

CLERK'S HELPFUL HINTS

1. The Workers' Compensation Court is open Monday through Friday from 8:00 a.m. through 5:00 p.m. and during the lunch hour. The Court observes all **State holidays**.
2. Please review Rule **24.5.306** before sending pleadings to the Court.
3. If you have questions regarding procedures with the Court, please feel free to contact us at **406-444-7794**. The Court does not have voice mail. If you prefer, you may send an e-mail to court staff, listed below.
4. Please use the case name and WCC No. ____ - ____, on **all** documents filed with the Court.
5. Before filing a Petition for Hearing with the Court, be sure to read **Rule 24.5.301**. There is no filing fee. Two copies of the petition and the names and addresses to serve the adverse parties are required. Petitions may be e-mailed or faxed to the Court. However, original petitions must be received by the petition deadline for the matter to be scheduled on the appropriate trial calendar. If the electronically filed petition is received before the petition deadline, but the original petition is received after the petition deadline, the petition will be docketed on the date the electronic version is received but the scheduling order issued will set the matter on the *next* trial docket. Service of the petition and scheduling order by the clerks is not made until after the original petition is received. The original petition must be filed in the Court within 5 days after the electronic petition is received. ARM 24.5.320(1)(c).
6. The phone number for the Mediation Unit is **406-444-6534** - Kay Henry. The address is: Employment Relations Division, Mediation Unit, PO Box 8011, Helena, MT 59604. Website at: www.erd.dli.mt.gov
7. The general phone number for the Montana State Fund is **406-495-5000 or (1-800-332-6102** in Montana only.) The address is: Montana State Fund, P.O. Box 4759, Helena, MT 59604-4759. Website at: www.montanastatefund.com
8. Please **two-hole punch** any documents **over 5 pages** in length before filing them with the Court. They should be 8 1/2" centered.
9. Do **not** list the **Employer** in the caption of your pleadings. See the exception in **Rule 24.5.301(4)**.
10. Exhibit notebooks must have the case name and WCC No. on the spine of the binder and must have the full caption of the case listed on the front of the Exhibit notebook.

11. The Court **does** accept fax and e-mail filings. Please see Rule **24.5.320(1)(c)**. All pleadings that are faxed or e-mailed to the Court must be mailed pursuant to the rule.

12. **Please mail all your pleadings to our post office box:**

Workers' Compensation Court
P.O. Box 537
Helena, MT 59624-0537

Our street address is:

Workers' Compensation Court
1625 11th Avenue
Helena, MT 59601

NOTE: The post office does not deliver mail to us at our street address.

13. The **updated** e-mail addresses for the Court staff are:

David M. Sandler dsandler@mt.gov
Judge

Jackie Poole japoole@mt.gov
Clerk of Court/Pretrial Hearing Examiner

Denise Hartman denise.hartman@mt.gov
Deputy Clerk of Court/Pretrial Hearing Examiner

Michele Cottrill mcottrill@mt.gov
Deputy Clerk of Court/Receptionist

David E. Hix dhix@mt.gov
Court Reporter

Wendy Cash wcash@mt.gov
Law Clerk

Court website is: <http://wcc.dli.mt.gov>

14. We have a list of miscellaneous forms located on the website under: **Legal Information / Forms**. If you would like samples of other documents/pleadings, please contact the Court for assistance.

15. Contact the Court immediately by telephone if a case settles and then follow up with a letter/motion/stipulation. Send a Proposed Order to the Judge for signature, if

appropriate.

16. **Telephonic Requests for Extensions of Time**

All requests for extensions of time must be in writing. If unopposed, an e-mail suffices. If opposed, the request must be by motion.

Non-Filed Documents:

- If the parties request an extension related to a document that need not be filed (i.e., discovery answers), the Court may send an e-mail stating that the extension is acceptable to the Court and docket the correspondence in the Court's file.

Filed Documents:

- A request for extension related to a document to be filed must first be discussed among counsel, and then be made to the Court in writing (an e-mail suffices). The request must state that the motion is unopposed or opposed.
- If the parties consent to the extension, the Court generally grants the request, even if the request is made after the filing deadline. However, the Court maintains the discretion to bump the case to the next trial docket. The decision to bump a case is made by the Judge at the time the motion is fully submitted.
- If a request for extension is opposed, the request must be made by formal motion. In most cases, the Court resolves the issue by conference call, scheduled within a day or two after the motion is received. The standard for allowance of a motion requesting an extension is "good cause." If the Judge allows the motion requesting an extension, he may, in his discretion, also decide to bump the case to the next trial docket.