

To: Division of Workers' Compensation System Participants
From: DWC Hearings
Date: November 15, 2023
Subject: Contested Case Hearings at the Barbara Jordan Building in Austin

The Division of Workers' Compensation (DWC) holds contested case hearings at the Barbara Jordan Building in the Capitol Complex.

The address is:

Barbara Jordan Building
1601 Congress Ave.
Austin, TX 78701

The Texas Department of Public Safety does not allow parking in the garage for the Barbara Jordan Building unless 1) you have a valid handicap parking permit, placard, or plate, and 2) you contact DWC.

You can watch a video about parking for contested case hearings in Austin at youtu.be/-V6O53Pmc40

Participants with mobility-impairments

If you have a mobility-impairment, you may pre-arrange for parking at the Barbara Jordan Building if you have a valid handicap parking permit, placard, or plate.

General parking

If driving to your Austin hearing, plan your parking arrangements ahead of the scheduled hearing. There are on-street metered spaces near the Barbara Jordan Building, but parking is limited. DWC has arranged a limited number of free parking spots for hearing participants, and here's some information to help you with parking and entering the building.

DWC provided parking

If you want to use DWC-provided parking, you must contact DWC at least five working days before your hearing. DWC will email a parking pass that you will need to print. If you need a parking pass mailed to you, contact DWC at least ten working days before your hearing. You can contact DWC:

- By phone: (512) 804-4010
- By email: CCHParking@tdi.texas.gov

You should also request parking passes for any witnesses attending your hearing in person. Attorneys and ombudsmen may request parking passes for their clients. Because of the limited number of parking passes, only request what you need. On the day of your hearing, place a printed copy of the parking pass in your vehicle's front window.

Required information

You must provide DWC with the following information when making parking arrangements:

- Full name
- Email address
- License plate number
- Year, make, and model of your vehicle
- Date and time of your hearing
- Any special accommodations, such as mobility-impaired parking

Garage B parking at 1511 San Jacinto

Visitors using Garage B must park on the top floor in a spot that is not marked reserved. Garage B is just behind the Barbara Jordan Building. (See attached Figure 1)

Instructions to get from Garage B to the Barbara Jordan Building:

1. Take the elevator to the second floor and exit the garage.
2. When you exit Garage B, cross San Jacinto Boulevard, and walk west on 16th Street.
3. Walk on the sidewalk to the front of the Barbara Jordan Building.

Arrival and departure time

The Barbara Jordan Building is open from 8:00 a.m. to 5:00 p.m. After you enter, please sign in at the desk. When it is time for your hearing, someone from the Hearings section will greet you in the lobby and escort you to the hearing room. All parties and witnesses should be in the lobby area by the time of the hearing.

Safety first

Construction is in progress. Please read all instructions and review the attached map to enter the Barbara Jordan Building safely.

- Do not enter construction zones.
- Follow the signs along the safety barriers.
- Watch out for construction vehicles entering and exiting the construction zones.
- Watch your step.

Walking to the Barbara Jordan Building from Garage B

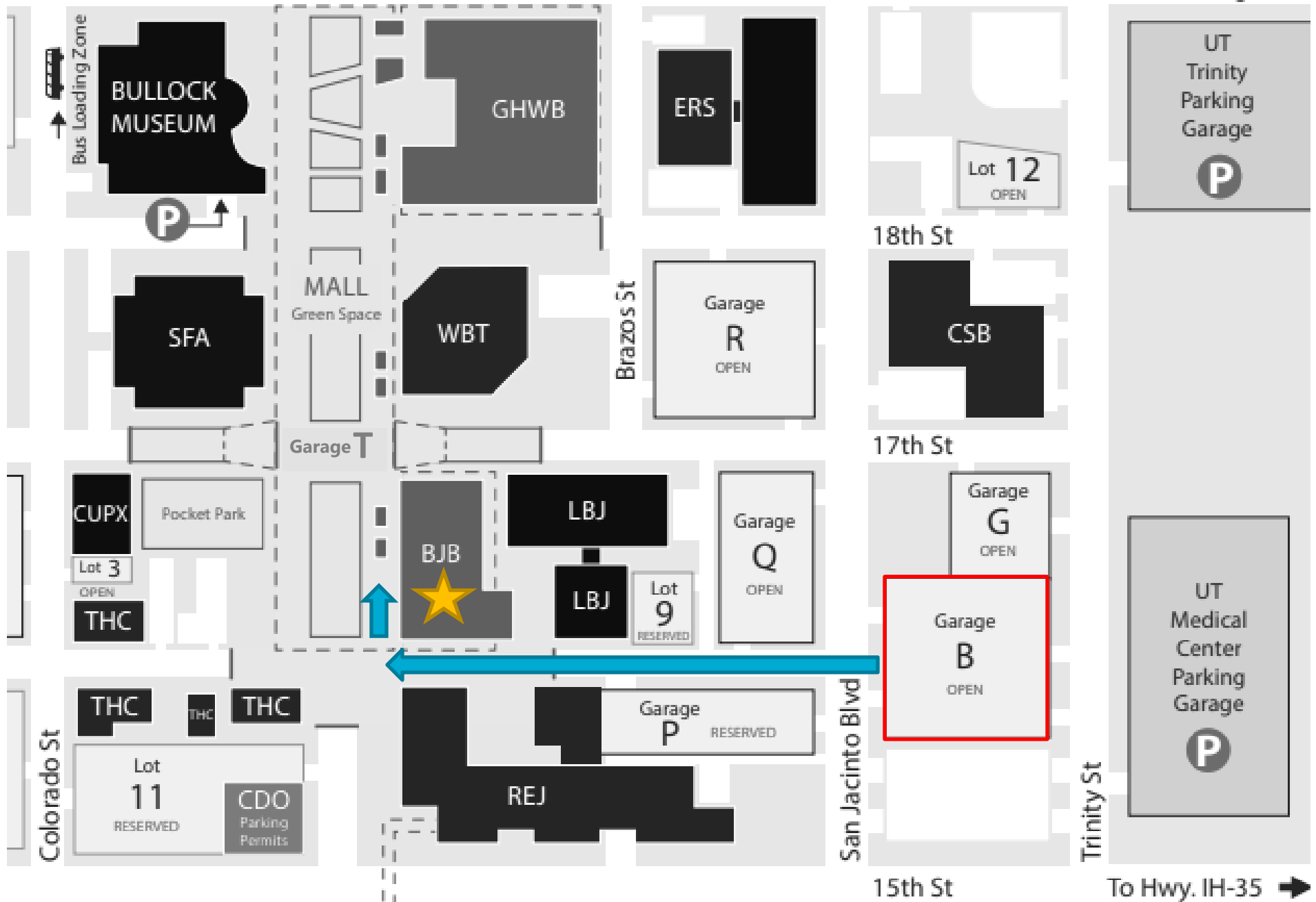


Figure 1