

PROCEDURE FOR SUBMITTING ELECTRONIC SETTLEMENTS

1. Download the updated **Settlement Routing Sheet WC105**.
2. Please make sure email address is correct for return of approved documents.
3. If you would like us to submit to other parties please make sure all email addresses are shown on the Certificate of Mailing and adjust the Certificate to say “email” instead of postage paid.
4. You do not need to send separate documents – one complete document is acceptable including the checklist/routing sheet. It can be in either Word or PDF. Email address for submitting is: **cdle_dowc_settlements@state.co.us**
5. Any settlement other than Full and Final will be forwarded to Prehearings Unit for completion.
6. There will be a 24 hour turnaround rule for settlements however, most settlements received prior to 4:00 pm will be processed same day. We check the mailbox often and try to process as quickly as possible.
6. We only accept electronic settlements through this mailbox. If you want to do a pick-up you will need to submit 3 copies via the mail or drop off at our Customer Service Desk.