

Checklists - Worker's Compensation Claims

Drafting an application for adjudication of a workers' compensation claim by the compensation board or commission or a hearing officer:

- Full name and complete address of employee and employer.
- Date, time and place of injury.
- Occupation and actual work being done by employee at time of injury.
- Statement that employee was in the employ of named employer and accident arose out of and in the course of such employment.
- Brief description of accidental occurrence.
- Nature and extent of injury.
- Work classification bringing employer within those to whom compensation act applies.
- Name and address of insurer, and allegation that employer was duly insured for compensation liability, or was self-insured.
- Due notice to employer of accident and injury.
- Denial of any or adequate payment of benefits.
- Weekly wage (or average weekly wage) of employee at time of injury.
- Benefits requested.

Drafting a claim for compensation benefits to a court:

- Name and address of employer and employee.
- Date, time and place of accidental injury.
- Occupation, and particular activity of employee at time of injury.
- That injury occurred in the course of and arose out of employment for employer.
- Brief description of cause of accident.
- Nature and extent of injury.
- That employer and employee were subject to the workers' compensation laws of the state.
- Nature and extent of employee's disability.
- Due and proper notice to employer of happening of accidental injury.
- Weekly wage or average weekly wage of employee at time of injury.
- Request for full benefits.