients, other parties, and the Division electronically. See the options below.**

**Upon request of all parties to a case, a tele-conference with an Administrative Law Judge may be scheduled to discuss your case. Attorneys will decide who will initiate the conference call to include all parties and the Judge. Please submit in advance any documents to review – electronically – to all parties and the Division.**

**Routine matters** can be handled by email and tele-conference:

See the local office docketing email chart on the DWC website and below to submit **Requests** for tele-conferences, mediations, hardship hearings, final hearings, settlements, subpoenas, continuance, entries of appearance and withdrawal, dismissals, and other matters.

### **Settlements:**

In most cases, a settlement agreement or Stipulation for Compromise Settlement form can be submitted for an Administrative Law Judge to consider, using the local office docketing email below. The Division may schedule a tele-conference at the request of the parties to the case or upon its own determination. A signed copy of the settlement will be emailed to all parties. **A tele-conference will satisfy the Division's requirement that an unrepresented employee appear before the Division; notarized signatures of employees are no longer required by the Division.**

### **Urgent matters:**

Requests for Hardship Hearings will be considered on a case-by-case basis.

*Missouri Division of Workers' Compensation is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.  
TDD/TTY: 800-735-2966 Relay Missouri: 711*

**Filings submitted to the Division:**

Attorneys - Claims for Compensation and Answers to Claims for Compensation **should** be submitted electronically through Box.com or by Fax to 573-522-5043. Currently over 58% of all Claims and Answers are submitted using Box.com and a date-stamped copy is generally available within 24 hours. Instructions are available on the DWC website at the following link: [https://labor.mo.gov/sites/labor/files/pubs\\_forms/DWC-%20Box%20Account%20Instructions%20for%20Lawyers.pdf](https://labor.mo.gov/sites/labor/files/pubs_forms/DWC-%20Box%20Account%20Instructions%20for%20Lawyers.pdf)

**Local office docketing contact chart:**

Local Office	Phone	Docketing Email Address
Cape Girardeau	573-290-5757	<a href="mailto:CGDocketing@labor.mo.gov">CGDocketing@labor.mo.gov</a>
Jefferson City	573-751-4231	<a href="mailto:JCDocketing@labor.mo.gov">JCDocketing@labor.mo.gov</a>
Joplin	417-629-3032	<a href="mailto:JoplinDocketing@labor.mo.gov">JoplinDocketing@labor.mo.gov</a>
Kansas City	816-889-2481	<a href="mailto:KCDocketing@labor.mo.gov">KCDocketing@labor.mo.gov</a>
Springfield	417-888-4100	<a href="mailto:SGFDocketing@labor.mo.gov">SGFDocketing@labor.mo.gov</a>
St. Charles	636-949-1999	<a href="mailto:STCDocketing@labor.mo.gov">STCDocketing@labor.mo.gov</a>
St. Joseph	816-387-2275	<a href="mailto:STJoeDocketing@labor.mo.gov">STJoeDocketing@labor.mo.gov</a>
St. Louis	314-340-6865	<a href="mailto:STLDocketing@labor.mo.gov">STLDocketing@labor.mo.gov</a>