

**Court of Workers' Compensation Claims**  
**Settlement Approval Hearing Procedures**

**Office Location: CHATTANOOGA**

**Approval Hearing days/times:**

In-person hearing: Tuesdays and Thursdays: 9:00 a.m. - 11:00 a.m.

Telephone hearing: Tuesdays and Thursdays: 1:00 p.m. - 3:00 p.m.

**Filing Fee:**

- Parties are encouraged to pay filing fees by credit card, if possible.
- In-person hearing: Filing fee will be collected at the time of the approval.
- Telephone hearing: If paying by check, please mail the check to the attention of Lynette Russell at the Knoxville Office no more than 7 days before the scheduled hearing date.

**Settlement Paperwork:**

- Send a PBD for Settlement Approval to [wccourt.chattanooga@tn.gov](mailto:wccourt.chattanooga@tn.gov) to schedule any approval hearing.
  - In your email request, please state whether you are requesting an in-person or telephone approval.
- The fully completed and executed settlement documents must be submitted to [wccourt.chattanooga@tn.gov](mailto:wccourt.chattanooga@tn.gov) no less than 2 business days before the scheduled hearing. (Documents for in-person hearings need not be signed until the approval hearing.)
- Copies of settlement documents and filing fee receipts will be emailed to the parties after the settlement has been approved and the payment has been processed.

**In-Person Attendance Instructions:**

- **If possible, please limit attendance to only parties, attorneys, and interpreters.**
- A conference room will be available if parties need to meet before the hearing.
- Please arrive early if you require time to meet with your client or opposing counsel.
- Parties should be ready to proceed at the scheduled hearing time.
- The filing fee should be given to the Judge upon completion of the approval hearing.

**Telephone Hearing Instructions:**

- Attorneys and employees shall call the assigned Judge's conference line promptly at the scheduled hearing time.
- **Judge Headrick's conference number: 855-383-0001**
- **Judge Wyatt's conference number: 855-747-1721**