

**BEFORE THE ADMINISTRATIVE PROCEDURES DIVISION
OF THE TENNESSEE SECRETARY OF STATE**

**IN THE MATTER OF:
COVID-19 PROCEDURES**

**FROM THE ADMINISTRATIVE JUDGES OF
THE TENNESSEE SECRETARY OF STATE'S ADMINISTRATIVE PROCEDURES DIVISION**

In recent days, Tennessee's judiciary and administrative courts have weighed the COVID-19 pandemic, considering the continually evolving landscape, and responded, accordingly. The Tennessee Supreme Court issued an ORDER SUSPENDING IN-PERSON COURT PROCEEDINGS. The Administrative Procedures Division has made the informed decision to follow that collective wisdom.

The Administrative Procedures Division will continue work to serve the public and state agencies. However, in order to minimize the risks associated with in-person contact, the following procedures are hereby implemented until further notice.

In-Person Hearings

Cases that are typically heard in-person may be heard by audio or visual teleconference. Alternatively, should it be necessary for a case to be heard in-person, participants may be given the option to participate by audio or visual teleconference, dependent upon the technological capacity of the Agency and location. The Administrative Judge may employ additional protective measures for in-person hearings. Agencies that provide hearing locations should contact opposing litigants, or their counsel, to advise of these options. Agencies that are unable to contact opposing litigants, or their counsel, should post signs at the hearing location with a contact number for the

Agency. Otherwise, litigants, or their counsel, may coordinate with the opposing state agency and/or request guidance from the Administrative Judge presiding over the case. If no options are feasible for conducting a hearing by teleconference or in-person as scheduled, the hearing may be continued to a later date.

Extended Appeal Rights

Pursuant to the Tennessee Supreme Court's ORDER SUSPENDING IN-PERSON COURT PROCEEDINGS, "deadlines set forth in court rules, statutes, ordinances, administrative rules, or otherwise that are set to expire between March 13, and March 31, 2020" are extended through April 6, 2020. Therefore, in cases wherein Petitions for Reconsideration, as contemplated by Tenn. Code Ann. §§ 4-5-315, 317; or Appeals of Initial Orders, as contemplated by Tenn. Code Ann. 4-5-315; and any other deadlines are set to expire between March 13 and March 31, these deadlines shall be extended through April 6, 2020. Should the Tennessee Supreme Court issue an additional Order enlarging the time for the extension of deadlines, such extension shall be immediately effective upon the entry of such Order.

Filings

Filings should be made by email, to APD.Filings@tn.gov, or by facsimile, to 615-741-4472. Paper filings should only be made by mail or in-person if a litigant has no access to either email or facsimile.

Questions

Non-legal questions may be asked of Administrative Procedures Division staff, during normal business hours (8:00 a.m. - 4:30 p.m., Central Time), by calling 615-741-7008. If you have legal questions, please direct them to the Administrative Judge presiding over your case.