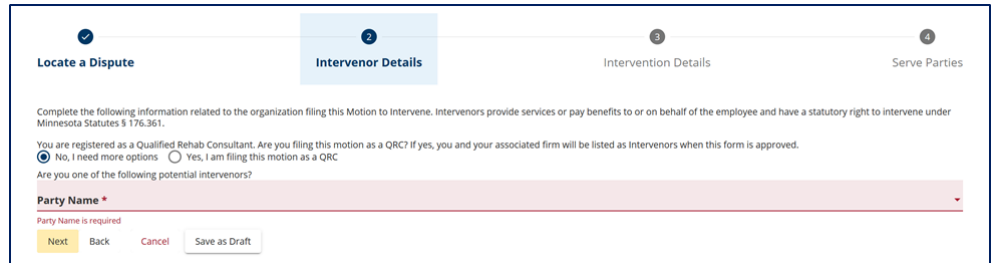
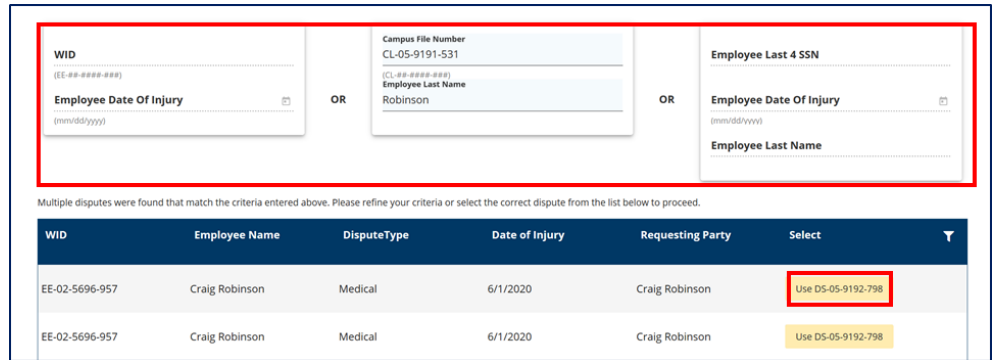
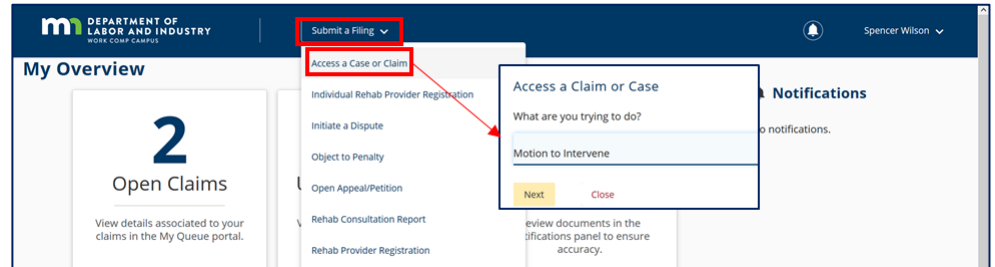


## Quick reference guide: Filing a motion to intervene

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.

Serve Party	Name	Role	Address	Service Method	Service Date
<input checked="" type="checkbox"/>	Craig Robinson	Requesting Party		Electronic	8/4/2020
<input checked="" type="checkbox"/>	Taylor Tools	Employer		US Mail	Choose a date * 8/4/2020
<input checked="" type="checkbox"/>	Spencer Wilson	Service of Process Designee for Taylor Tools	minivikes@gmail.com	Electronic	8/4/2020
<input checked="" type="checkbox"/>	Troy Insurer	Service of Process Designee for Taylor Tools	DLITestExt1+TBIinsurer@gmail.com	Electronic	8/4/2020
<input checked="" type="checkbox"/>	New Brighton Insurance	Potential Intervenor	11317 Bright Pond Lane Saint Paul, MN 55111	US Mail	Choose a date * 8/4/2020
<input checked="" type="checkbox"/>	Spencer Wilson	Service of Process Designee for New Brighton Insurance	minivikes@gmail.com	Electronic	8/4/2020
<input checked="" type="checkbox"/>	Tom Bombadil	Service of Process Designee for New Brighton Insurance	DLITestExt1+general9@gmail.com	Electronic	8/4/2020

\*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.