

## **Chancery Court Teleconference Procedures Effective April 1, 2020**

The Tennessee Supreme Court extended the restriction on in-person hearings in most cases through April 30, 2020. The Chancery Court plans to hear the docket utilizing the Zoom videoconferencing platform and teleconferencing. Certain cases involving Orders of Protection, Restraining Orders and emergency custody matters may still be scheduled in person at the Courthouse.

### **Technical Requirements**

- It is important that my assistant, Ronda Whittington, have a working email address for each attorney who wishes to participate in the videoconference. Even if Ronda may have your email please confirm the email address you are using at least 24 hours before your scheduled hearings at [scheduling.sumner.chancery@tncourts.gov](mailto:scheduling.sumner.chancery@tncourts.gov).
- You will need to have access to a computer, smart phone, or other electronic device with a working camera, microphone and speaker. Please make sure that all three are working before your hearing begins on all devices, including witnesses devices.
- Immediately before your hearing begins, you will receive an email with a hyperlink that will allow you to join the hearing. It will be up to each of the attorneys to forward the hyperlink to any participants not physically at your office (e.g. – court reporter, witness, party, etc.) Any non-party witness should not be added to the Zoom meeting until it is time for them to testify.
- If you do not have a computer with a camera, microphone or speaker, the court may conduct hearings by teleconference.

### **Hearing Times on Motion Dockets**

- Our standard motion dockets are heard on Mondays at 9:00 a.m. and 1:00 p.m. Please note on your motion when you would like for it to be heard. It may be necessary for Ronda to move the time of your motion in order to balance the docket. If you desire a different day to hear a motion or desire to set a case for trial please contact Ronda for a date and time ([scheduling.sumner.chancery@tncourts.gov](mailto:scheduling.sumner.chancery@tncourts.gov)). Please review the docket on the Clerk and Master website at [sumnerchancerycourt.com](http://sumnerchancerycourt.com). Clerk and Master Mark Smith will continue to hear approval of temporary domestic matters, including Temporary Parenting Plans, also by Zoom or teleconferencing.

### **Exhibits**

- Each side will be required to email opposing counsel a scanned copy of every exhibit the side intends to introduce during the hearing. The email will occur no later than close of business (4:30 p.m.) the day before the hearing, and should be “cc’ed” to the Judge at [scheduling.sumner.chancery@tncourts.gov](mailto:scheduling.sumner.chancery@tncourts.gov).

It is important that we all try to work together on this. Your suggestions will be helpful.

You may access Zoom to create an account at [Zoom.us](http://Zoom.us). There are also tutorials available on YouTube.

Louis W. Oliver III, Chancery Court Judge