



State of Wisconsin\DIVISION OF HEARINGS AND APPEALS
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**Important Announcement Regarding Exhibits
from the Office of Worker's Compensation Hearings**

For all **in-person hearings** post-dating this notice, parties are required to bring a complete set of the exhibits that they plan to use at the scheduled in-person. Please pre-mark the exhibits, Applicant's A-Z and Respondent's 1-100. Please include an exhibit list. Parties should also either bring a complete copy of their exhibits for opposing counsel, or e-mail a complete copy to opposing party prior to the hearing.

For **virtual hearings** post-dating this notice, parties must file the exhibits that they intend to use at the video hearing electronically via [email to OWCH](#). Parties must pre-mark the exhibits. The applicant's exhibits should be marked sequentially using the alphabet (Exs. A, B, C, D, etc.) and respondent's exhibits should be labeled sequentially labeled using numbers (Exs. 1, 2, 3, 4, etc.). Proposed exhibits should be paginated at the bottom of each page. For example, applicant's exhibit A should be paginated 1-26. Applicant's exhibit B should start on page 27. The applicant and the respondent should each file their respective exhibits as one PDF. If a single PDF document cannot be emailed due to size and/or data constraints, please make each exhibit its own PDF. Each separate PDF must be individually paginated, starting with page No. 1. For example, Exhibit A may be paginated 1-26 and Exhibit B would start over with page 1. A copy of this PDF(s) should be sent to the ALJ, the court reporter (if provided the email), and opposing counsel. This ensures that all parties are all viewing the same exhibit. Exhibits may be offered by the parties at the hearing if attached as a PDF and sent by email to opposing counsel, the court reporter, and ALJ (with the proposed exhibits labeled as set forth above). These procedures allow for the display of exhibits on the screen if needed.

Please note that this does not alter any statutory or rule requirements for filing documents.