

ATTORNEY PETERSON LAW OFFICES  
2411 S BROADWAY  
MENOMONIE WI 54751

**Employee:** Sample-Simples, Sample Sample  
**Employer:** Sample Employer Inc  
**Insurer:** Test Insurer 2

**Injury Date:** 05/01/1985  
**WC Claim No:** 9999999999  
**Insurer Claim No:**

**A PRE-HEARING CONFERENCE WILL BE SCHEDULED**

The next step in your worker's compensation case will be to participate in an informal 30-minute pre-hearing conference. This is not the formal hearing; a final decision will not be made. The formal hearing will be held at a later time.

Within several months you will receive a notice, by mail, from the Office of Worker's Compensation Hearings which will give the date, time and place of your pre-hearing conference.

**YOUR RESPONSIBILITIES**

Please arrive **prepared to:**

- take notes
- discuss your claim and to clarify the issues

Also **bring:**

- your **medical support**
- your **medical bills**
- an itemized **list of mileage** travelled to attend treatment
- a list of the **dates you missed work**, both full and partial days, due to the work injury

**WHO MAY ATTEND**

If you wish to bring a companion for assistance, (s)he will be able to sit in the hearing room with you, but will not be able to speak to the judge on your behalf.

Sincerely,

Department of Workforce Development, Worker's Compensation Division

ADRPRH (N. 04/2018)

**Additional Parties Who Received This Notice:**

SAMPLE EMPLOYER INC 201 E WASHINGTON AVE RM C100 RM C100 MADISON WI 53703  
ATTORNEY WALTER D THUROW PO BOX 188 RIO WI 53960  
TRAVELERS CASUALTY & SURETY CO AM 215 SHUMAN BLVD PO BOX 3205 NAPERVILLE IL 60566-7025  
HOWARD CO INC PO BOX 0748 BROOKFIELD WI 53005