



Department of Commerce
WORKERS' COMPENSATION COMMISSION
COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
 P.O. Box 5795 CHR, Saipan MP 96950
 Tel: (670) 664-8018/8024 • Fax (670) 664-8074
 Website: www.commerce.gov.mp



NOTICE OF INFORMAL CONFERENCE

Claimant	Insurance Carrier
Employer	Date

To: _____

Please take notice that an informal conference will be held in the matter of the claim for compensation filed by the above named claimant before _____, the designate Hearing Officer for the CNMI Workers' Compensation Commission, on _____, at _____ o'clock _____.m. at the office of the Workers' Compensation Commission, located at the Department of Commerce Building, on the island of _____. You are requested to be present. The following issues will be discussed:

1. _____
2. _____
3. _____
4. _____

The purpose of informal conferences are: (1) to amicably dispose of controversies, wherever possible; (2) to narrow issues; (3) to simplify the subsequent methods of proof. 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 conference.

 Administrator