

ZOOM Video Conferencing Instructions:

All hearings held by video conference will use the free Zoom application. The Zoom app is available as a free download, and will be installed automatically the first time a participant joins a Zoom meeting. No paid account is required to use Zoom. To join a court session directly, go to the following link: <https://zoom.us/j/8654534654>.

If you already use Zoom, you can simply enter Meeting ID 865-453-4654 and click "Join." All participants are encouraged to join by video whenever possible, as this provides the best possible experience for everyone involved. However, it is also possible to join by telephone. Please note, however, that there are no local telephone numbers available, so it may be advisable to use a mobile telephone with a "free long distance" plan to avoid toll charges. *All long distance and other charges incurred are the sole responsibility of the caller, and will not be paid by the Court.*

The long distance (toll) number to join by telephone is (312) 626-6799. After dialing-in, participants must enter the same Meeting ID used to join the video conference: 865-453-4654 followed by the pound sign #.

Support:

Zoom has an extensive YouTube channel with excellent videos to help you set up the application and join your first Zoom meeting. To watch these videos, browse to www.youtube.com and search for Zoom. Look for the blue and white camera icon, which marks the Zoom channel. You can also review free training webinars and materials at <https://zoom.us/livetraining>.

Please note that the Clerks and Masters' offices are not able to provide support for Zoom. When in-person court appearances are once again allowed, Zoom hearings may be held at the conclusion of the Court's in-person docket.

CHANCELLOR FORGETY'S ZOOM AVAILABILITY:

1. Will hear Agreed Matters via Zoom
2. Will hear Uncontested Matters via Zoom
3. Will **NOT** hear any matters involving testimony via Zoom
4. Will **NOT** hear trials via Zoom
5. Will hear Defaults by Zoom. The Defendant must also appear by Zoom. You must send a Notice of Hearing for Default via Zoom, giving them the Zoom instructions.
6. May hear contested motions that involve **legal argument only**, unless it is a complicated legal matter. Please call Chancellor Forgety's Assistant, Kim Stapleton (865-397-3497), for instructions. The decision to hear these matters via Zoom will be made on a case-by-case basis.
7. When participating by Zoom, please be online by 9:00 a.m. and wait for your case to be called. Please mute yourself until Chancellor Forgety calls the docket. If you have problems getting on Zoom or if Chancellor Forgety cannot hear you, please call the Clerk and Master's office immediately to let them know you are trying to be heard.