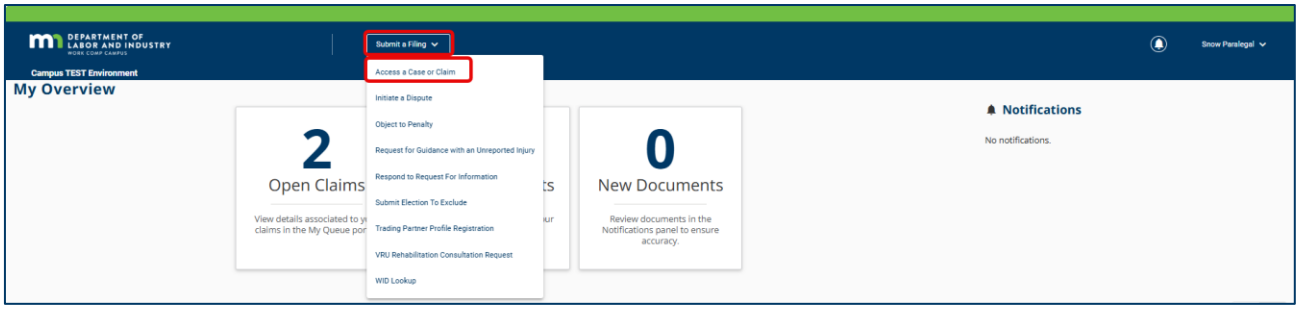
DEPARTMENT OF LABOR AND INDUSTRY
WORKERS' COMPENSATION

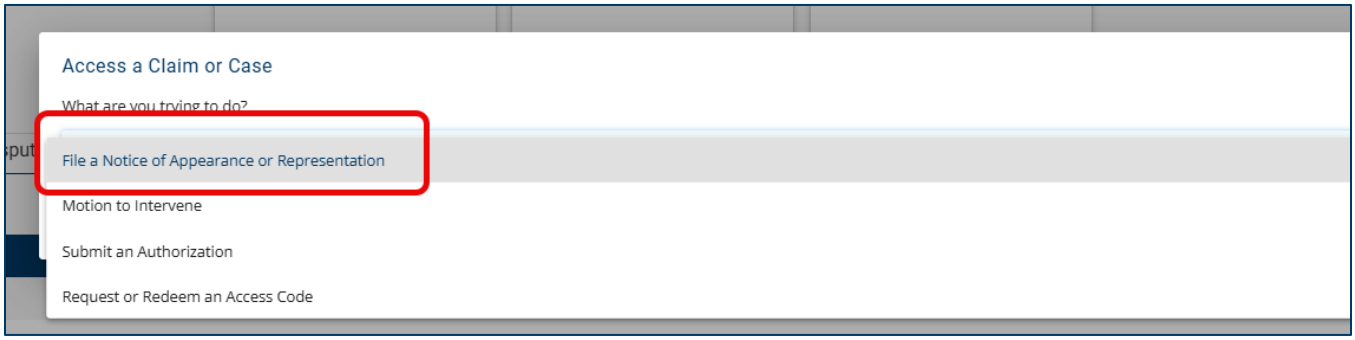
Filing a Notice of Appearance or Representation

A "Notice of Appearance" can be filed by a paralegal or legal assistant to another legal professional who is related to at least one attorney in your law firm.

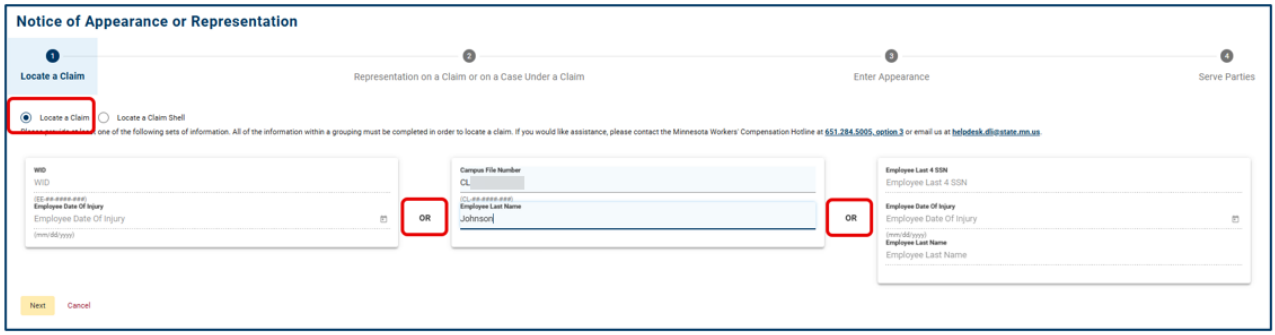
- Once logged in select "Submit a Filing" and "Access a Case or Claim".



- Select "File a Notice of Appearance or Representation" from the list and click "Next."

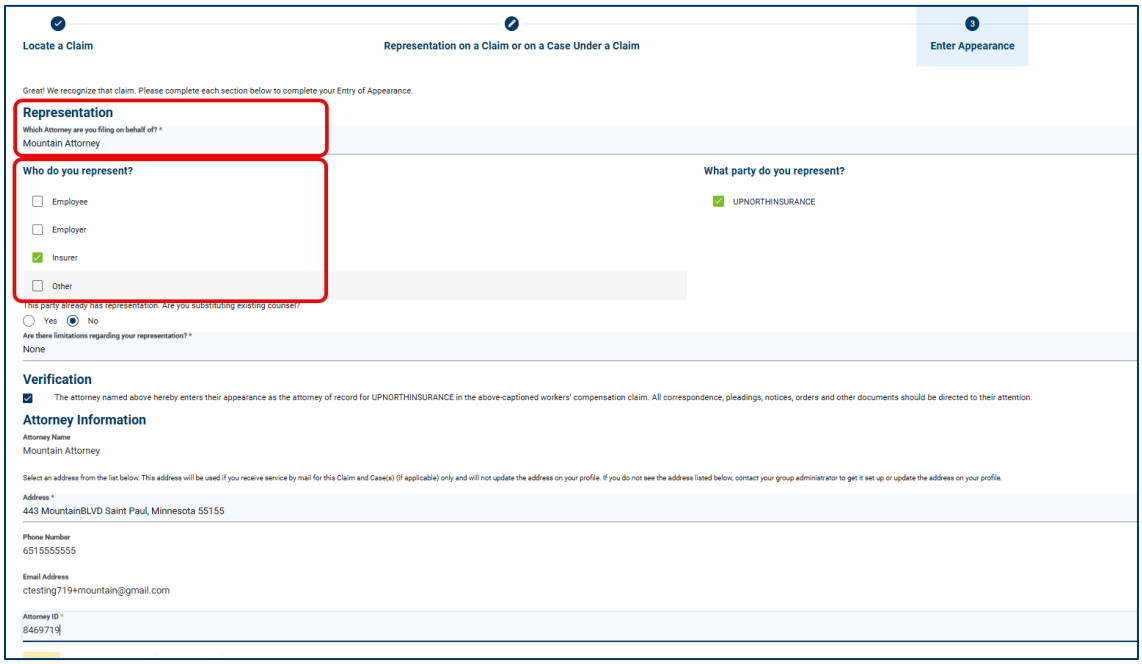


- Select "Locate a Claim" and enter the data in one of three ways to request a specific claim.
  Note: If you are unsure of the WID number, you can find instructions for finding the WID on the DLI website.

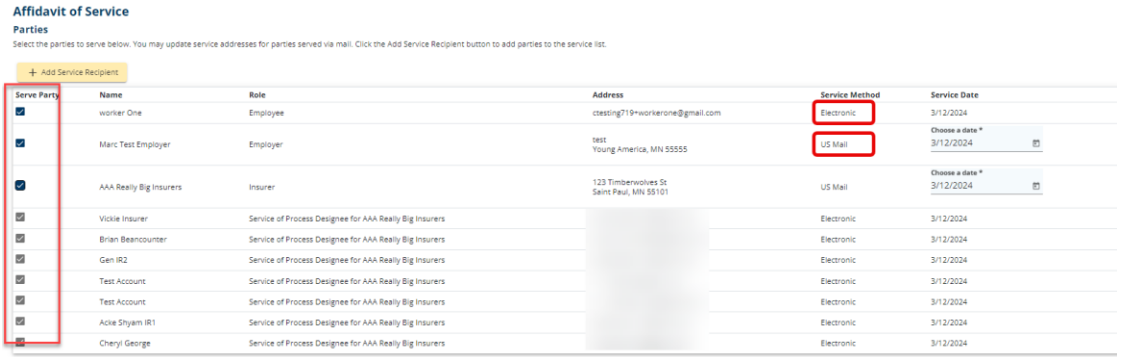


- Select representation type. Will you represent a party on the full "Claim", or on a "Case" under the claim?

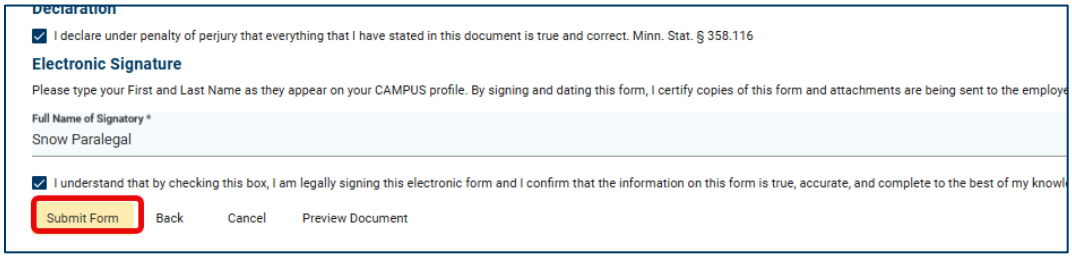
- Enter “Representation” and “Verification” information. These prompts will be different depending on the type of representation.



- Select parties to receive the “Affidavit of Service.”
    - The parties with an “Electronic” Service Method will be served when the “Submit Form” button is clicked. Parties with a “US Mail” Service Method need to have documents printed and mailed through the US Postal Service.



- Complete the “Affidavit of Service” form with the “Declaration” and “Electronic Signature.” **Note: The signature must match the signatory exactly.**



- Click “Submit Form” to complete the request and view the submission confirmation page.

An informational video on the Affidavit of Service process is available on the DLI website.