

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. Pleadings which are not in compliance will be returned.
3. If you have questions regarding procedures with the Court, please feel free to contact us at **406-444-7794**
4. Please use the **WCC No.** on **all** documents filed with the Court, even if you are only sending the Court a courtesy copy of a letter or a pleading.
5. Before filing a Petition for Hearing with the Court, be sure to read **Rule 24.5.301**. Three copies of the petition and the names and addresses to serve the adverse parties are required. **Petitions must be received by the petition deadline for them to be scheduled on the appropriate trial calendar.** Petitions may be e-mailed or faxed to the Court. The original petition must be filed in the Court within 3 days. ARM 24.5.303(6).
6. The phone number for the Mediation Unit is **406-444-6534** - Kay Henry. The address is: Employment Relations Division, Mediation Unit, P.O. 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. 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 ½" 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 claimant's last 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 filings. Please see Rule **24.5.303(6)**. All pleadings that are faxed 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 Ave.
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:

Jim Shea jimshea@mt.gov
Judge

Jeanine Blaner jblaner@mt.gov
Law Clerk/Settlement Master

Tristan Carrier tcarrier@mt.gov
Law Clerk

Clara Wilson cwilson@mt.gov
Clerk of Court/Pretrial Hearing Examiner

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

Marian Collins mcollins2@mt.gov
Deputy Clerk/Administrative Rules Specialist

Kim Johnson kjohnson3@mt.gov
Court Reporter/Deputy Clerk of Court

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

We do not have voice mail. If you prefer, you may leave an e-mail for the employee.

14. We have a list of miscellaneous forms listed on the website under: **Legal Information** - then click on **Forms**. If you would like samples of other documents/pleadings, please contact the Court, and we will try to assist you.

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 needed.

16. Notify the Court if an extension of time is necessary. The Court must be notified as well as all parties of record. Copy all parties of any correspondence to the Court.