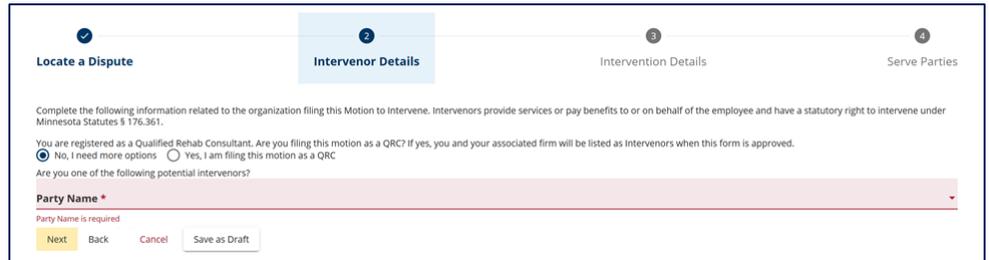
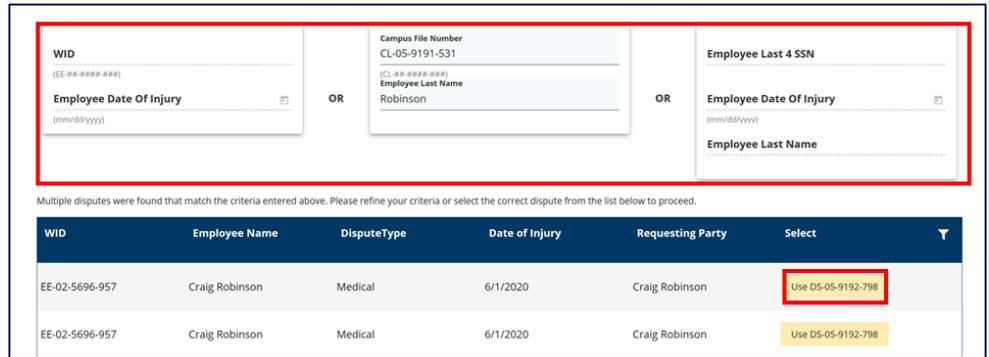
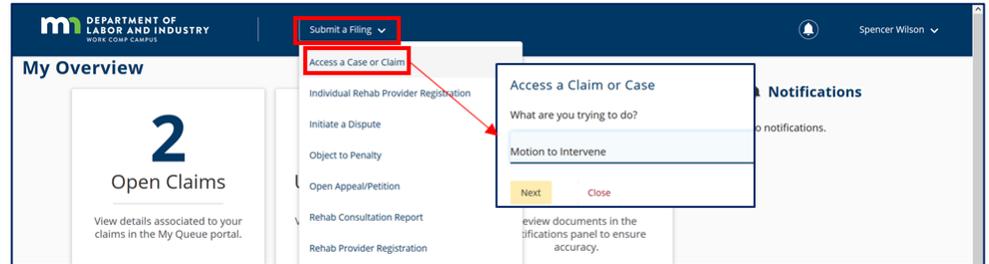


Quick reference guide: Filing a motion to intervene

Work Comp Campus will be used to electronically file documents that were previously filed via paper. Potential intervenors can use Campus to file motions to intervene on a dispute.

1. Click on the **Submit a Filing** drop-down menu and select **Access a Case or Claim**.
2. Select **Motion to Intervene**.
3. First, **Locate a Dispute** by entering dispute-identifying information.
4. Select the applicable dispute.
5. Next, in the **Intervenor Details** step, select the **Party Name** in the drop-down menu that applies.



6. For the **Intervention Details**, fill in the required fields on the page.
7. Select the **Acknowledge Intervention** checkbox.
8. Click the **+ Upload Document** button to attach supporting documentation.

9. Finally, under **Serve Parties**, select the parties to serve by clicking on the applicable checkboxes.
10. Check the **Declaration** box.
11. Type your full name and click the checkbox to confirm your electronic signature.
12. Click **Submit Form**.
13. You will see a confirmation page indicating your request has been sent to DLI for processing. A **Confirmation Number** is shown on the screen. You will also receive confirmation to your email address on file.
14. The form will then be sent to DLI for approval.

*After the motion is approved, it will display in your **My Disputes** tab on the dashboard.

Helpful tips

- If your firm is not listed as a party on the dispute, you can add them in the **Intervenor Details** step of the form. If the firm is not in Campus, you can enter its information and an entity profile will be created.
- When the Department of Labor and Industry approves or denies the form, the submitting user will be notified of the decision via email.
- If the form is approved, the dispute will show in your **My Disputes** queue on the dashboard.
- A record of all forms submitted can be found in your **My Forms** queue on the dashboard.