

THE DISTRICT OF COLUMBIA GOVERNMENT  
 DEPARTMENT OF EMPLOYMENT SERVICES  
 OFFICE OF WORKERS' COMPENSATION  
 P.O. BOX 56098  
 WASHINGTON, D.C. 20011

**NOTICE OF INFORMAL CONFERENCE**

In the matter of the claim for compensation under the D.C. Workers' Compensation Act of 1979.
Claimant
Employer
Insurance Carrier

TO: _____	ADDRESS _____
TO: _____	ADDRESS _____
TO: _____	ADDRESS _____
TO: _____	ADDRESS _____

Please take notice that an informal conference will be held in the above entitled case before:

\_\_\_\_\_, Claims Examiner of the D.C. Office of  
 Workers' Compensation Programs, at \_\_\_\_\_ in the  
 city of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_,  
 at \_\_\_\_\_ o'clock \_\_\_\_\_ of the day.

You are requested to be present. The following issues will be discussed:

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Claims Examiner Supervisor

TEL.: (202) 576-6265

Date: \_\_\_\_\_

**NOTE: The purpose of informal conferences are (1) amicably to dispose of controversies, wherever possible; (2) to narrow issues; and (3) to simplify the subsequent methods of proof. Such Conference is not a formal hearing, but is called to accomplish the above stated purposes. Medical reports and other written evidence may be brought for identification of the proof to be submitted. No witnesses are to be presented at this informal proceeding.**