



## Division of Workers' Compensation

PO Box 12050 | Austin, TX 78711 | 800-252-7031 | tdi.texas.gov/wc

**To:** Division of Workers' Compensation System Participants  
**From:** DWC Hearings  
**Date:** December 14, 2022  
**RE:** 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.**

**You can watch a video about contested case hearing parking in Austin at:**

[youtu.be/e4PMzgw52eA](https://youtu.be/e4PMzgw52eA)

#### **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 beneath the Barbara Jordan Building unless 1) you have a valid handicap parking permit, placard, or plate, and 2) you contact DWC.**

#### **Mobility-impaired participants**

Mobility-impaired participants may pre-arrange for parking if they 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, and DWC will email the parking pass to you which you will need to print. If you need a parking pass mailed to you, contact DWC at least ten working days before your hearing.

- Contact DWC by phone: (512) 804-4010
- Contact DWC by email: [CCHParking@tdi.texas.gov](mailto: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. You can find additional information and rules about parking at TXDPS Parking Rules - [www.tfc.texas.gov/divisions/facilities/prog/pm/TXDPS%20parking%20rules%20090109.pdf](http://www.tfc.texas.gov/divisions/facilities/prog/pm/TXDPS%20parking%20rules%20090109.pdf).

### **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**

DWC's office is part of the new Capitol Complex at 16th and Congress. Visitors must park on the top floor of State Parking Garage B in an open parking spot that is not marked reserved. Garage B is on San Jacinto Boulevard just behind the Barbara Jordan Building at 1511 San Jacinto Boulevard. (See attached Figure 1)

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

1. Take the elevator to the first 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 until you reach the construction gate, then follow the path/sidewalk inside the safety fence barriers to the front of the Barbara Jordan Building on Congress.

### **Arrival time**

You will not be allowed into the Barbara Jordan Building any earlier than 15 minutes before your hearing. Please plan accordingly. Someone from the Hearings section will greet you in the lobby at the time of your hearing 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 zone.
- Watch your step.

# Entering the Barbara Jordan Building from Garage B

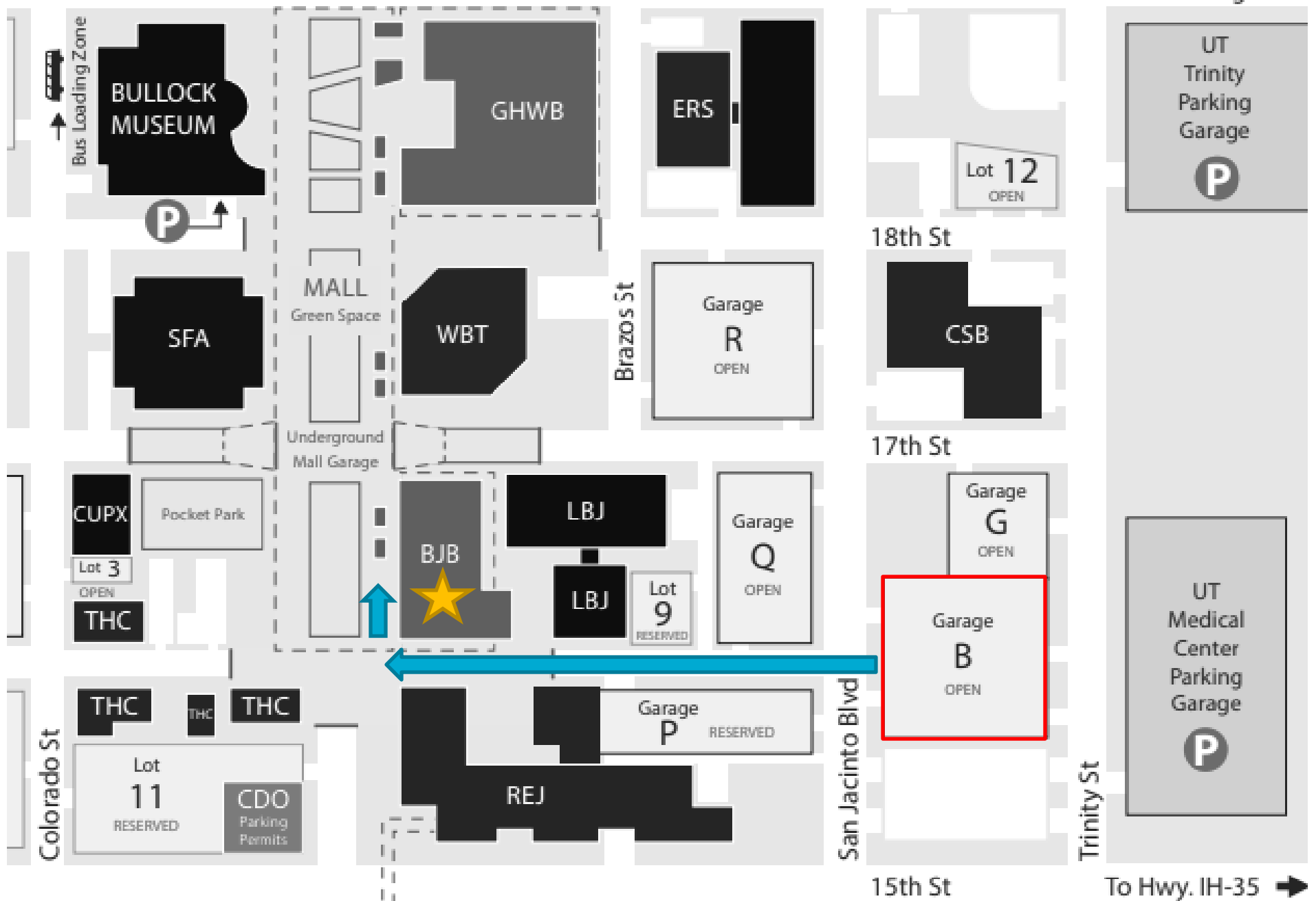


Figure 1