



# Colorado

## Department of Personnel & Administration Office of Administrative Courts

1525 Sherman Street, 4<sup>th</sup> Floor | Denver, CO 80203 | [www.colorado.gov/oac](http://www.colorado.gov/oac)

### Hearing Confirmation

**Workers' Comp. Hearing Dates** <http://www.colorado.gov/oac/available-hearing-dates>

Today's Date: \_\_\_\_\_ **WC No:** \_\_\_\_\_

Claimant: \_\_\_\_\_ Setting Date: \_\_\_\_\_  
(Located on Notice to Set)

*If this is a continuation of a previously held hearing, please enter the name of the presiding Judge* \_\_\_\_\_

Date of Hearing: \_\_\_\_\_ Time of Hearing: \_\_\_\_\_ Location of Hearing: \_\_\_\_\_

Person confirming this Hearing:  
(If a staff person of a law office, include both the staffer's name and the attorney's name) \_\_\_\_\_

Fax No.: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Representing: Claimant Respondent (Specify which) \_\_\_\_\_

I hereby certify that I mailed or delivered true and correct copies of the Hearing Confirmation to all parties at the addresses shown below: (A claimant must provide a copy to the employer and the insurer, or their attorney.):

**Claimant/Respondent or their Representative:**  
First Name \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial \_\_\_\_\_ Suffix \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

**Employer or their Representative:**  
First Name \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial \_\_\_\_\_ Suffix \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

**Other:**  
First Name \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial \_\_\_\_\_ Suffix \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

**NOTICE:** The Office of Administrative Courts will send a Notice of Hearing to attorneys for a party in this action, and to unrepresented parties **by e-mail**. Please contact the Office of Administrative Courts if you have not received a copy of the notice of hearing within 3 weeks of this confirmation.

Signature \_\_\_\_\_

Date Mailed \_\_\_\_\_

**REV 11/13**