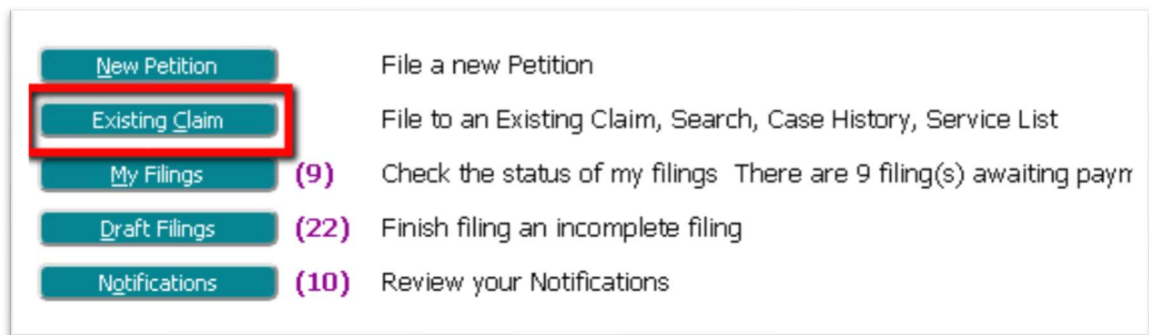


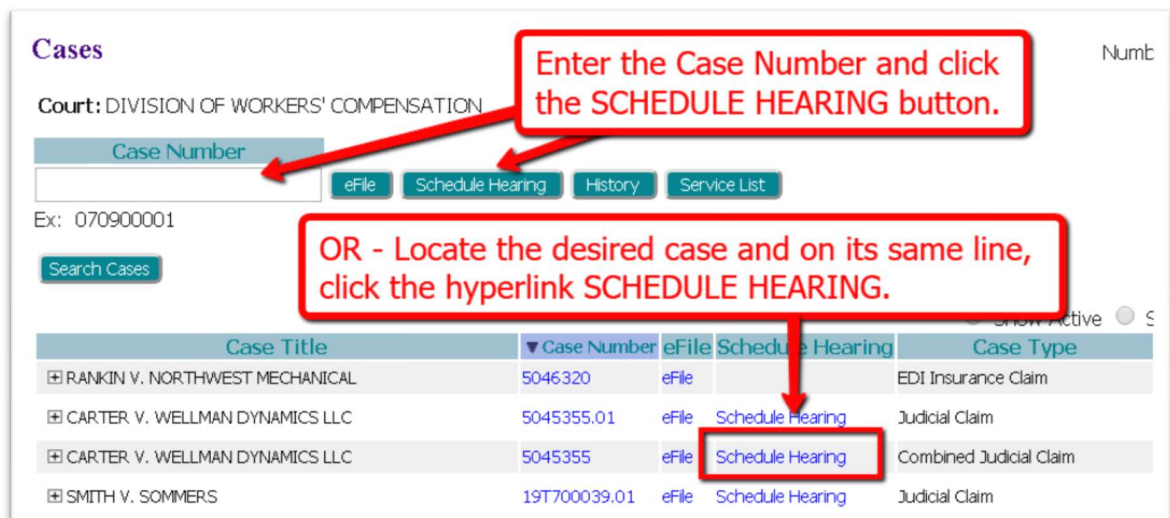
# How to Scheduling a Hearing

- Hearings can only be scheduled on existing cases.
- When scheduling a hearing in **Des Moines**, there is one morning time slot and one afternoon time slot available each day Monday – Friday. These are called *Primary Hearings*. They can be scheduled as early as 2 weeks out.
- All other locations are referred to as *Remote Venues* by the system. They do not have regularly occurring weeks nor time slots available for scheduling. On the weeks when there is a Deputy scheduled to be in the Remote Venue, there is one afternoon time slot on Monday, both a morning slot and an afternoon slot on Tuesday, Wednesday, and Thursday, and one morning slot on Friday. To accommodate scheduling this, there are *Primary Hearings* and *Secondary Hearings*. *Secondary Hearings* are viewed as “waiting spots,” in the event that a *Primary spot* during the day becomes available.
- *Secondary Hearings* must be scheduled first, and then a *Primary Hearing* may be scheduled. (Scheduling a *Primary* is optional. If a *Primary* is desired, the *Primary* request must be made in the same submission as the *Secondary* request.) *Secondary Hearings* can be scheduled as early as 2 weeks out; *Primary Hearings* default to a minimum of 60 days out from the day of the requested *start date*.

1. On the **Home Page**, click the **Existing Claim** button.



2. On the **Cases Page**, enter the case number in the provided field and click the **Schedule Hearing** button. Alternately, find the case listed below in the Cases table and click the **hyperlink Schedule Hearing** on the line of the intended case.



3. On the **Schedule a Hearing Page**, click the down-arrow in the **Hearing Venue** field to select the desired Venue location.

The screenshot shows the 'Schedule a Hearing' form. At the top, it displays 'Case Number : 19T700008' and 'Case Title : BROWN V. BIG CO.'. Below this is a note: 'The parties may request a hearing via WCES as set forth in rule 876 IAC 4.19(3)(a)'. The form has two main input fields: 'Case Type:' with a dropdown menu set to 'Judicial Claim (Form 100)', and 'Hearing Venue: \*' with a dropdown menu. A red box with an arrow points to the 'Hearing Venue' dropdown, containing the text 'Click the down-arrow and select the desired Venue location.' Below the venue field is the 'Start Date: \*' field with a date picker set to '10/21/2019'. A red box with an arrow points to the date field, containing the text 'Enter a date'. At the bottom left are 'Clear' and 'Search' buttons. A red box with an arrow points to the 'Search' button, containing the text 'Click to search for available time slots.' Below the buttons, it says 'No available event time block.' and there is a 'Back' button.

4. Select a **Start Date**. (If you choose anything earlier than 2 weeks out, the system will automatically default to a minimum of 2 weeks out. For *Remote Venues*, it will also automatically default the *Primary Hearing Date* to 60 days out from the *Secondary Hearing's date*.)
5. Click the **Search** button. This will populate the bottom portion of the screen with available time slots.
- Time slots shown for **Des Moines** will be for *Primary Hearings*.
  - Time slots shown for **Remote Venues** will display as *Secondary* and *Primary Hearings*. Because a *Secondary Hearing* must be chosen first, the radio buttons for *Primary Hearing* spots will not display until after the *Secondary Hearing* has been selected.
6. Click the radio button for the desired time slot(s).
- Because *Secondary Hearings* are “waiting spots,” if **slot 1** has already been taken, the radio button selection will say **slot 2, slot 3, or slot 4**, as applicable. (There are 2 secondary spots available on Monday and Friday, and 4 spots available on Tuesday, Wednesday, and Thursday.)
  - The *Primary Hearing* date defaults to 60 days out from the requested *Secondary Hearing*. To change the day, click the date within the date field and a pop-up calendar will allow another date to be selected. Click **Search** for available time slots. The buttons **Next** and **Previous** may also be used.
  - Selecting a *Primary Hearing* is not required, but once approved, it is a confirmed, firm date.
  - **NOTE:** Be aware that even though a time slot may display as available at the time of scheduling, this status may unpredictably change if a prior hearing request submitted by another filer gets approved first. In these instances, the clerk will send a “rejected” notification with instructions to the filer that a new date/time must be selected and submitted.
7. Click the **Schedule** button to move forward.
8. On the new page, the **Request Hearing Date** displays as the document that will be submitted to the court. To make changes to your selection, click the **icon** in the **Edit Data column** to be directed back to the previous page for changes. Otherwise, click **Next** to continue.
9. On the **Review and Submit Filing page**, click the **Submit the Filing** button at the bottom of the page.

**Review and Submit Filing**

19T700038.01 Case Title : JONES V. SMITH

Case Type : Judicial Claim (Form 100)

Client #  This field is optional.  
It is not used by  
DWC personnel.

You represent the following:

ALI JONES

Document(s) to be Submitted: Add/Remove Documents

Document Name	View Document
Request Hearing Date	<input type="text"/>

This shows  
the document  
you are filing.

Special Filing Instructions for the Clerk:

Click to complete  
your submission.

10. To check the status of this filing, go to the **Home page**, and click the button **My Filings**. The column on the far right will indicate if the hearing was been filed or rejected. If rejected, start the e filing process over to file a new date/time request.

11. The **Case Summary Page** is a great reference for viewing the scheduled Hearing information.

- On the **Home Page**, click the button **Existing Claim** to be directed to the **Cases page**.
- Enter the **Case number** in the provided field and click the button **History**. Alternately, in the **Case Listings** at the bottom of the page, click the *hyperlink case number* in the **case number column** on the line of the intended case.
- A new **Browser Tab** will open and display the **Case Summary Page**.

12. Click the **+sign** next to **Show/Hide Events** to expand the section to display the needed information.

⊞ Show/Hide Participants

⊞ **Show/Hide Events** Click to expand & show the hearings scheduled

Hearings	Duration	Event Type
Fri 10/18/2019 Waiting	120m	Secondary Hearing - Slot 1
Mon 12/23/2019 01:00 PM	180m	Primary Hearing

⊞ Show/Hide Related Cases

File Date	Case History
07-26-2019 03:18:21 PM	Ruling Short-Form On Motion Default Filed By: Court
07-26-2019 01:33:52 PM Plaintiff	Motion For Default Filed By: Michael Williams
07-25-2019 05:14:00 PM	Agreement for Settlement - Order Filed By: Court
07-24-2019 04:54:07 PM Plaintiff	Application For Interlocutory Appeal Filed By: Michael Williams
07-11-2019 03:49:29 PM Plaintiff	Form 100 - Original Notice and Petition Filed By: Michael Williams