

Court of Workers' Compensation Claims
Settlement Approval Hearing Procedures

Office Location: MEMPHIS

Approval Hearing days/times:

In-person hearing: Tuesdays; 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 3:00 p.m.

Telephone hearing: Thursdays; 8:00 a.m. – 12:00 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: 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, 40 South Main Street, Suite 500, Memphis, TN 38103 no more than 7 days before the scheduled hearing date. Please note, all checks received will be deposited within 24 hours.

Settlement Paperwork:

- Send a PBD for Settlement Approval to WC.Memphis@tn.gov to schedule any approval hearing.
 - *Please do not send the settlement documents until you receive a return email providing the state file number, docket number, as this information must be included in the documents.*
- Upon receipt of the docket number and state file number, submit the complete settlement document packet in one file attachment with the PBD included. Please ensure the SD-2 is complete with N/A included in blanks that do not apply.
- Along with the settlement documents, provide three dates to schedule the approval and state whether you are requesting an in-person or telephone approval. Also, indicate if the court fee will be paid by check or credit card account according to the received credit card authorization form. Only at that time will you be placed on the docket and will receive an email confirmation with specific date and time.
- Copies of the filed settlement documents and filing fee receipts will be emailed to the parties by administrative staff 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.
- Parties should be ready to proceed at the scheduled hearing time.
- In-person approvals will be scheduled twenty minutes apart with three approvals set each hour. In-person settlement approvals will be heard in the order that the parties check in. All parties must be present and ready to proceed in order to check in. The other two groups scheduled for the hour will wait either in the courtroom gallery or in the lobby to maintain social distance until their settlement is heard.
- Parties should arrive no earlier than twenty minutes before their appointed time to ensure social distancing. Parties may be asked to wait at the guard station on the building's C level until space becomes available in the courtroom or lobby.
- Disinfectant and paper towels will be provided by the Bureau so that parties can wipe down their tables and chairs at the conclusion of their hearing.

Telephone Hearing Instructions:

- Telephonic approvals will be scheduled fifteen minutes apart with each group assigned a specific time to call in.
- Attorneys and employees shall call the Judge's conference line promptly at the scheduled hearing time.
- **Judge Seymour's conference number: 866-943-0014**