

Dear Counsel:

It is our goal to maintain continuity of service in District 5 during the current public health situation. Outlined below are our plans to continue providing that service:

- **Email communications.** You may communicate as usual with District 5's court reporter, Marlana Haig. She is ready and available to assist you with your case questions.
- **Section 15 Settlement submissions.** Electronic settlement submissions through our district portal will proceed as usual. Please continue to use the District 5 e-mail address for these submissions.
- **Pretrial conferences.** Marlana will reach out to everyone scheduled for a pre-trial conference on a specific docket to provide options: You may send her an email indicating the parties are agreeing to continue; you may fill out a pre-trial order and return it to her; or if there is a specific dispute, you may request a telephonic PTC with Judge Meagher.
- **Emergency conferences.** These will be conducted by teleconference and may be requested by emailing Marlana. Each side will first be asked to briefly state their position via e-mail, and Judge Meagher will determine the need for any telephonic conference on the issue.
- **Contested motions.** Contested motions may be filed with the Board via regular mail and courtesy copied electronically to Marlana. If Judge Meagher needs more information, Marlana will reach out to you asking you to provide it.
- **Hearings on cases.** Live case hearings will be held again when it is possible to do so within applicable government health mandates. While live hearings are not possible, hearings may be conducted telephonically or by written submission. A case teleconference will be held with counsel (and pro se parties if applicable and if possible) to identify the best hearing option and set the necessary procedural parameters, as these may vary on a case by case basis. All hearing stipulations and evidentiary submissions must be filed with the Board at least one week prior to any scheduled hearing and must be received by Marlana and Judge Meagher at least 24 hours prior to the hearing. One week before your hearing you will receive an e-mail from Marlana asking if you are ready to proceed. A time will then be set up for your hearing. These hearings will be staggered throughout the day and not all set at the same time as they normally would be.

Please let us know if you have any questions. We are happy to help. Please stay safe and healthy!



Douglas Meagher & Marlana Haig

Single Hearing Member & Court Reporter

Indiana Worker's Compensation Board