



TEXAS DEPARTMENT OF INSURANCE

Division of Workers' Compensation - Hearings (MS-35)

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memo

To: Texas Workers' Compensation System Participants

From: Kerry Sullivan, Deputy Commissioner of Hearings

Date: November 17, 2015

RE: Division of Workers' Compensation Docketing Reorganization

The Division of Workers' Compensation (DWC) has reorganized Hearings section staff into two regional docketing workgroups, North Western and South Coastal, to improve both formal and informal dispute resolution proceedings docket scheduling and management. Staff assigned to the new docket workgroups are responsible for the scheduling or rescheduling of dispute proceedings, assisting with docket management, as well as communication to system participants regarding scheduled proceedings and pending actions.

Included with this memo is a Regional Docketing chart, which provides system participants with single points of contact for proceedings management at each field office location. Additionally, there are now two dedicated fax lines for proceedings documents:

- **(512) 804-4011** is for all proceeding-related documents including motions, subpoenas, and other related documents pertaining to the dispute resolution process.
- **(512) 804-4021** will continue to be used for requests for a review from the Appeals Panel and other requests related to the Appeals Panel process.

For any other questions or additional information regarding the dispute resolution process, please contact the Hearings Customer Line at (512) 804-4010, which is available from 8 a.m. to 5 p.m., Monday through Friday.

For questions or more information regarding the new DWC regional docketing procedure, please contact Tiffany Duarte, Chief Clerk of Proceedings at (512) 804-4055.

Regional Docketing

11/01/2015
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North Western

South Coastal

