**Section 7020.20 Application for Adjustment of Claim**

a) Applications for Adjustment of Claim with a certificate setting forth the date of service shall be filed in triplicate on an appropriate form provided by the Commission. The filing party shall serve one copy of the Application which has been filed on all opposing parties.

b) An application for Adjustment of Claim must be limited to one accident or claim. After an Application has been filed with the Commission, any other Applications for Adjustment of Claim covering that accident, but naming a different employer, shall be assigned the same docket number as the original Application. Nothing herein shall bar the filing of an Amended Application for Adjustment of Claim.

c) Applications for Adjustment of Claim should be completed in full and must provide a description of how the accident occurred, the part of the body injured, the geographical location of the accident for purposes of establishing venue, and a description of how notice of the accident was given or acquired by the Respondent.

d) Once an Application for Adjustment of Claim is filed, the Illinois Industrial Commission shall send the information on the Application on a Notice of Hearing to the opposing party at the address supplied by the filing party. If the Notice is returned to the Industrial Commission because the filing party has supplied the wrong address for the opposing party, the Industrial Commission shall so inform the filing party. The filing party has the obligation of providing the Industrial Commission with the proper address so Notice can be sent to the opposing party.

e) Applications for Adjustment of Claim may be amended prior to a hearing on the merits by filing an Amended Application for Adjustment of Claim under the letter and number given the original Application for Adjustment of Claim. The Amended Application for Adjustment of Claim must be clearly labeled "Amended" and must have attached to it proof that filing party has served a copy of the Amended Application for Adjustment of Claim on the opposing party in the manner set forth in Section 7020.70.

(Source: Amended at 15 Ill. Reg. 8221, effective May 17, 1991)