

FROM THE OFFICES OF
JUDGE JAMES M. HUNTER AND JUDGE MIKE CARTER

Sumner County General Sessions Court, 117 West Smith Street, Gallatin, TN 37066

MEMORANDUM

DATE: April 1, 2020
TO: Sumner County Bar Members & Attorneys practicing in General Sessions Court
FROM: Judge James Hunter & Judge Mike Carter
RE: General Sessions Civil Cases

General Sessions Court Divisions I and III will begin conducting civil trials on Monday, April 6, 2020 via Zoom video conferencing system only. To participate, you must download the Zoom application on your computer or other electronic devices. Please visit [Zoom.us](https://zoom.us) for further information. YouTube has numerous instructional videos on how to use Zoom. In all instances, the Court will be the Host for each trial or other matter. All attorneys will be required to provide an email address to either Judge Carter or Judge Hunter's court where your case is scheduled to be heard, so that the Judge can invite you to the hearing.

The following rules must be adhered to in order to provide the best possible services to the litigants:

1. Only cases where all parties are represented by an attorney will be allowed to use the Zoom video conferencing.
2. Attorneys will be responsible for having their clients at their offices or other designated locations at the time of the scheduled trial or other matters.
3. Attorneys will be responsible to subpoena witnesses to be present in their office or other designated location on the date and time of the trial or other matter, or in lieu of a subpoena, witnesses may voluntarily appear although no continuance will be granted for the failure of a witness to attend unless said witness has been subpoenaed.
4. The rules of evidence will apply. Any documents or other tangible evidence must be shared with opposing counsel prior to the hearing. Zoom allows for the introduction of documents through its meeting application. Use of this method will be allowed or alternatively, you may email the documents and photos in advance to either Amanda.thompson@tncourts.gov (for Judge Mike Carter) or Wanda.bryan@tncourts.gov (for Judge James M. Hunter).
5. All other rules of court followed in General Sessions Court including but not limited to, "invoking the rule", will be followed during a video trial, therefore each attorney must have a location for non-testifying witnesses to wait out of sight and earshot of the hearing.

The following schedule will be adhered to for video trials and hearings:

Mondays, Tuesdays, & Wednesdays: Trials of 2 hours or less to be scheduled at 1 PM and 3 PM. Trials anticipated to last greater than two hours shall be scheduled at 1 PM.

Thursdays: Trials will be scheduled every two hours beginning at 8 AM, unless the attorneys alert the Clerk that they anticipate a longer duration of time will be needed.

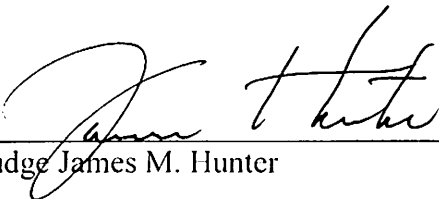
Fridays: No Civil Cases.

Additional dates and times may be added to the schedule as they become available.

If your case was on file with the Clerk's office and was reset as a result of the COVID-19 virus, you must contact the Clerk's office by letter, fax, or email to request a new trial date. Consult with opposing counsel, and agree to a first, second, and third tentative trial date. Once the Clerk receives your requested dates, she will schedule the trial for the earliest possible date.

If your case is a new filing and you anticipate it is for trial, notify the Clerk upon filing and request a date pursuant to the schedule.

Thank you for your cooperation, understanding, and patience in this matter.



Judge James M. Hunter



Judge Mike Carter