

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

**Office Location:** Gray

**Approval Hearing days/times:**

In-person hearing: Mondays-Thursdays; 8:00 a.m.– 9:40 a.m. and 1:00 p.m.-1:40 p.m. Eastern Time

Telephone hearing: Fridays; 8:00 a.m.–9:40 a.m. and 1:00 p.m.-1:40 p.m. Eastern Time

**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: Parties must pay the filing fee before the approval hearing will be conducted. If paying by check, please mail the check to Bureau of Workers' Compensation, 5788 Bobby Hicks Highway, Gray, TN 37615 no more than 7 days before the scheduled hearing date.

**Settlement Paperwork:**

- Send a PBD for Settlement Approval to [WCCourt.Gray@tn.gov](mailto:WCCourt.Gray@tn.gov) to schedule any approval hearing.
  - In you email request, please state whether you are requesting an in-person or telephone approval.
  - *Please do not send the settlement 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.*
- After receiving the confirmation email, send the settlement documents. Please include the credit card authorization form if you are paying the filing fee by credit card.
- The fully completed and executed settlement documents must be submitted 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 the filed settlement documents and filing fee receipts will be emailed to the parties by Elizabeth VanDelinder or Melissa Welch 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.

**Telephone Hearing Instructions:**

- Attorneys and employees shall call the Judge's conference line promptly at the scheduled hearing time. The number is 855-543-5044 or 865-594-6538.