



STATE OF TENNESSEE
BUREAU OF WORKERS' COMPENSATION
COURT OF WORKERS' COMPENSATION CLAIMS
1301 RIVERFRONT PARKWAY, SUITE 202
CHATTANOOGA, TN 37402

ABIGAIL S. HUDGENS
ADMINISTRATOR

(423) 634-6422

THOMAS WYATT
JUDGE
AUDREY A. HEADRICK
JUDGE

March 16, 2020

Chattanooga Temporary Telephone Approval Protocol
Due to Coronavirus Outbreak, 2020.

- The Court will hear approvals on **Tuesdays and Thursdays**, but will do so telephonically by utilization of the Judges' bridge lines.
 - Judge Wyatt's bridge line is (855) 747-1721 or (615) 741-3061.
 - Judge Headrick's bridge line is (855) 383-0001 or (423) 634-0164.
- For efficiency and practicality, the Court will set hearings in 15 minute intervals at **8:15, 8:30, 8:45, 9:00, 9:15, 9:30, 9:45, 10:00, 10:15, and 10:30 a.m. and 1:00, 1:15, 1:30, 1:45, 2:00, 2:15, and 2:30 p.m. Eastern Time.**
- Parties should schedule the approval hearings with Jodi Downs, the Court's Legal Assistant, at jodi.downs@tn.gov as by the current protocol.
- The parties should send **ALL** signed documents electronically to Ms. Downs, in advance, at least one business day preceding the scheduled approvals.
- Parties must include **SIGNED** copies of the proposed Settlement Agreement, Proposed Order Approving Settlement, FULLY-completed SD2 form, Explanation of Benefits and supporting medical records when future medicals are to be closed; any supporting documents such as the First Report of Work Injury or Wage Statement should also be sent if bearing on the issues to be approved. **Receipt of these documents is required for the scheduling of an approval.**
- The attorneys and the employee shall call the respective judge's bridge line **PROMPTLY** at the appointed time. Failure to do so could result in a scheduled approval call carrying-over into the next scheduled hearing and create confusion, inability to complete approvals, and unprofessionally disrupt the administration of the system
- Defense counsel **SHALL** send to Ms. Downs the \$150 filing fee required for all approvals. Receipt of the fee is required for the setting of an approval.
- Staff will return a copy of the signed documents to the parties electronically accompanied by a copy of the receipt for the filing fee to defense counsel.
- The Court will continue to conduct expedited and compensation hearings in person, unless conducting the hearing in person presents a safety hazard. If you have an expedited or compensation hearing scheduled and any person to be present at the hearing has been diagnosed or exposed to Covid-19 (the coronavirus), please contact the Court clerk immediately and file a motion.