



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

40 SOUTH MAIN STREET, SUITE 500
ONE COMMERCE SQUARE BUILDING
MEMPHIS, TN 38103-1820

ABIGAIL S. HUDGENS
ADMINISTRATOR

(901) 543-6077

Deana C. Seymour
JUDGE

March 16, 2020

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

- The Court will continue to hear approvals on Tuesdays and Thursdays as usual, but will do so telephonically by utilization of the Judge's conference line at **615-532-9550** or toll free **866-943-0014**.
- Rather than setting approvals as it does for in person hearings, instead, for efficiency and practicality, it will set hearings in 15 minute intervals from 8:00 a.m. to 11:00 a.m. and 1:00 a.m. to 3 p.m. on Tuesdays and from 8:00 a.m. to 11:00 a.m. on Thursdays. All settings will be in Central Time.
- Parties shall schedule approval hearings with WC.Memphis@tn.gov, as by the current protocol; however, they must now *choose a specific fifteen minute block of time*. The parties shall electronically send **ALL** signed documents to WC.Memphis@tn.gov in advance, at least by the preceding Friday for Tuesday approvals and by the preceding Tuesday for Thursday approvals.
- The documents include **SIGNED** proposed Settlement Agreement, Proposed Order Approving Settlement, FULLY AND PROPERLY-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 the documents is required for the setting of an approval).
- 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 Employer's attorney **SHALL** send to the \$150 filing fee required for all approvals to the address above. Receipt of the fee is required for the setting of an approval.
- Staff will return an electronic copy of the signed documents to the parties 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 the Court clerk immediately and file a motion.