



STATE OF TENNESSEE
BUREAU OF WORKERS' COMPENSATION
COURT OF WORKERS' COMPENSATION CLAIMS

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ABIGAIL S. HUDGENS
ADMINISTRATOR

ROBERT V. DURHAM
JUDGE

March 16, 2020

**Cookeville Temporary Operating Procedures for the CWCC
in Response to the Covid-19 (the coronavirus) Outbreak**

- The Court will continue to hear approvals on Monday mornings and Thursday afternoons as usual, but will do so through the Judge's conference line at 855-689-9049.
- Parties desiring a settlement approval should first e-mail ALL necessary approval documents, signed by all the parties, to Chris Hudson at Chris.Hudson@tn.gov. The documents should include any records made necessary by the settlement, including wage statements and medical reports. Approvals will not be scheduled unless the documents are received at least two business days from the date of the desired hearing.
- The employer's attorney **SHALL** also send to the Mr. Hudson the \$150 filing fee required for all approvals. **Receipt of the fee is also required at least two days before the desired date for an approval hearing before it will be scheduled.** The employer's attorney may alternatively choose to pay by credit card by sending the completed credit card information form to Mr. Hudson. A copy of this form can be found in the link included with the Chief Judge's blog addressing these temporary procedures for settlements.
- After Mr. Hudson receives the documents and fee, he shall contact the parties to schedule the settlement hearing for a specific time as explained above.
- The attorneys and the employee shall call the Judge's conference line **PROMPTLY** at the appointed time. Failure to do so could result in a scheduled approval call carrying-over into the next appointment and create confusion, inability to complete approvals, and unprofessionally disrupt the administration of the system.
- The Court will return a copy of the signed documents to the parties electronically accompanied by a copy of the receipt for the filing fee to employer's 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 Mr. Hudson immediately and file a motion.