**Sixth Circuit Interim Chamber Rules**

**Effective May 1, 2021**

The Sixth Circuit Court adopts the following temporary Chamber Rules pending further orders from this Court. All remaining Chamber Rules will not be affected.

**CONTACT WITH COURT.** Due to the restrictions on person-to-person contact, staff will continue to primarily work from remote locations. Messages may be left on voicemail at 615-862-5917. You may also contact staff via email:

Lori Hawkins – [LoriYHawkins@jisnashville.gov](mailto:LoriYHawkins@jisnashville.gov)

JP Horton – [MatthewAHorton@jisnashville.gov](mailto:MatthewAHorton@jisnashville.gov)

Satchel Fowler – [SatchelRFowler@jisnashville.gov](mailto:SatchelRFowler@jisnashville.gov)

**MOTION DOCKET.** All motions will be decided upon briefs unless this Court determines that oral argument is necessary. A party may request the opportunity to be heard by oral argument by filing a written request. Said request shall be filed when the motion or response is filed. If the Court determines that oral argument is required, then the motion will be heard in-person, by teleconference, or video-conference as scheduled by this Court. Attendance in the courtroom continues to be limited and motions will be scheduled for argument at specific times.

This applies to the Assignment Dockets for setting Jury trials as well as the regular motion docket. All matters shall be decided on briefs unless otherwise directed by the Court.

Included are the following Motions which normally require an appearance. The Court will examine these motions and determine whether they should be granted, regardless of whether a written response is filed:

* Motion to Set Aside Order or Notice of Dismissal. Must submit affidavits supporting the request.
* Motion to Withdraw as Counsel – Not just substitute
  + Submit an Order that includes language that client will be proceeding *pro se* if Counsel is not retained within 30 days’ of entry of the Order to Withdraw. Include current contact information for client including email and telephone.
* Motion to Continue Trial. Must submit affidavits supporting the request.
* Motion for New Trial
* Motion for Additur/Remittitur
* Motion for Directed Verdict (within 30 days of trial)
* Motion to be Exempted from One Year Rule. Must submit affidavits supporting the request.
* Motion for Discretionary Costs. Must submit affidavits supporting the request.
* Motion to Compel – Discovery
* Motion to Dismiss
* Motion for Default Judgment
* Motion for a Show Cause Hearing. Must submit affidavits supporting the request.
* Motion for Judicial Determination

**ORDERS.** The Court will prepare orders on matters in which there was a written response and no oral argument was requested. The movant will prepare orders on matters to which no written response was filed. The Court will review all proposed orders.

**TRIALS.** Non-Jury trials are resumed and will be conducted in a manner consistent with safety guidelines. Jury trials are anticipated to resume in June and will be conducted in a manner consistent with safety guidelines.

**VIDEOCONFERENCE INSTRUCTIONS**. The Court conducts videoconference hearings via Cisco WebEx Meetings. On the day before the hearing, parties will receive an email from the Court containing a WebEx access link and additional instructions. Upon accessing the hearing, parties will be directed to a virtual waiting room until such time as the Court is prepared to proceed with the hearing. Participants are asked to remain muted throughout the proceeding unless speaking. Any further questions regarding videoconference hearings should be direct to the Court staff listed above.

**TELECONFERENCE INSTRUCTIONS**: The Court conducts teleconference hearings via a dedicated phone bridge connection. On the day before the hearing, parties will receive an email from the Court containing phone number, access code, as well as further instructions. Parties are encouraged to call at least five minutes prior to the scheduled hearing and will remain on hold until such time as the Court is prepared to proceed. Any further questions regarding teleconference hearings should be direct to the Court staff listed above.