



# WCAIS Requests

## Tip Sheet

### WCAIS REQUESTS - Request types and what they're used for:

- **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:** An informal conference is a 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.
- **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- **Withdrawal Request:** To request that a petition be withdrawn.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.

