

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

**Office Location: KNOXVILLE**

**Approval Hearing days/times:**

In-person Hearing: Mondays and Thursdays; 9:00 a.m. – 11:00 a.m. in 10 min. increments.

Telephone Hearing: Mondays and Thursdays; 1:00 p.m. – 3:00 p.m. in 10 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 Knoxville BWC office no more than 7 calendar days before the scheduled hearing date.

**Settlement Paperwork:**

- Send a PBD for Settlement Approval to [wccourt.knoxville@tn.gov](mailto:wccourt.knoxville@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.knoxville@tn.gov](mailto:wccourt.knoxville@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 review and sign the documents.
- No sooner than 10 minutes before the scheduled approval time, the parties shall enter the Courtroom lobby.
- At the scheduled approval times, the parties shall enter the Courtroom for the settlement approval hearing.

**Telephone Hearing Instructions:**

- Attorneys and employees shall call the assigned Judge's conference line promptly at the scheduled hearing time.
- Judge Johnson's conference number: 855-543-5041
- Judge Lowe's conference number: 855-383-0003