

Court of Workers' Compensation Claims

Settlement Approval Hearing Procedures

Location: Putnam County Historic Courthouse, 300 East Spring St., 3rd Fl., Cookeville

Approval Hearing days/times:

In-person Hearing: Tuesdays; 8:30 a.m. – 11:30 a.m. in 20 min. increments.

Telephone Hearing: Thursdays in 20 min. increments.

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 Cookeville BWC office no more than 7 calendar days before the scheduled hearing date.

Settlement Paperwork:

- Send a PBD for Settlement Approval to chris.hudson@tn.gov to schedule any approval hearing. In your email request, please state whether you are requesting an in-person or telephone approval. *Please do not send the documents until you receive a confirmation email providing the state file number, docket number and assigned judge as this information must be included in the documents.*
- Fully completed and executed settlement documents must be submitted to chris.hudson@tn.gov no less than 2 business days before the scheduled hearing. *(Documents for in-person hearings need not be signed.)*
- 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 Hearing Instructions:

- **If possible, please limit attendance to only parties, attorneys, and interpreters.**
- Please arrive early if you require time to meet with your client or opposing counsel.
- No sooner than 15 minutes before the scheduled approval time, the parties may enter the Courtroom.

Telephone Hearing Instructions:

- Attorneys and employees shall call the assigned Judge's conference line promptly at the scheduled hearing time.
- Judge Durham's conference number: 855-689-9049