

Court of Workers' Compensation Claims
Settlement Approval Hearing Procedures

Office Location: JACKSON

Approval Hearing days/times:

In-person hearing: Mondays and Fridays; 8:30 a.m. – 11:30 a.m. in 30 min. increments.

Telephone hearing: Mondays and Fridays; 1:00 p.m. – 4:00 p.m. 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 attention of Dawn Schwartz no more than 7 days before the scheduled hearing date.

Settlement Paperwork:

- Send a PBD for Settlement Approval to wccourt.jackson@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 wccourt.jackson@tn.gov no less than 2 business days before the scheduled 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.**
- Upon arrival and check-in at security, please go to the front desk of our suite to deliver the filing fee to our administrative staff. A conference room will be available if parties need to meet before the hearing.
- Please arrive early if you require time to meet your client or opposing counsel.
- Parties must be in the courtroom at the scheduled hearing time.

Telephone Hearing Instructions:

- Attorneys and employees shall call the assigned Judge's conference line promptly at the scheduled hearing time.
- **Judge Luttrell's conference number: 855-543-5039**
- **Judge Phillips' conference number: 855-543-5038**