

Information & Assistance Unit guide 6

How to request an expedited hearing

File a declaration of readiness to proceed to expedited hearing when you need an expedited hearing on a claim that's been accepted. You can also use this form to request an expedited hearing if the insurance company hasn't approved medical treatment while investigating your claim.

The law requires the insurance company to authorize needed medical treatment within one working day after you submit a workers' compensation claim form, even while your claim is being investigated.

In addition to medical treatment, you can also request an expedited hearing at your local Workers' Compensation Appeals Board (WCAB) office to settle a disagreement about:

- Temporary disability or the amount of temporary disability payments
- Or when two or more employers argue over which one is liable for your benefit payments.

No matter what the problem, a hearing will only be set if you have an existing WCAB case number. If you do not have an existing WCAB case number, you also need to file an application for adjudication of claim (see I & A guide 4), which opens a WCAB case for you.

Complete the form using the attached sample as a guide. Check the issues being disputed. Provide a brief explanation of the issue or issues. Be sure to sign and date the form. File all supporting evidence with the form, including relevant medical reports. This form can also be completed at http://www.dir.ca.gov/dwc/FORMS/EAMS%20Forms/ADJ/DWCCAFForm10208_3.pdf.

Send the original to your local WCAB office and copies to all the parties.

Submit the following documents with your form filing in the order shown:

- ✓ [Document Cover Sheet](#)
- ✓ [Document Separator Sheet](#) (*for Declaration of Readiness to Proceed to Expedited Hearing (Trial)*)
- ✓ [Declaration of Readiness to Proceed to Expedited Hearing](#) (Trial)
- ✓ [Document Separator Sheet](#) (*for Proof of Service By Mail*)
- ✓ [Proof of Service By Mail](#)

Keep copies of your filings for your records.

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All parties will be notified by mail when a hearing is set.

All documents filed with the WCAB must include a document cover sheet and document separator sheet. Please see I&A guides 17 and 18 to learn how to complete these forms. In addition all forms must be typed or handwritten in block letters to insure legibility. Additional form instructions can be found on the EAMS OCR handbook at http://www.dir.ca.gov/dwc/eams/SampleFiles/EAMS_OCR%20handbook.pdf.

If you need help, call an [Information and Assistance \(I&A\) office](#), or attend a [workshop for injured workers](#). The local I&A phone numbers are attached to this guide. You can get information on a local workshop from the I&A office or on the Web at www.dwc.ca.gov.

If you do not have the name and address of your insurance company to complete a form, please link to <http://www.dir.ca.gov/DWC/EAMS/EAMS-LC/EAMSClaimsAdmins.asp>.

The information contained in this guide is general in nature and is not intended as a substitute for legal advice. Changes in the law or the specific facts of your case may result in legal interpretations different than those present here.

When sending documents to a district office, please make sure they are not folded or stapled. Send them in a large manila envelope. Please see the EAMS OCR forms handbook for further instructions.

WORKERS' COMPENSATION APPEALS BOARD DISTRICT OFFICES

ANAHEIM, 92806-2131

1065 N PacificCenter Drive, Suite 170
Information & Assistance Unit **(714) 414-1801**

BAKERSFIELD, 93301-1929

1800 30th Street, Suite 100
Information & Assistance Unit **(661) 395-2514**

EUREKA, 95501-0529 * Satellite office *

409 "K" Street, Room 201
Information & Assistance Unit **(707) 441-5723**

FRESNO, 93721-2219

2550 Mariposa Street, Suite 4078
Information & Assistance Unit **(559) 445-5355**

LONG BEACH, 90802-4339

300 OceanGate Street, Suite 200
Information & Assistance Unit **(562) 590-5240**

LOS ANGELES, 90013-1105

320 W 4th Street, 9th Floor
Information & Assistance Unit **(213) 576-7389**

MARINA DEL REY, 90292-6902

4720 Lincoln Boulevard, 2nd and 3rd floors
Information & Assistance Unit **(310) 482-3820**

OAKLAND, 94612-1499

1515 Clay Street, 6th Floor
Information & Assistance Unit **(510) 622-2861**

OXNARD, 93030-7912

1901 N Rice Avenue, Suite 100
Information & Assistance Unit **(805) 485-3528**

POMONA, 91768-1653

732 Corporate Center Drive
Information & Assistance Unit **(909) 623-8568**

REDDING, 96002-0940

250 Hemsted Drive, 2nd Fl, Ste. B
Information & Assistance Unit **(530) 225-2047**

RIVERSIDE, 92501-3337

3737 Main Street, Suite 300
Information & Assistance Unit **(951) 782-4347**

SACRAMENTO, 95834-2962

160 Promenade Circle, Suite 300
Information & Assistance Unit **(916) 928-3158**

SALINAS, 93906-2204

1880 N Main Street, Suites 100 & 200
Information & Assistance **(831) 443-3058**

SAN BERNARDINO, 92401-1411

464 W Fourth Street, Suite 239
Information & Assistance Unit **(909) 383-4522**

SAN DIEGO, 92108-4424

7575 Metropolitan Drive, Suite 202
Information & Assistance Unit **(619) 767-2082**

SAN FRANCISCO, 94102-7014

455 Golden Gate Avenue, 2nd Floor
Information & Assistance Unit **(415) 703-5020**

SAN JOSE, 95113-1402

100 Paseo de San Antonio, Suite 241
Information & Assistance Unit **(408) 277-1292**

SAN LUIS OBISPO, 93401-8736

4740 Allene Way, Suite 100
Information & Assistance Unit **(805) 596-4159**

SANTA ANA, 92707-7704

2 MacArthur Place, Suite 600
Information & Assistance Unit **(714) 942-7576**

SANTA BARBARA, 93101-7538 * Satellite office *

130 E Ortega Street
Information & Assistance Unit **(805) 568-1390**

SANTA ROSA, 95404-4771

50 "D" Street, Suite 420
Information & Assistance Unit **(707) 576-2452**

STOCKTON, 95202-2314

31 E Channel Street, Suite 344
Information & Assistance Unit **(209) 948-7980**

VAN NUYS, 91401-3370

6150 Van Nuys Boulevard, Suite 105
Information & Assistance Unit **(818) 901-5374**