

- Until further notice ALL motions will be heard by Zoom teleconference.
- A minimum of ten (10) calendar days' notice is required for ALL motion hearings.
- Contested/Lengthy motions (longer than 10 minutes) require a confirmed reservation from scheduling.sumner.circuit@tncourts.gov BEFORE such motions may be filed.
- Reservations for the Contested/Lengthy motion docket are provided in 15 minute, 30 minute and 1 hour segments. ALL of the following must be included in your request for a hearing reservation:
 - ★ the case style AND docket number
 - ★ the type of motion(s) you are setting
 - ★ the approximate time required for the hearing
- Uncontested/Short motions (less than 10 minutes, no testimony) do not require a reservation. See the court's website for available dockets.

- **NOTICE OF HEARING REQUIREMENTS:**

- ★ Every motion must include a notice of hearing stating that it will be heard by Zoom teleconference.
- ★ Every Contested/Lengthy motion must include the reserved time for the hearing and state that a hyperlink to join the Zoom meeting will be emailed to counsel of record by the court at the time of the hearing.
- ★ Every Uncontested/Short motion must state that it will be heard between 8:00 a.m. and 9:00 a.m. and that a hyperlink to join the Zoom meeting will be emailed to counsel of record by the court at the time of the hearing. Counsel and self-represented parties are required to be available during the entire hour between 8:00 a.m. and 9:00 a.m. for all docketed Uncontested/Short motions.
- ★ All motions served on a self-represented party must include the following language in the notice of hearing in bold typeface:

THIS MOTION WILL BE HEARD BY ZOOM TELECONFERENCE. TO PARTICIPATE IN THE HEARING YOU ARE REQUIRED TO SUBMIT A WORKING EMAIL ADDRESS TO THE COURT AT [FILINGS.CIRCUIT@TNCOURTS.GOV](mailto:filings.circuit@tncourts.gov) AT LEAST TWO (2) BUSINESS DAYS IN ADVANCE OF THE HEARING. IF YOU DO NOT HAVE ACCESS TO A COMPUTER, TABLET OR SMART PHONE WITH A WORKING CAMERA, MICROPHONE AND SPEAKER YOU ARE REQUIRED TO FILE A STATEMENT TO THAT EFFECT WITH THE CIRCUIT COURT CLERK AT LEAST TWO (2) BUSINESS DAYS IN

ADVANCE OF THE HEARING.

- **EXHIBITS:** Each side shall email opposing counsel a scanned copy of every exhibit the side intends to introduce during the hearing. This email shall occur no later than the close of business (4:30 p.m.) two (2) business days before the hearing and must be copied to the court at filing.circuit@tncourts.gov. Please DO NOT send exhibits to the scheduling email or the Judicial Assistant. Failure to comply with this rule may result in your motion being stricken from the docket.
- **ZOOM LINKS:** You will not receive a Zoom link until the day and time set for your motion. Please DO NOT email the court or the scheduling email requesting a Zoom link before the hearing.
- Zoom links are provided only to attorneys and self-represented parties. Attorneys/self-represented parties are responsible for forwarding the link to anyone else who is participating in the hearing, including witnesses and court reporters. Please DO NOT send the court client and witness email addresses or request the court to send the Zoom link to clients and witnesses.
- Notice that a Contested/Lengthy motion is being struck MUST be timely provided to both filing.circuit@tncourts.gov and scheduling.sumner.circuit@tncourts.gov.