



**LOCAL RULES OF PRACTICE  
JUVENILE COURT OF RUTHERFORD COUNTY, TENNESSEE**

## TABLE OF CONTENTS

**PAGE NO.**

### PART A. GENERAL RULES FOR JUVENILE COURT

<u>Rule 1.0</u>	<u>Scope, Application, &amp; Construction of the Rules &amp; Definition of Terms</u> .....	6
	1.01 Scope of the Rules	
	1.02 Application of the Rules	
	1.03 Construction and Citation of the Rules	
	1.04 Definition of Terms	
<u>Rule 2.0</u>	<u>Courtroom Decorum</u> .....	7
<u>Rule 3.0</u>	<u>Office Hours</u> .....	7
<u>Rule 4.0</u>	<u>Court Sessions</u> .....	8
<u>Rule 5.0</u>	<u>Court Costs and Filing Fees</u> .....	8
<u>Rule 6.0</u>	<u>Electronic, Email, and Facsimile Filing</u> .....	9
	6.01 Electronic Filing	
	6.02 Email Filing	
	6.03 Facsimile Filing	
<u>Rule 7.0</u>	<u>Form of Pleadings</u> .....	10
<u>Rule 8.0</u>	<u>Court Filings and Process</u> .....	10
<u>Rule 9.0</u>	<u>Use of Artificial Intelligence in Court Filings</u> .....	11
	9.01 Purpose and Scope	
	9.02 Definitions	
	9.03 Disclosure of AI Assistance	
	9.04 Responsibility and Review	
	9.05 Sanctions	
<u>Rule 10.0</u>	<u>Record of Proceedings</u> .....	12
<u>Rule 11.0</u>	<u>Court Orders</u> .....	12

Rule 12.0    Counsel of Record (i.e., Attorneys) ..... 13

          12.01    Counsel of Record/Entry of Appearance

          12.02    Withdrawal/Substitution of Counsel

          12.03    Unavailability of Counsel

          12.04    Conduct of Counsel

          12.05    Contact with the Court

Rule 13.0    Magistrates ..... 15

Rule 14.0    Confidential Records ..... 16

Rule 15.0    Conduct of Trials ..... 16

Rule 16.0    Dormant Cases ..... 16

**PART B. RULES IN JUVENILE COURT EXERCISING DELINQUENCY / STATUS OFFENSE JURISDICTION**

Rule 17.0    Delinquent & Unruly Cases ..... 17

Rule 18.0    Legal Guardian Required ..... 17

Rule 19.0    Service of Process, Subpoenas and Other Documents ..... 17

Rule 20.0    Pretrial Motions ..... 18

Rule 21.0    Discovery ..... 18

Rule 22.0    Scheduling of Hearings and Continuances ..... 18

Rule 23.0    Conduct of Trials ..... 19

Rule 24.0    Restitution ..... 19

Rule 25.0    Expungements ..... 20

Rule 26.0    Request for Review of Matters Heard by Magistrate ..... 20

Rule 27.0    Appeals ..... 20

**PART C. RULES IN JUVENILE COURT EXERCISING CIVIL JURISDICTION**

Rule 28.0    Pro Se Petitions & Answers ..... 21

Rule 29.0    Service of Process ..... 21

<u>Rule 30.0</u>	<u>Subpoenas</u> .....	22
<u>Rule 31.0</u>	<u>Motion Practice</u> .....	22
	Rule 31.01 Scheduling of Motion Hearings	
	Rule 31.02 Content of Motions	
	Rule 31.03 Motion Brief / Response	
	Rule 31.04 Striking or Postponing Motions	
	Rule 31.05 Pre-Trial Motions	
<u>Rule 32.0</u>	<u>Temporary (<i>Pendente Lite</i>) Hearings</u> .....	24
<u>Rule 33.0</u>	<u>Preliminary Hearings in Dependency-Neglect Proceedings</u> .....	25
<u>Rule 34.0</u>	<u>Pre-Trial Exchanges and Briefs</u> .....	25
	Rule 34.01 Exchange of Witness and Exhibits	
	Rule 34.02 Pre-Trial Briefs	
<u>Rule 35.0</u>	<u>Statistical Data Forms in Parentage Actions</u> .....	26
<u>Rule 36.0</u>	<u>Discovery</u> .....	26
	Rule 36.01 Filing Required Only for Use by Court	
	Rule 36.02 Number of Interrogatories	
	Rule 36.03 Motions Regarding Discovery Issues	
<u>Rule 37.0</u>	<u>Scheduling of Adjudicatory and Dispositional Hearings and Continuances</u> .....	27
<u>Rule 38.0</u>	<u>Injunctive Relief</u> .....	28
<u>Rule 39.0</u>	<u>Ratification of Permanency Plans</u> .....	29
<u>Rule 40.0</u>	<u>Mediation and Parenting Plans</u> .....	29
<u>Rule 41.0</u>	<u>Guardian Ad Litem and C.A.S.A.</u> .....	29
<u>Rule 42.0</u>	<u>Deposing Victims or Children in Neglect and Abuse Cases</u> .....	30
<u>Rule 43.0</u>	<u>Scheduling of Trials and/or Hearings</u> .....	30
<u>Rule 44.0</u>	<u>Conduct of Trials</u> .....	31
<u>Rule 45.0</u>	<u>Judicial Reviews</u> .....	31
<u>Rule 46.0</u>	<u>Appeals</u> .....	32
<u>Rule 47.0</u>	<u>Waivers or Modifications of Rules</u> .....	32
<u>Rule 48.0</u>	<u>Affidavit of Indigency</u> .....	32

**PART D. RULES IN JUVENILE COURT IV-D CHILD SUPPORT CASES**

Rule 49.0    Initial Appearance of Respondent Upon Arrest ..... 32

Rule 50.0    Service of Process ..... 33

Rule 51.0    Motions in Title IV-D Child Support Cases ..... 33

Rule 52.0    Bifurcation IV-D Child Support Cases from Parentage/Custody Litigation ..... 33

## **PREFACE**

Pursuant to the provisions of *Tennessee Code Annotated*, Section 37-1-101 et. Seq., and the *Tennessee Supreme Court Rule 18(2004)*, and inherent powers of the Court, the following rules are hereby adopted.

*Tennessee Supreme Court Rule 18 (2004)* was amended January 29, 2004. Within this amendment, the Court particularly addressed the need for Local Rules addressing the following areas:

1. Setting cases for trial;
2. Obtaining continuances;
3. Disposition of pre-trial motions;
4. Settlement of various deadlines for delinquency and status offense cases; and
5. Preparation, submission and entry of orders and judgments.

**PART A. GENERAL RULES FOR JUVENILE COURT**

**RULE 1**

**SCOPE, APPLICATION and CONSTRUCTION OF THE RULES DEFINITIONS OF TERMS**

**1.01        SCOPE OF THE RULES**

Subject to such exceptions as are stated herein, these Rules shall supplement the *Tennessee Rules of Juvenile Procedure* and the *Tennessee Rules of Civil Procedure* in the Juvenile Court for Rutherford County, Tennessee. In the event of any conflict, the *Tennessee Rules of Juvenile Procedure* shall prevail. All former *Rules of Local Practice* for the Juvenile Court for Rutherford County, Tennessee, except as re-adopted herein, are abrogated. Any of the rules herein enacted may be waived or modified by special Order of the Court when in the Court's opinion such waiver or modification is necessary in order to protect the child(ren)'s best interests, to do justice, or to arrive at the equities of the case between or among the parties involved.

**1.02        APPLICATION OF THE RULES**

These Local Rules shall be applicable in all proceedings filed in the Juvenile Court for Rutherford County. Part A of these Rules have application in both civil and delinquency and/or status offense cases. Part B of these Rules, have no application in cases which involve civil matters. Part C & D of these Rules, have no application in cases which involve delinquency and/or status offenses.

**1.03        CONSTRUCTION AND CITATION OF THE RULES**

These Rules shall be construed to secure simplicity in procedure, fairness in administration, and promote the efficient and cost-effective resolution and disposition of cases brought in the Juvenile Court for Rutherford County, Tennessee. These Rules shall be cited as *Rule \_\_\_\_ Local Rules of Practice, Rutherford County Juvenile Court*.

**1.04        DEFINITION OF TERMS**

(A) Within these Rules, the term "Clerk" shall refer to the Clerk of the Juvenile Court.

(B) Within these Rules, the term “Judicial Days” in Rutherford County cases shall refer to days when the Juvenile Services Center in Murfreesboro is open for business and the Clerk’s office is open. The date of filing shall not be included in the calculation of days.

**RULE 2**

**COURTROOM DECORUM**

- (A) Every person appearing in this Court is charged with knowledge of these rules. Failure of an attorney or pro se litigant to have knowledge of these rules will not constitute grounds for waiver of these rules.
- (B) There will be no tobacco products, use of electronic vapor products, chewing of gum, eating or drinking in the courtroom.
- (C) All cellular devices, laptops, notebooks, or any other technologically base communication/social networking device in the courtroom shall be silenced. Allowed electronic devices should be used for professional purposes and shall not create a disruption to the activity of the courtroom. Any such devices that disrupt Court proceedings are subject to seizure and confiscation, and any person who is in possession of such a device that disrupts Court proceedings may be held in contempt of Court and sanctioned accordingly.
- (D) Juvenile Court proceedings are confidential. There shall be no recordings of Juvenile Court proceedings except by the Juvenile Court Clerk or with the express permission of the Court.
- (E) Lawyers, court attendants, and all persons will be appropriately dressed while in Court attendance. The Court's Dress Code is attached hereto as Appendix A.
- (F) The Court Officer or Court Security in attendance will be charged with the responsibility of requiring compliance with these standards of courtroom conduct.

**RULE 3**

**OFFICE HOURS**

The Office of the Rutherford County Juvenile Services Center and the Office of the Juvenile Court Clerk shall be open for the regular transaction of business from 8:00 a.m. until 4:15 p.m., except on non-judicial days.

## RULE 4

### COURT SESSIONS

All court hearings shall be in-person unless otherwise specified by the Court or by orders of the Tennessee Supreme Court. Subject to such variations as the Judge and/or Magistrate(s) may find necessary or convenient, there will be a session of Court daily except non-judicial days. The regularly scheduled Court dockets shall begin at 9:00 A.M. and 1:00 P.M. Hearings may be scheduled outside of the regularly scheduled docket times at the discretion of the Judge and/or Magistrate(s) presiding over the matter. There will be one-hour recess for lunch as directed by the Judge and/or Magistrate(s).

Parties and attorneys are strongly urged to discuss their pending matters PRIOR to the beginning of the Court session. Parties are expected to be prepared to proceed promptly at the beginning of the morning and afternoon sessions. Attorneys or parties to proceedings shall notify the Court as soon as possible if there is an anticipated delay in their arrival.

In the event of a **weather or environmental-based emergency**, the Court will continue to hold scheduled sessions. If parties are unable to commute to Court, they must notify the Court of the inability to be present by contacting the Rutherford County Juvenile Court Clerk's Office or the Rutherford County Juvenile Services Center. All efforts will be made to conduct the hearing for the parties that appear. In the unlikely event that Court is cancelled due to a weather or environmental-based emergency, notice of such will be relayed to local television/radio stations to add to public closure listings.

Computation of time under these local rules shall be the same as set forth in the Rule 110 of the *Tennessee Rules of Juvenile Practice and Procedure*.

## RULE 5

### COURT COSTS AND FILING FEES

Costs for filing a pleading, service of process, and Court costs are to be established and assessed by the Juvenile Court Clerk. The schedule of fees is available for inspection and copying upon request in the office of the Juvenile Court Clerk. Filing fees or costs may be waived by the Court for good cause.

## **RULE 6**

### **ELECTRONIC, EMAIL, AND FACSIMILE FILING**

Pursuant to Tenn. R. Juv. P. 106 and Tenn. R. Civ. P. 5B, the Juvenile Court of Rutherford County permits papers to be filed, signed, or verified by electronic means. Documents required by law to be signed under penalty of perjury or to be notarized may be filed electronically if the declarant and/or notary signs a printed form of the document and thereafter scans and files the document in an electronic format that accurately reproduces the original signature(s) and contents of the document. *See* Tenn. Sup. Ct. R. 46. All other papers may be signed electronically.

Upon receipt of an affidavit or other paper requiring examination, the affiant may be examined by a magistrate either in person or via electronic audio-visual means. Tenn. R. Juv. P. 203, 302.

Documents requiring a filing fee (i.e., Petitions, Intervening Petitions, Counter-Petitions, Subpoenas, Summons, Alias Summons, Post Judgment Motions, Post Judgment Wage Assignments) are not able to be filed via Email or Facsimile; and **MUST** be filed either in-person and/or via Mail with a check or money order included.

#### **6.01 ELECTRONIC FILING**

At the time of implementation of these Local Rules, the Rutherford County Juvenile Court does not have an E-FILING system; however, parties and attorneys may file documents pursuant to Local Rule 6.02 or 6.03.

#### **6.02 EMAIL FILINGS**

Email filings shall be accepted according to Rule 46B of the *Tennessee Supreme Court Rules* [issued Nov. 2025]. In the event of an email filing, an original is not to be filed at a later time as the email filing will be stamped as an original document.

Each email transmission must be preceded by a cover page bearing the signature of counsel guaranteeing prompt payment of the user fees. For each email transmitted to the Court, there is a charge which is established by the Juvenile Court Clerk. Counsel shall create their own bills for such services where they require such for their record keeping, and shall transmit payment within five (5) Judicial Days, or such other time which may be provided by the *Supreme Court Rule*.

Email filings should be sent to the following email address:  
[juvfilings@rutherfordcountyttn.gov](mailto:juvfilings@rutherfordcountyttn.gov)

### **6.03 FACSIMILE FILING**

Fax filing shall be accepted according to Rule 5A of the *Tennessee Rules of Civil Procedure*. In the event of fax filing, an original is not to be filed at a later time as the fax filing will be stamped as an original document.

Each facsimile transmission must be preceded by a cover page bearing the signature of counsel guaranteeing prompt payment of the user fees. For each facsimile transmitted to the Court, there is a charge which is established by the Rules of the *Tennessee Supreme Court*. Counsel shall create their own bills for such services where they require such for their record keeping, and shall transmit payment within five (5) Judicial Days, or such other time which may be provided by the *Supreme Court Rule*.

Fax filings should be sent to the following Fax number: (615) 713-3382.

### **RULE 7**

#### **FORM OF PLEADINGS**

All pleadings filed or presented to the Court shall be single sided on letter-sized (8 ½" x 11") paper. An original pleading shall be filed in all causes and shall be accompanied by sufficient copies necessary for service upon the parties. Attorneys shall provide copies of all exhibits for the Court and all parties.

### **RULE 8**

#### **COURT FILINGS AND PROCESS**

Unless the Court orders otherwise, every pleading or other document filed with the Court subsequent to the original Petition shall be served on all parties and shall contain a Certificate of Service. The Certificate of Service shall contain the date and manner of service and the names and locations of each person served.

After service of process has been effectuated by personal service for an initial scheduling and the party has presented him/herself to the Court, subsequent notice may be made by mail or in open court. All parties shall appear at all proceedings unless excused by the Court.

## **RULE 9**

### **USE OF ARTIFICIAL INTELLIGENCE IN COURT SUBMISSIONS**

#### **9.01 PURPOSE AND SCOPE**

This rule is established to govern the use of Artificial Intelligence (AI) technologies by attorneys and/or parties in the preparation and submission of materials to the Rutherford County Juvenile Court. It aims to ensure the ethical use of AI and maintain the integrity of evidence.

#### **9.02 DEFINITIONS**

Artificial Intelligence (AI): Any technology that uses machine learning, natural language processing, or any other computational mechanism to simulate human intelligence, including document generation, evidence creation or analysis, and legal research.

AI-Assisted Material: Any document or evidence prepared with the assistance of AI technologies.

#### **9.03 DISCLOSURE OF AI ASSISTANCE**

Attorneys and/or parties must disclose the use of AI-Assisted technology in the creation or editing of any document or evidence submitted to the court. Such disclosure should include a general description of AI technology used and its role in the preparation of the materials.

The disclosure must be made at the time of submission through a certification attached to the document or evidence, indicating the type of AI used and certifying the attorneys and/or parties final review and approval of the AI-assisted material. The form for AI Disclosures is attached hereto as Appendix B.

#### **9.04 RESPONSIBILITY AND REVIEW**

Attorneys and/or parties remain ultimately responsible for the accuracy, relevance, and appropriateness of AI-assisted materials submitted to the court. Attorneys and/or parties must thoroughly review all AI-assisted materials to ensure they meet all legal and ethical standards. Use of AI does not absolve attorneys from their duty of competence, diligence and supervision as required under the Tennessee Rules of Professional Conduct.

## 9.05 SANCTIONS

Violations of this rule may subject an attorney and/or party to sanctions, including but not limited to, Rule 11.03 of the Tennessee Rules of Civil Procedure and Tennessee Senate Bill 2431 / House Bill 2707.

### RULE 10

#### RECORD OF PROCEEDINGS

All proceedings shall be recorded and maintained by the Juvenile Court Clerk pursuant to Rule 115 of the *Tennessee Rules of Juvenile Practice and Procedure*.

The form for Request for Records is attached hereto as Appendix C.

Pursuant to T.C.A. 37-1-153 and *Reguli v. Guffee*, No. M2015-00188-COA-R3-CV, the Court has the discretion to release copies of audio recordings to attorneys of record or court reporters. Any such party who desires to obtain a copy of a recording shall submit a Motion for Release of Audio, setting forth the reasons supporting the party's need to review the recording and docketing the matter on the Judge and/or Magistrate(s) next available Motion date.

\*\* Audio Recordings of Juvenile Transfer Hearings may be requested pursuant to Rule 5.1(a)(3)(g) of the Rules of Criminal Procedure via a [No Oral Argument Requested] Motion for Release of Audio with a corresponding Order Allowing Release of Audio being filed with this Honorable Court \*\*

### RULE 11

#### COURT ORDERS

- A. Unless otherwise directed by the Judge or Magistrate, the prevailing counsel (or the *pro se* litigant) shall submit to the Clerk an order containing the ruling of the Court. Prevailing counsel (or *pro se* litigant) shall serve a copy on opposing counsel (or *pro se* litigant). Upon presentation by the Clerk to the Judge, the order will be entered.
- B. Objections to orders must be filed within ten (10) Judicial Days of the Order being signed by the Judge and/or Magistrate. A party objecting to an order shall submit a *Notice of Objection to Order* identify specifying objections to the original proposed order and as an attached "Exhibit" an alternative order to the Court for consideration. Upon receipt of an objection the Court shall set the matter for hearing.

- C. All orders shall contain the name of the Judge and/or Magistrate presiding over that case immediately under the docket number.
- D. Any Agreed Order that is announced in Court on the record does not have to be signed by the parties prior to being lodged with the Juvenile Court Clerk. However, such Orders must state in the body of the Order that the agreement was announced in open Court, all parties and counsel who were in attendance, the date it was announced and the Judge or Magistrate before whom the parties appeared.

## **RULE 12**

### **COUNSEL OF RECORD (I.e., ATTORNEYS)**

All attorneys licensed to practice law in Tennessee shall be allowed to appear in any matter coming before the Court. It is the responsibility of attorney representing the party to bring it to the Court's attention as soon as practical to be made a part of the Court record by filing a Notice of Appearance. In accordance with Rule 104 of the *Tennessee Rules of Juvenile Practice and Procedure*, an attorney of record who wishes to terminate their representation may do so only by permission of the Court.

#### **12.01 COUNSEL OF RECORD/ENTRY OF APPEARANCE:**

Counsel who has entered an appearance in a case will be counsel of record until relieved by the Court. Entry of appearance shall be made by in one of the following ways:

1. The filing of an initial pleading;
2. The filing of a formal entry of appearance; or
3. The filing of a formal appointment Order from the Court.

Counsel of record shall ensure their correct contact information is maintained on file with the Juvenile Court Clerk, so they can be served all filing from the other attorneys on the case and copies of filings.

Counsel wishing to receive notice of filings and/or copies of filings via email or in their designated box in the Clerk's office must clearly indicate the same in the court file.

#### **12.02 WITHDRAWAL/SUBSTITUTION OF COUNSEL:**

No counsel of record will be allowed to withdraw except for good cause and by order of the Court upon motion after notice to the party. Motions to withdraw shall state

the reason the motion is made except where such is excused under the Rules governing responsibility of counsel to their client. Notice of the filing of the motion shall be given to the party who is represented by the attorney seeking to withdraw and to opposing counsel or pro se litigant.

Agreed Orders allowing counsel to withdraw must have all counsel signatures and the signature of the party whose counsel is withdrawing. Upon withdrawal of counsel or upon order of substitution of counsel, the Clerk of the Court is directed to remove/add the appropriate attorney as attorney of record.

#### **12.03 UNAVAILABILITY OF COUNSEL:**

It is a core professional obligation that counsel or record appear at ALL scheduled court proceedings. The efficient administration of justice depends on timely appearances and prepared counsel. The following procedures are mandatory for an attorney who anticipates a conflict or the inability to attend a scheduled court date:

##### **(A) FILING A NOTICE OF UNAVAILABILITY**

Any attorney who cannot appear for a scheduled proceeding must file a formal Notice of Unavailability with the Juvenile Court Clerk's Office; ensuring notice is sent to the Magistrate/Judge's Office, Opposing Counsel/Pro Se Litigant and the Client.

##### **(B) TIMELINE FOR FILING**

These documents must be filed no less than seven (7) business days before the scheduled hearing date, absent an emergency circumstance.

#### **12.04 CONDUCT OF COUNSEL:**

**(A)** At trial, counsel shall not exhibit familiarity with witnesses or opposing counsel. No party, witness, juror, or counsel shall be addressed solely by their first name.

**(B)** Bench conferences should be requested only when necessary in aid of a fair trial. Counsel shall not lean on the bench nor appear to engage the Court in conversation in a confidential manner.

- (C) Counsel shall refrain from interrupting the Court or opposing counsel until the statements being made are fully completed, except when absolutely necessary to protect the client. Counsel should respectfully await the completion of the Court's statements before undertaking to point out matters considered to be objectionable. Counsel should state grounds for objection.
- (D) Counsel shall stand while examining witnesses or addressing the Court or the jury. Counsel shall stand at the counsel table when voicing an objection and at the podium while questioning a witness or addressing the Court.
- (E) No counsel should approach the bench or the witness without leave of the Court.
- (F) Congeniality among members of the bar is desired. Counsel should avoid making ill-considered accusations of unethical conduct toward an opponent. Counsel should not engage in intentionally discourteous behavior for the purpose of attempting to obtain an advantage over an opponent. Counsel should never intentionally embarrass other lawyers and should avoid personal criticism of him or her in the presence of his or her client or other counsel.

**12.05 CONTACT WITH THE COURT:**

During the pendency of actions, contact regarding the litigation ordinarily should be made with the Court only during hearings and conferences established by Court Order. Other communications with the Court should occur only under unusual circumstances. Except in the event of an emergency, neither counsel should contact the Court regarding a pending matter.

**RULE 13**

**MAGISTRATES**

- (A) Unless the Judge directs otherwise, a Magistrate may hear any case over which the Court has jurisdiction. Any ruling by a Magistrate on a preliminary matter is final and not reviewable by the Judge, except on the Court's own motion. T.C.A. Sec. 37-1-107(f). A party may, within ten (10) days after entry of the Magistrate's order, file a written request for a review of the record by the Judge as to any Magistrate ruling on a nonpreliminary matter. A prematurely filed request for rehearing shall be treated as if it were timely filed immediately after the entry of the Magistrate's

Order. All requests for a rehearing will be conducted in accordance with T.C.A. Sec. 37-1-107(d).

- (B)** At any time during the pendency of the proceedings and with the permission of the Court, the parties may collectively waive their right to a review of the record by the Judge, thereby stipulating that the final ruling of the Magistrate will be the final Order of the Juvenile Court. If all parties to a pending action wish to waive their right to a review of the record, they shall execute and file a "Notice, Consent, and Waiver of Right to a Review of the Record by the Judge" form, as set forth in Appendix D. The waiver may be required by the Court before a matter is placed for a final hearing on a Magistrate's docket.

#### **RULE 14**

#### **CONFIDENTIAL RECORDS**

All records submitted or filed with the Rutherford County Juvenile Court shall be confidential records (which includes, but is not limited to, medical records or evaluations, mental health records or evaluations, substance abuse assessment/treatment records, drug screen results, reports from the Tennessee Department of Children's Services or other agencies, CASA reports and probation reports) and shall not be disclosed or re-released to anyone for any purpose other than the proceedings currently before this Court without further authorization from the Judge of the Rutherford County Juvenile Court.

#### **RULE 15**

#### **CONDUCT OF TRIALS**

Proceedings in the Court shall be closed hearings except in those cases where the public is allowed by statute. In juvenile delinquency proceedings, a parent or guardian must be present at every adjudicatory hearing.

#### **RULE 16**

#### **DORMANT CASES**

The Court may take reasonable measures to dismiss cases that have not been disposed of or scheduled for hearing within twelve (12) months of the date of filing, last summons issued or service, whichever is later, unless the petitioner files for relief from this Rule prior to the dismissal.

**PART B. RULES IN JUVENILE COURT EXERCISING DELINQUENCY / STATUS OFFENSE JURISDICTION**

**RULE 17**

**DELINQUENT & UNRULY CASES**

- (A) Detention Hearings: When conducting detention hearings pursuant to Rule 203 of the Tennessee Rules of Juvenile Practice and Procedure and T.C.A. 37-1-114, the detention hearings, unless otherwise scheduled, will be heard on Mondays, Wednesdays, and Fridays. A parent/custodian/guardian must be present.
- (B) Following the filing of a petition, and if applicable, after the detention hearing, a preliminary inquiry court date will be scheduled pursuant to Rule 201 of the *Tennessee Rules of Juvenile Practice and Procedure*. If the matter remains unresolved after the preliminary inquiry court date an adjudicatory hearing shall be scheduled. The District Attorney and defense attorney will submit a list of witnesses, to include name(s), address, and phone numbers to the Juvenile Court Clerk for the issuance and service of subpoenas for that hearing. Pre-trial diversion can be considered for all first-time offenders, pursuant to Rule 202 of the *Tennessee Rules of Juvenile Practice and Procedure*.
- (C) All cases in which the State has announced its intention to transfer the case to Circuit Court shall be conducted in accordance with Rule 208 of the *Tennessee Rules of Juvenile Practice and Procedure*.

**RULE 18**

**LEGAL GUARDIAN REQUIRED**

In juvenile delinquency proceedings, a parent or legal guardian must be present at every hearing unless excused by the Court in writing or on the record. Unless otherwise authorized in writing, children released from the detention unit will only be released pursuant to Rule 203(d)(4) of the *Tennessee Rules of Juvenile Practice and Procedure*.

**RULE 19**

**SERVICE OF PROCESS, SUBPOENAS AND OTHER DOCUMENTS**

All subpoenas shall be typed or printed and served on the party, witness, or officer. Forms are available at the Juvenile Court Clerk's office. If the party is represented by an attorney, then it is

the attorney's responsibility to prepare, print and serve the subpoenas. Once served, original documents shall be filed with the Juvenile Court Clerk. Subject to the discretion of the court, the service shall occur as quickly as possible, but not later than five (5) days, excluding non-judicial days, before the scheduled date of trial. If the matter requires an emergency or expedited hearing, the five (5) day requirement may be waived. Parties not represented by attorneys may use the forms provided in the Juvenile Court Clerk's Office.

## **RULE 20**

### **PRETRIAL MOTIONS**

All filings and setting of all motions shall be done consistent with Rule 105 of the *Tennessee Rules of Juvenile Practice and Procedure*. Additionally, all pretrial motions filed by attorneys shall be in writing and cite the rule, statute or other authority for the relief sought and must be filed with the Court and served on opposing counsel or party five (5) days, excluding nonjudicial days, before the hearing in the matter. When a child is in detention or an emergency hearing is necessary, this rule may be suspended to allow quick preparation for court. In cases involving more than one party or involving Guardians ad Litem, service shall be had on those persons in the same deadline.

## **RULE 21**

### **DISCOVERY**

In all delinquent proceedings, the attorney for the child, upon request, shall be given access to inspect and/or copy, or be informed of all matters in the possession or control of the State which would be discoverable in Criminal Court under the *Tennessee Rules of Criminal Procedure*, Rule 16, and consistent with Rule 206 of the *Tennessee Rules of Juvenile Practice and Procedure*. To the extent possible, discovery shall be done informally.

## **RULE 22**

### **SCHEDULING OF HEARINGS AND CONTINUANCES**

Cases may be continued only by leave of the Court. Cases will not be continued except for good cause shown. All cases continued by leave of the Court will be by written order stating the reason for the continuance, at whose request, and the date of the reassignment.

Agreed Continuances shall be by order signed by counsel for all parties and shall specify a new hearing date. It is the responsibility of the party requesting the continuance to notify all other parties and witnesses under subpoena of the continuance and the reset date. No case shall be "continued indefinitely".

All dispositional hearings shall immediately occur after the adjudication of a petition unless the Court deems otherwise. The Court may, upon proper motion or on its own motion, set a later dispositional date.

In cases where a potential hearing date is provided to the parties by the Juvenile Court Clerk, whether in open Court, at the Clerk's office, or via telephone, an Order must be filed setting the case for hearing. If no Order to Set is filed, the case will not be heard on the date in question despite the Clerk's calendar having the matter noted as being set.

### **RULE 23**

#### **CONDUCT OF TRIALS**

In the discretion of the Court, the general public may be excluded from any juvenile or paternity proceeding and only those persons having a direct interest in the case may be admitted. In juvenile proceedings a parent or guardian must be present at every adjudicatory hearing unless excused by the Court in writing or on the record.

### **RULE 24**

#### **RESTITUTION**

The Court may at the dispositional hearing set restitution in Delinquency cases as provided by *Tennessee Code Annotated* § 37-1-131 on motion of proper parties or on the Court's motion. Restitution is limited to a maximum of one thousand dollars (\$1,000.00) per juvenile for each delinquent act.

The Court may limit discovery for the purpose of restitution if it determines that the information sought is unreasonably cumulative or duplicative, or is obtainable from some other source that is more convenient, less burdensome, or expensive, or the discovery sought is unduly burdensome or expensive, taking into account the needs of the child and the case.

The amount of restitution may be "reserved" at disposition for future action when, in the opinion of the Court, it is in the child's best interest to begin treatment and rehabilitation despite the fact that the amount of restitution is unresolved.

## **RULE 25**

### **EXPUNGEMENTS**

Any party requesting an expungement pursuant to Tennessee Code Annotated 37-1-153(f) shall file a Motion for Expungement of the Juvenile Court Records in each case in which they are requesting expunction. Additionally, a copy of the Motion for Expungement of Juvenile Court Records shall be sent to the office of the District Attorney General for the 16<sup>th</sup> Judicial District, Juvenile Court, or otherwise notify the same, at least five (5) business days prior to any court proceeding related to the expunction request. Failure to provide adequate notice may result in a delay in the adjudication of the expunction request. A copy of the Motion for Expungement is attached hereto in Appendix E.

## **RULE 26**

### **REQUEST FOR A REVIEW OF MATTERS HEARD BY THE MAGISTRATE**

Any party requesting a review of the record by the Juvenile Judge shall file a written request for a review of the record within ten (10) days of the entry of the final order by the Magistrate, excluding non-judicial days. A review will not be allowed in any delinquency or unruly cases in which the magistrate recommends dismissal after a hearing on the merits. The recommendation of the magistrate, in all matters before the Court, shall be the decree of the Court pending a rehearing, unless a stay is issued by the Judge. The Judge may, on his own motion, order a rehearing of any matter heard by a Magistrate.

## **RULE 27**

### **APPEALS**

Consistent with Rule 118 of the *Tennessee Rules of Juvenile Practice and Procedure* and *T.C.A. 37-1-159*, an appeal from the Court's decision in a delinquency or unruly case may be perfected by filing, in Juvenile Court, a notice of appeal within ten (10) days, excluding nonjudicial days, of the entry of the final order in the Juvenile Court. The notice of appeal shall also be filed in the Circuit Court reflecting the appeal. An appeal shall not operate as a stay and the order of this Court shall remain in effect until or unless this Court or the appeals court enters an order to the contrary.

**PART C. RULES IN JUVENILE COURT EXERCISING CIVIL JURISDICTION**

**RULE 28**

**PETITIONS AND ANSWERS**

All petition(s) and/or answer(s) shall be filed with the Juvenile Court Clerk and accompanied with the appropriate filing fee for such at the time of filing.

- (A) All parties filing a Petition *Pro Se* shall use the form provided by the Rutherford County Juvenile Court Clerk, ensuring to include any prior litigation involving the minor child(ren) of the action. A copy of the *Pro Se Petition* is attached hereto in Appendix F. A copy of the *Pro Se Petition* to Establish a Trust for the Benefit of the Minor Child is attached hereto in Appendix G.
- (B) All parties filing an Answer *Pro Se* shall use the form provided by the Rutherford County Juvenile Court Clerk, ensuring to include any prior litigation involving the minor child(ren). A copy of the *Pro Se Answer* is attached hereto in Appendix H.

**RULE 29**

**SERVICE OF PROCESS**

- (A) Every petition, pleading, or other documents filed with the Court shall be served on all parties and contain either a certificate of service or summons pursuant to Rule 103 of the *Tennessee Rules of Juvenile Practice and Procedure*.
- (B) A copy of the petition shall accompany the summons unless the summons is served by publication in which case a general nature of the allegations may suffice with instructions as to where to obtain a copy of the petition may be provided in lieu of the entire petition.
- (C) If the petitioner or respondent is represented by an attorney, then that attorney shall be responsible for preparation and service of summons and for providing a certificate of service to the Juvenile Court Clerk.
- (D) All returned summons and return of service shall be filed with the Juvenile Court Clerk.

- (E) A copy of the Rutherford County Juvenile Court Summons is attached hereto in Appendix I.

### **RULE 30**

#### **SUBPOENA**

- (A) Every subpoena shall be issued by the Clerk in accordance with Rule 107(a) of the *Tennessee Rules of Juvenile Practice and Procedure*. Forms may be obtained from the Juvenile Court Clerk's Office.
- (B) Subpoenas shall be served in conformity with Rule 107 of the Tennessee Rules of Juvenile Practice and Procedure.
- i. Once served, original documents shall be filed with the Juvenile Court Clerk.
  - ii. If the matter requires an emergency or expedited hearing, or a preliminary hearing, the time limitations set forth for service of subpoenas may be waived; however, subpoenas shall be served as far in advance of the hearing as practicable.
  - iii. A copy of the Rutherford County Juvenile Court Subpoena is attached hereto in Appendix J.

### **RULE 31**

#### **MOTION PRACTICE**

##### **RULE 31.01 SCHEDULING OF MOTION HEARINGS**

All motions are subject to the requirements of Rule 105, *Rules of Juvenile Practice and Procedure*. If made prior to trial, they must be filed with the Court and served pursuant to Rule 106 at least five (5) days prior to the hearing date.

Unless otherwise docketed, motions will be set by the Juvenile Court Clerk on a designated motion day. Motions are allowed a **maximum of thirty (30) minutes** for all legal argument and/or announcements. Motions which cannot be heard within **thirty (30) minutes** shall not be set on a motion day without leave of the Court.

Contested hearings requiring witness(es) testimony shall be set on temporary hearing docket dates for which may be obtained from the Juvenile Court Clerk. Designating the matter as a "Motion" will not qualify the matter to be heard on a Motion docket if it does not fall within the parameters outlined herein.

**RULE 31.02    CONTENT OF MOTIONS**

All motions shall cite the *Rule of Procedure* upon which counsel relies. Except where counsel does not seek a prompt hearing upon a motion filed, all motions shall contain the following language at conclusion.

THIS MOTION WILL BE HEARD ON THE \_\_\_ DAY OF \_\_\_\_\_, 202\_, AT \_\_:00  
\_.M. BEFORE THE HONORABLE \_\_\_\_\_.

A "Motion" form for *Pro Se* litigants to file is attached hereto in Appendix K.

A "Motion for Release of Funds" being held in trust by the Rutherford County Juvenile Court Clerk is attached hereto in Appendix L.

**RULE 31.03    MOTION BRIEF / RESPONSES**

Briefs and responses may be required at the discretion of the Judge or Magistrate.

**RULE 31.04    STRIKING OR POSTPONING MOTIONS**

After a motion has been docketed, it may be stricken upon the agreement of all parties, or the moving party may strike the motion. When the motion is stricken without agreement, the party opposing the motion may move the Court for fees and costs. Counsel for the moving party shall immediately contact the Judge's office to advise the motion is stricken and file a notice of same with the Clerk prior to the date the motion is set for hearing.

After a motion has been docketed, it may be continued or postponed upon the agreement of all counsel or parties without consent of the Court. Neither party may unilaterally continue a motion hearing; however, where there is no agreement, the parties may seek leave of Court.

**RULE 31.05    PRE-TRIAL MOTIONS**

All motions shall be heard at least ten (10) days prior to trial of the cause.

## RULE 32

### TEMPORARY (PENDENTE LITE) HEARINGS

Upon the filing of a Request for *Pendente Lite* hearing, counsel shall file with the Court a Motion requesting the Court to conduct a *Pendente Lite* hearing before the Judge and/or Magistrate presiding over the case. The Motion shall be set on the next available Motion Docket for the sole purpose of receiving date(s) for the *Pendente Lite* hearing.

- (A) *Pendente Lite* hearings are for the purpose of setting a temporary residential sharing schedule setting temporary child support for the minor child(ren), determining all matters as set forth in a temporary parenting plan (T.C.A. 36-6-403). Any referral of a party or minor child to any rehabilitation program, drug or alcohol testing, treatment program, or anger management program, or any referral of a party or minor child to any professional, including counselors, therapists, psychologists and psychiatrists, who provides guidance, support, and treatment for mental, emotional, or behavioral disorders, alcoholism, alcohol abuse, drug addiction, substance abuse, or any other addiction shall be decided by the Court absent an Order to the contrary.
- (B) *Pendente Lite* hearings shall be limited to two (2) hours. Each side will be allowed a **maximum of sixty (60) minutes** for opening, presentation of witnesses, cross-examination of adverse witnesses, and closing arguments.
- (C) For every *Pendente Lite* hearing, both parties shall present written statements in the form shown in Appendix M at least five (5) business days prior to the *Pendente Lite* hearing. Both parties shall attach proof of income (i.e., latest W-2, 1099, most recent tax return, or other such proof) to their Statement of Issues, Income and Expenses. All such statements shall be signed by the filing party under oath. These statements shall be considered the testimony of the parties as to the issues contained therein.
- (D) Both parties shall also file a Temporary Proposed Parenting Plan, form shown in Appendix N, at least five (5) business days prior to the *Pendente Lite* hearing.
- (E) Witness and Exhibit Lists for a *Pendente Lite* hearing shall be filed with the Juvenile Court Clerk and exchanged between counsel at least three (3) full Judicial Days prior to trial. Names of rebuttal witnesses need not be exchanged unless so ordered by the Court. Failure to comply with this rule shall be grounds for exclusion of witnesses. Exchange of Witness and Exhibit Lists shall be done in the same document in the form attached hereto in Appendix O.

- (F) The Court will hear the parties to the action before hearing other witnesses unless, for good cause shown, the Court finds it necessary to proceed otherwise.

### **RULE 33**

#### **PRELIMINARY HEARINGS IN DEPENDENCY-NEGLECT PROCEEDINGS**

Preliminary hearings shall be conducted in accordance with Rule 108 and Rule 302, *Tennessee Rules of Juvenile Practice and Procedure*.

Preliminary Hearings shall be limited to two (2) hours. Each side will be allowed a maximum of sixty (60) minutes for opening, presentation of witnesses, cross-examination of adverse witnesses, and closing arguments.

It is unnecessary for the Court to hear more of the Petitioner's proof than is necessary to establish probable cause, and the Court may terminate the hearing at any time that probable cause has been established and each Respondent has been afforded the opportunity to cross-examine the witnesses called by the Petitioner and to present defense proof reasonable tending to rebut probable cause.

### **RULE 34**

#### **PRE-TRIAL EXCHANGES AND BRIEFS**

##### **RULE 34.01 EXCHANGE OF WITNESSES AND EXHIBITS**

In cases set for trial, lists of all witnesses and exhibits (other than impeachment and rebuttal witnesses and exhibits) shall be filed with the Juvenile Court Clerk and exchanged between counsel at least three (3) full judicial days prior to the hearing. Witnesses and exhibits not listed may not be called/used except for impeachment or rebuttal purposes.

For cases involving the Department of Children's Services (DCS), this Rule shall apply only to Dependency and Neglect trials alleging severe abuse and all trials for Termination of Parental Rights.

Exchange of Witness and Exhibit Lists shall be done in the same document in the form shown in Appendix O attached hereto.

**RULE 34.02            PRE-TRIAL BRIEFS**

Trial briefs are not required in any trial, but may be filed no later than eight (8) Judicial Days prior to trial. Trial briefs should address contested issues of fact and law which counsel anticipates. The brief should contain theories of law and case authority which counsel seeks to Court to consider.

Responsive briefs are not required, but may be filed no later than four (4) Judicial Days prior to trial. A courtesy copy of any brief shall be sent directly to the Judge's office within the same time frames as outlined above.

**RULE 35**

**STATISTICAL DATA FORMS IN PARENTAGE ACTIONS**

In parentage cases, no case will be set for hearing until the party seeking the hearing files a completed "Exhibit A" [Statistical Data] form with the Juvenile Court Clerk. A copy of said form is attached hereto as Appendix P, and will also be made available to parties by the Juvenile Court Clerk.

**RULE 36**

**DISCOVERY**

**RULE 36.01            FILING REQUIREMENT ONLY FOR USE BY COURT**

Interrogatories or Request for Admissions or Production of Documents or other discovery material need not be filed with the Clerk unless and until it is to be considered by the Court for some purpose.

**RULE 36.02            NUMBER OF INTERROGATORIES**

No party shall serve on any other party more than thirty (30) single question interrogatories, *including subparts* without leave of Court. Parties seeking to serve a greater number of interrogatories may do so with leave of Court. Any motion seeking permission to serve additional interrogatories shall contain the proposed interrogatories and shall be accompanied by a memorandum establishing good cause for such service. If a party is served with more than thirty (30) interrogatories without an order of the Court, he

or she shall respond only to the first thirty (30) in the manner provided by the *Rules of Tennessee Civil Procedure*.

**RULE 36.03**

**MOTIONS REGARDING DISCOVERY ISSUES**

- (A) The Court shall refuse to rule on any motion related to discovery, including a motion to compel for failure to timely respond, unless the motion contains a statement which certifies the lawyer for the moving party, or the moving party when said party is pro se, has conferred with opposing counsel, or party, in a good faith effort to resolve the matters alleged in the motion and that the effort has not been successful. Such good faith effort shall be evidenced by a writing from the moving party to the non-moving party describing the alleged deficiencies in discovery and shall include the date for delivery of discovery.
- (B) When a Motion to Compel Answers to Interrogatories or Motion to Compel Production of Documents or other Exhibits is filed, counsel shall file the Interrogatories or Requests for Production of Documents for which answers are sought as an exhibit to the motion. Where the opposing party has not been diligent in submitting responses, attorney fees may be awarded.
- (C) Discovery in dependency and neglect matters shall be subject to Rule 305, *Rules of Juvenile Practice and Procedure*.

**RULE 37**

**SCHEDULING OF ADJUDICATORY AND DISPOSITIONAL HEARINGS AND CONTINUANCES**

- (A) Scheduling adjudicatory and dispositional hearings in dependency and neglect matters shall be done in conformity with Rule 307 and Rule 308 of the *Tennessee Rules of Juvenile Practice and Procedure*.
  - (1) The Juvenile Court Clerk's Office will set all attorney-filed pleadings. Service of process and issuance of subpoenas is the responsibility of the attorney.
  - (2) Upon the adjudication of a petition for dependency and neglect, the Court shall immediately proceed to make either a temporary or permanent

disposition of the case. The Court may, upon motion of a party or its own motion, set a later date for a dispositional hearing, further disposition, or Judicial or Administrative Reviews.

- (3) In cases where a potential hearing date is provided to the parties by the Juvenile Court Clerk, whether in open Court, at the Clerk's office, or via telephone, an Order must be filed setting the case for hearing. If no Order to Set is filed, the case will not be heard on the date in question despite the Clerk's calendar having the matter noted as being set.
- (B) For good cause shown, cases may be continued by the Court, or by leave of the Court based upon the agreement of the parties. Agreed upon continuances shall be by order signed by counsel for all parties. No case shall be continued indefinitely, and any order continuing a case shall specify the date the case will be heard. It is the responsibility of the party requesting the continuance to notify all other parties and witnesses under subpoena of the continuance and the next hearing date.
- (C) If a party or witness requires an interpreter, counsel for the party calling the witness shall notify the Judge's office as soon as possible but in no event later than ten (10) judicial days prior to the hearing with notice of the language to be interpreted so that arrangements may be made to ensure the interpreter's availability and to avoid a continuance.
- (D) If counsel has a client who is incarcerated and their attendance is required at a hearing, counsel must submit a lodged transport Order with the Clerk's office at least ten (10) judicial days prior to the hearing designating the individual's name, date of birth, facility and/or agency whom has custody of the individual, the type of hearing to be conducted including approximate length of hearing and date and time of hearing.

### **RULE 38**

#### **INJUNCTIVE RELIEF**

All requests for injunctive relief shall comply with Rule 108, *Tennessee Rules of Juvenile Practice and Procedure*.

## **RULE 39**

### **RATIFICATION OF PERMANENCY PLANS**

Department of Children's Services shall lodge a proposed Permanency Plan with the Juvenile Court Clerk, along with a Notice of Filing containing a Certificate of Service to all parties at least ten (10) days prior to the date set for the ratification hearing. If no party files a written objection, with notice to all parties, with the Juvenile Court Clerk within (3) days of the date of the hearing, the Court will deem there to be no opposition to ratification of the proposed Permanency Plan. In either event, the Court will hold the required hearing to determine if approval of the Permanency Plan is appropriate and in the Child or Children's best interest.

## **RULE 40**

### **MEDIATION AND PARENTING PLANS**

All custody and visitation matters will be referred to mediation at the initiation of the case. Upon the filing of a formal Petition for shared parenting and before the case is to be heard before the Court, the Parties shall attend mediation conducted by a Tennessee Supreme Court Rule 31 Family Mediator. The Parties shall make a good faith effort to address the issues in the best interests of the child and be made aware that mediation services are available that consider income and ability to pay a reduced fee. If the parties cannot agree on a Rule 31 Mediator, the Court may enter an order designating a Mediator.

The Court may also order that a Parenting Plan be submitted and incorporated by reference into any Final Order. The Parenting Plan should include Child Support Worksheets and Order the obligated parent to pay child support pursuant to the Worksheets.

The most recent Permanent Parenting Plan is attached hereto in Appendix Q.

All Permanent Parenting Plans filed by a private party and/or counsel shall be accompanied with a Statistical Form, attached hereto in Appendix R.

## **RULE 41**

### **GUARDIAN AD LITEM AND C.A.S.A.**

In addition to any requirement for appointment of *Guardian Ad Litem* in the Juvenile Rules of Practice and Procedure, the Court may, either on its own motion or at the request of any party,

appoint a *Guardian Ad Litem* and/or *CASA* to act on behalf of a child in determining the best interest of the child in an action pending before the Court.

For purposes of notice, *CASA* shall be deemed a party that must be notified of all hearings.

#### **RULE 42**

#### **DEPOSING VICTIMS OR CHILDREN IN NEGLECT AND ABUSE CASES**

Attorneys filing motions to depose victims in neglect, abuse, or sexual abuse cases, or children in custody cases where neglect, abuse, or sexual abuse is alleged, shall provide notice to the District Attorney and criminal defense counsel when the attorneys are aware that a criminal case is pending regarding the same matters.

#### **RULE 43**

#### **SCHEDULING OF TRIALS AND/OR HEARING DATES**

TRIAL and/or HEARING Dates shall only be set via one (1) or two (2) ways:

1. Motion to Set;
  - a. At the Motion to Set, all parties (i.e., *Pro Se* Litigants and/or Attorneys of Records) shall be present with his or her calendar and scheduling authority.
2. Provided by the Judge and/or Magistrate(s) during an existing court date.

FOR EITHER OPTION: If one party (i.e., *Pro Se* Litigant and/or Attorney of Record) is not present the matter *SHALL NOT* be set for trial and/or hearing; unless there is good cause shown before the Court, on the record, as to why the matter shall be set for trial and/or hearing.

A Pre-Trial Conference MAY be ordered and set by the Court approximately one (1) month before the scheduled trial date. At this conference, all parties (i.e., *Pro Se* Litigants and/or Attorneys of Records) shall be present with his or her calendar, scheduling authority and update on the current status of the matter (i.e., whether it is expected to move forward on the scheduled trial date).

In cases where Attorneys are assigned to draft an Order to Set, said Orders *SHALL* be lodged within ten (10) days of the date of the Motion, if the Order is not lodged within ten (10) days the matter will not be docketed. Orders lodged outside of the ten (10) days will be denied.

For good cause shown, cases may be continued by the Court, or by leave of the Court based upon the agreement of the parties. Agreed upon continuances shall be by order signed by counsel for all parties. No case shall be continued indefinitely, and any order continuing a case shall specify the date the case will be heard. It is the responsibility of the party requesting the continuance to notify all other parties and witnesses under subpoena of the continuance and the next hearing date.

If a party or witness requires an interpreter, counsel for the party calling the witness shall notify the Judge's office as soon as possible but in no event later than ten (10) judicial days prior to the hearing with notice of the language to be interpreted so that arrangements may be made to ensure the interpreter's availability and to avoid a continuance.

If counsel has a client who is incarcerated and their attendance is required at a hearing, counsel must submit a lodged transport Order with the Clerk's office at least ten (10) judicial days prior to the hearing designating the individual's name, date of birth, facility and/or agency whom has custody of the individual, the type of hearing to be conducted including approximate length of hearing and date and time of hearing.

#### **RULE 44**

#### **CONDUCT OF TRIALS**

In the discretion of the Court, the general public *may* be excluded from any juvenile or paternity proceeding and only those persons having direct interest in the case may be admitted. In juvenile proceedings a parent or guardian must be present at every adjudicatory hearing unless excused by the Court in writing or on the record.

Dependency and neglect proceedings *shall not* be open to the public. When a child testifies, the examination shall be conducted either in chambers or in a courtroom which has been cleared of observers or non-party witnesses. The manner in which the Court shall take the child's testimony shall be at the discretion of the Court, considering all factors set forth in Rule 306, *Rules of Juvenile Practice and Procedure*.

#### **RULE 45**

#### **JUDICIAL REVIEW**

Judicial Reviews are conducted in accordance with Tenn. Code Ann. 37-1-107. Any parties requesting review of a Magistrate pursuant to T.C.A. 37-1-107 shall use file the form in Appendix S with the Juvenile Court Clerk.

**RULE 46**

**APPEALS**

Appeals shall be taken subject to the provisions of Rule 118 of the Tennessee Rules of Juvenile Practice and Procedure, T.C.A. 37-1-159, and other applicable law.

- (A) The right to appeal attaches upon the entry of a final order.
- (B) An appeal shall not operate as a stay and the order of the court shall remain in effect until or unless the appeals court enters an order to the contrary.

**RULE 47**

**WAIVERS OR MODIFICATIONS OF RULES**

Any of the Rules herein enacted may be waived or modified by special order of the Court when in the Court's opinion such waiver or modification is necessary in order to protect the child(ren)'s best interests, to do justice, or to arrive at the equities of the case between or among the parties involved.

**RULE 48**

**AFFIDAVIT OF INDIGENCY**

No case may be filed without payment of fees unless a Uniform Civil Affidavit of Indigency, in the form shown in Appendix T attached hereto, has been approved by the Court.

If a party is entitled to a court appointed attorney in a civil case, a Uniform Civil Affidavit of Indigency in the form shown in Appendix T must be filed before an attorney may be appointed.

**PART C. RULES IN JUVENILE COURT IV-D CHILD SUPPORT CASES**

**RULE 49**

**INITIAL APPEARANCE OF RESPONDENT UPON ARREST**

Any person who is arrested upon an Attachment or Capias issued by the Court and fails to post bond shall be brought before the Court within ten (10) days of being served with the

Attachment/Capias. The date for the ten (10) day bond hearing shall be set by the Juvenile Court Clerk.

**RULE 50**

**SERVICE OF PROCESS**

If the parties are not represented by counsel, service of process in Child Support matters shall be the responsibility of the Child Support Enforcement Office in accordance with Tenn. R. Juv. P. 103. Once the pleading is served, the original shall be submitted to the Juvenile Court Clerk's Office, which shall accept them for filing.

**RULE 51**

**MOTIONS IN TITLE IV-D CHILD SUPPORT CASES**

All motions regarding child support issues in Title IV-D child support cases shall be set on a Title IV-D child support docket, and not on a regular motion day.

**RULE 52**

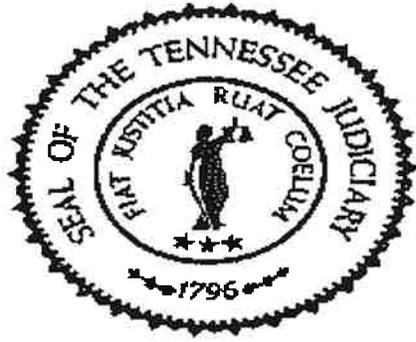
**BIFURCATION OF IV-D CHILD SUPPORT CASES FROM PARENTAGE/CUSTODY LITIGATION**

Unless the file contains a waiver of the State of Tennessee's interest in the case or other notice relieving the State of Tennessee through the IV-D office as a party to the action, all cases involving determination of Parentage or Parenting time shall be bi-furcated from the issue of child support where the IV-D office is or has been involved in the matter involving the same parties and the same child or children.

These Local Rules of the Juvenile Court of Rutherford County, Tennessee, are hereby adopted and entered on the minutes of the Court on this, the 20<sup>th</sup> day of January 2026.



**Travis M. Lampley  
Juvenile Court Judge**



## **TABLE OF APPENDICES**

<b><u>Appendix A</u></b>	Dress Code
<b><u>Appendix B</u></b>	AI Disclosure Form
<b><u>Appendix C</u></b>	Request for Records
<b><u>Appendix D</u></b>	Notice, Consent, Waiver of Right to Review of Record by Juvenile Judge
<b><u>Appendix E</u></b>	Motion for Expungement
<b><u>Appendix F</u></b>	<i>Pro Se</i> Petition
<b><u>Appendix G</u></b>	<i>Pro Se</i> Petition to Establish a Trust
<b><u>Appendix H</u></b>	<i>Pro Se</i> Answer
<b><u>Appendix I</u></b>	Summons
<b><u>Appendix J</u></b>	Subpoena
<b><u>Appendix K</u></b>	<i>Pro Se</i> Motion
<b><u>Appendix L</u></b>	<i>Pro Se</i> Motion for Release of Trust Funds
<b><u>Appendix M</u></b>	Statement of Issues, Income, and Expenses
<b><u>Appendix N</u></b>	Temporary Parenting Plan
<b><u>Appendix O</u></b>	Witness and Exhibit List
<b><u>Appendix P</u></b>	Exhibit "A" Form
<b><u>Appendix Q</u></b>	Permanent Parenting Plan Order
<b><u>Appendix R</u></b>	Non IV-D Demographic Form
<b><u>Appendix S</u></b>	Request for Judicial Review
<b><u>Appendix T</u></b>	Affidavit of Indigency



APPENDIX A

## Dress Code Notice

All persons appearing before the Juvenile Court shall be appropriately dressed and are required to show deference to the Court in both appearance and demeanor.

Appropriate dress includes but is not limited to the following:

- No shorts
- Pants shall be pulled up to the waist
- No underwear shall be visible
- No see-through clothing; no mesh shirts
- No bare midriffs; no skin shall be visible between the shirt and the pants or skirt
- No low-cut tops; no tube tops; no tank tops; no halter tops; no open backs - No sundresses; no spaghetti straps
- No Spandex
- No pajama bottoms
- No slogans on the seat of the pants
- No flip-flops
- No head coverings (except for religious head coverings)
- No offensive clothing
- No piercings shall be visible except in ears
- No tattoos shall be visible
- No gang-related or gang-inspired clothing, coloring, accessories, or hairstyles



APPENDIX B

# AI DISCLOSURE FORM

Case No. \_\_\_\_\_

**Before filling out this form, please review the specific purposes for which the Court permits the use of Artificial Intelligence (AI). Then, use this form to detail where and how you, individually or as a counsel of record, used one or more AI tools as part of your case work. Not disclosing AI use with your court filings could result in sanctions.**

- I did not use any AI Tools in this assignment
- Research – Suggest relevant resources or summarizing existing research
- Writing – Assist in drafting sections of the paper or the intro/conclusions -You must cite this in the assignment
- Review and Revision – Offer constructive advice on early drafts, checking for gaps in logic, vagueness, or repetition
- Editing/Proofreading – Identify and correct grammar errors; suggest improvements for readability
- Formatting and Style – Help with proper citation formats
- Other (describe a use not listed above): \_\_\_\_\_

**If the AI platforms used allow for unique URLs (web links), include copies of the web links below:**

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**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



APPENDIX C



**Request for Records**

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_

Case#: \_\_\_\_\_

Style of Case: \_\_\_\_\_

Name (Requestor): \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

\_\_\_\_\_

Date of Approval/Denied: \_\_\_\_\_

Signed: \_\_\_\_\_

Judge Travis Lampley



APPENDIX D

IN THE JUVENILE COURT OF RUTHERFORD COUNTY, TENNESSEE AT MURFREESBORO

\_\_\_\_\_  
Petitioner(s),

v.

Case No. \_\_\_\_\_

\_\_\_\_\_  
Respondent(s)

NOTICE, CONSENT, AND WAIVER OF RIGHT TO A REVIEW OF THE RECORD BY THE JUDGE

*Notice of a Magistrate's availability.* A Magistrate of this Court is available to conduct all proceedings in this cause. Pursuant to T.C.A. 37-1-107(e), the parties in this cause may waive their right to a review before the Juvenile Court Judge, and thereby consent that the final findings and decision of the Magistrate will be the final Order of the Court. The final decision of the Magistrate may then be appealed directly to the Court of Appeals or Circuit Court, pursuant to T.C.A. 37-1-159. A Magistrate may exercise this authority only if all parties voluntarily consent.

You may consent to waive your right to a review of the record by the Judge of the Juvenile Court, or you may withhold your consent without adverse substantive consequences. If you decide to waive your right to a review of the record by the Judge, this waiver shall be made orally in open Court, and shall also be confirmed in writing below.

*Waiver of right to a review of the record by the Juvenile Court Judge.* The following parties hereby waive their right to a review of the record by the Juvenile Court Judge, and consent that the final findings and decision of the Juvenile Court Magistrate will be the final Order of the Court in this cause.

<i>Parties' printed names</i>	<i>Signatures of parties</i>	<i>Dates</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
<i>Attorneys' printed names</i>	<i>Signatures of attorneys</i>	<i>Dates</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

CONFIRMED this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
JUDGE/MAGISTRATE



APPENDIX E

IN THE RUTHERFORD COUNTY JUVENILE COURT

STATE OF TENNESSEE

)  
)  
)  
)  
)

CHILD/CHILDREN UNDER  
THE AGE OF EIGHTEEN

IN THE MATTER OF

\_\_\_\_\_

DOCKET NO: \_\_\_\_\_

MOTION FOR EXPUNCTION OF JUVENILE COURT RECORDS

Comes, \_\_\_\_\_, pursuant to T.C.A. § 37-1-153(f), and moves this Court for an order of expunction of the juvenile court records related to Case No. \_\_\_\_\_, involving the violation of the following statutes/ordinances: \_\_\_\_\_

In support of this Motion, movant states that: (CHECK ONLY ONE):

The case was disposed by an informal adjustment, pretrial diversion, or judicial diversion, and it has been at least 1 year since I successfully completed the informal adjustment, pretrial diversion, or judicial diversion.

The case was disposed by an informal adjustment, pretrial diversion, or judicial diversion; it has been less than 1 year since I successfully completed the informal adjustment, pretrial diversion, or judicial diversion, and I am requesting that the Court find by clear and convincing evidence that I successfully completed all requirements and that I have made such an adjustment of circumstances that the expunction serves my best interest and that of the community.

The case involved a delinquent adjudication of a misdemeanor or unruly adjudication, and it has been at least 1 year since I successfully completed and was discharged from any probation or conditions of supervision.

The case involved a delinquent adjudication of a felony; I am 17 or older; and it has been at least 1 year from my most recent delinquency or unruly adjudication. I have never been convicted of a criminal offense as an adult; I have never been convicted of a criminal offense following transfer from juvenile court pursuant to T.C.A. § 37-1-134; and I have never been convicted of a sexual offense as defined in T.C.A. § 40-39-202, whether in juvenile court, following transfer from juvenile court pursuant to T.C.A. § 37-1-134, or as an adult; and I do not have an adjudication of delinquency for a violent juvenile sexual offense as defined in T.C.A. § 40-39-202.

The case involved a delinquent felony or misdemeanor adjudication or unruly adjudication, and I am requesting that the Court find by clear and convincing evidence that I have successfully completed all requirements, and I have made such an adjustment of circumstances that the expunction serves my best interest and the best interest of the community. *(There is no age requirement and the 1 year does not apply.)*

The case was dismissed (not as a result of an informal adjustment, pretrial diversion, or judicial diversion.) *If the case was dismissed after July 1, 2016, the order dismissing the case should have included a finding that the case be expunged and no hearing regarding expunction is required.*

Respectfully submitted,

\_\_\_\_\_  
Child

\_\_\_\_\_  
Parent/Guardian

This motion shall be heard on the \_\_\_\_\_ day of \_\_\_\_\_, 2024 at \_\_\_\_\_.

**CERTIFICATE OF SERVICE**

I hereby certify that a true and exact copy of this Motion was forwarded by U.S. Mail, postage prepaid, to the following persons on this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Clerk

**THERE IS NO COST FOR THIS MOTION**

\*\*\* Please include your name, case number, date of birth, and social security number. An expungement cannot occur without this information\*\*\*

Name: \_\_\_\_\_

Case Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

\*\*\*This will be under seal in the file\*\*\*



APPENDIX F

## PRO SE PETITIONS

It is always in your best interest to consult with and/or be represented by an attorney in any legal matter.

Filing a “pro se” petition means that you are representing yourself as your own attorney. You will be expected to file your own paperwork and represent yourself in Court, just as any attorney would. The Clerk’s office can supply you with general forms, but it is your responsibility to fill them out and file them properly. The clerk’s office **cannot** give you **legal advice**.

You may find the following information helpful if you wish to proceed:

1. The cost of filling a petition in a brand-new case is \$105.00. There is an additional fee of \$52.00 to serve each Summons and petition by the Sheriff’s Office. The cost to file an out of State Summons through the Secretary of State is \$20.00. **Payment is due when you file.** You will need to advise the clerks if the Respondent lives in another county or state.
2. You will always need to bring a photo ID to file a petition or review an existing case that you have filed in this Court.
3. ONLY direct parties to a case have access to a Juvenile Court file.
4. Please read the form(s) in its entirety before you begin to fill it out.
5. When filing out a pro se petition, you will also be filling out a Summons and an “Exhibit A” statistical data form. You will need to provide your address, date of birth and Social Security Number.
6. You should also be able to provide the Respondent’s date of birth, Social Security Number and address. If you do not have the Respondent’s date of birth or SSN, you may still go forward. However, YOU MUST HAVE THE ADDRESS OF THE RESPONDENT IN ORDER TO OBTAIN PROPER SERVICE OF PROCESS.
7. You also need to provide the child’s date of birth, Social Security Number and address.
8. You will fill out the petition, marking the items you want the Court to consider, and explain why you are making this request in the space provided. You may attach another sheet of paper if the space provided is not enough. If the options on the form do not apply to your needs, you may mark “other” and write in what you want the Court to address.
9. DO NOT SIGN THE PETITION UNTIL YOU BRING IT BACK TO THE CLERK SO THAT THEY MAY WITNESS YOUR SIGNATURE!
10. If you live out of state and are requesting these forms by mail or telephone, you must mail your payments with the petition and have your signatures notarized.
11. On the Summons, you will fill out the top part only (Plaintiff, Defendant, Name and Address of the Defendant sections). The clerks will issue the Summons.
12. The Respondent has 30 days from the date of service of process to answer your petition. The Petitioner has 15 days to reply to the Respondent’s answer. For this reason, your Court date will be set **at least** six (6) weeks from the time the petition is filed.

## **PETITION TO ESTABLISH PARENTAGE**

1. The Petition to Establish does not have the option to mark “other” or a space to write an explanation.
2. If you are going to request that your child’s name be changed, you need to spell the child’s first, middle and last name the way you wish it to appear on the child’s new birth certificate that will be issued by the Department of Vital Records.

## **AGREED PRO SE PETITIONS**

1. An Agreed Pro Se Petition is a petition where all parties agree. The cost will be \$107.00. An “Exhibit A” statistical data form will need to be completed however, a Summons will not need to be issued.
2. All parties need to bring their photo ID and be present in the clerk’s office so that the clerk can witness all signatures.
3. If any party is incarcerated, their signature must be notarized.

## **TERMS**

Petitioner / Plaintiff	The person filing the petition
Respondent / Defendant	The party in which the filling is being brought against.
In Re:	The child / children
Parties to a case	Parents of the minor child(ren), Petitioner/Plaintiff, Respondent/Defendant and the attorneys for the respective parties.
Agreed Petition	Where all parties agree.

IN THE JUVENILE COURT OF RUTHERFORD COUNTY,  
TENNESSEE AT MURFREESBORO

\_\_\_\_\_) )  
Petitioner(s) ) )  
\_\_\_\_\_) )  
Vs. ) )  
\_\_\_\_\_) )  
Respondents(s) ) )

Case No. \_\_\_\_\_  
TCSES No. \_\_\_\_\_

In Re: \_\_\_\_\_; DOB: \_\_\_\_\_ State of Birth \_\_\_\_\_  
\_\_\_\_\_; DOB: \_\_\_\_\_ State of Birth \_\_\_\_\_  
\_\_\_\_\_; DOB: \_\_\_\_\_ State of Birth \_\_\_\_\_

**PETITION**

Comes the Petitioner who would state to the Court that he/she would like to Petition the Court for the following:

- |                            |                                     |
|----------------------------|-------------------------------------|
| _____ Custody/Guardianship | _____ Dissolve Custody/Guardianship |
| _____ Set Visitation       | _____ Set Support                   |
| _____ Stay/Stop Support    | _____ Modify Child Support          |
| _____ Name Change          | _____ Other: _____                  |

Circumstances surrounding this matter are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Additional page(s) attached

\_\_\_\_\_ initial

**STATE OF TENNESSEE  
COUNTY OF RUTHERFORD**

The undersigned swears or affirms that the information contained herein is correct to the best of their knowledge, information and belief.

\_\_\_\_\_  
Petitioner(s), print name:

\_\_\_\_\_  
Co-Petitioner (s), print name:

**If no opposition to petition respondent (s) sign below.**

\_\_\_\_\_  
Respondent (s), print name;

\_\_\_\_\_  
Respondent, print name:

Witnessed before me on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Deputy Clerk or Notary Public

**NOTICE OF HEARING**

This matter is currently scheduled to be heard on the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_ at \_\_\_\_\_ before the Honorable \_\_\_\_\_, at the Rutherford County  
Juvenile Services Center, 1710 South Church Street, Murfreesboro, TN 37130.

A copy of the petition was mailed or emailed to \_\_\_\_\_ at

(address) \_\_\_\_\_

on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk

# IN THE JUVENILE COURT OF RUTHERFORD COUNTY, TENNESSEE

## INFORMATION FOR SERVICE

I agree that all orders, opinions, and notices from the juvenile court will be sent to me at the email address listed below:

Name: \_\_\_\_\_

Atty Number (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**\*\*\*If you wish to revoke this consent or make changes to the information provided, you must do so in writing and submit said revocation to the juvenile court.**

## EXHIBIT "A"

FAILURE TO APPROPRIATELY UPDATE THIS INFORMATION OF GIVING FALST INFORMATION COULD LEAD TO BEING CITED FOR CONTEMPT OF COURT OR HAVING A DEFAULT JUDGMENT ENTERED AGAINST YOU. BOTH PARTIES MUST UPDATE THE FOLLOWING INFORMATION WITH ANY CHANGES WITHIN 10 DAYS OF THE CHANGE TO THE CLERK OF THE JUVENILE COURT, RUTHERFORD COUNTY, TENNESSEE.

### **Father's Information**

Full Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Phone: \_\_\_\_\_

DOB: \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

D/L No: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

### **Mother's Information**

Full Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Phone: \_\_\_\_\_

DOB: \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

D/L No: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

### **Guardian's Information**

Full Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Phone: \_\_\_\_\_

DOB: \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

D/L No: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

### **Child(ren)'s Information**

Full Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Residential Address: \_\_\_\_\_

DOB: \_\_\_\_\_

Full Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Residential Address: \_\_\_\_\_

DOB: \_\_\_\_\_

Full Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Residential Address: \_\_\_\_\_

DOB: \_\_\_\_\_

IN THE JUVENILE COURT OF RUTHERFORD COUNTY, TENNESSEE  
AT MURFREESBORO

IN THE MATTER OF: \_\_\_\_\_ ; DOB \_\_\_\_\_  
\_\_\_\_\_ ; DOB \_\_\_\_\_  
\_\_\_\_\_ ; DOB \_\_\_\_\_  
\_\_\_\_\_ ; DOB \_\_\_\_\_

**AFFIDAVIT**

I, \_\_\_\_\_, the undersigned petitioner after being duly sworn do hereby make oath that the following information concerning the above stated child(ren) is true and correct.

Child's(ren's) address for the last six (6) months is: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I have not participated as a party, witness, or I in any other capacity in any other litigation concerning the custody of this child(ren) in this or any other state;

\_\_\_\_\_ I have no information of any custody proceeding concerning this child(ren) pending in a Court of this or any other state;

\_\_\_\_\_ I do not know of any person not a party to the proceedings who has physical custody of the child(ren) or claims to have custody or visitation right with respect to the child(ren);

\_\_\_\_\_ I understand that I have a continuing duty to inform this Court of any custody proceedings concerning this child in this or any other state of which I obtain information during this proceeding.

Petitioner's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

SWORN to and subscribed before me on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Deputy Clerk or Notary: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_



**MELISSA HARRELL**  
RUTHERFORD COUNTY  
JUVENILE COURT CLERK  
Juvenile Justice Building  
1710 S. Church Street, Suite 2  
Murfreesboro, TN 37130  
(615) 898-7972

**DISCLAIMER**

This is an acknowledgement that I have been informed by the Juvenile Court Clerk personnel that they are not qualified to provide legal services or legal advice. I have further been instructed that should I have any question about the petition that I am filing, it would be in my best interest to contact an attorney.

I understand and acknowledge that I am responsible for the statement(s) that I make in this petition and the same rules apply whether this petition is filed by an attorney or by a person without legal training. By filling this pro se, I am **ACTING AS MY OWN ATTORNEY**. Furthermore, I understand and acknowledge that my petition may not be considered or may be dismissed if my filings do not meet the appropriate legal guidelines.

**Filing costs and court fees are assessed and are not refundable regardless of the outcome of your case.**

Petitioner/Plaintiff: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



APPENDIX G

IN THE JUVENILE COURT FOR RUTHERFORD COUNTY, TENNESSEE

AT MURFREESBORO

IN THE MATTER OF:

DOCKET NO. \_\_\_\_\_

\_\_\_\_\_

A Child under the Age of 18 Years

**PETITION TO ESTABLISH A TRUST FOR THE BENEFIT OF THE MINOR CHILD**

Comes now the Petitioner, \_\_\_\_\_ (name and relationship to the child) and would move this Honorable Court to establish a trust for the benefit of the above captioned minor child. The Petitioner would state that the sum to be placed in the Juvenile Court Clerk's Office is \_\_\_\_\_ and that this represents monies received a beneficiary from the \_\_\_\_\_, to be used for the benefit of the minor child.

The Petitioner respectfully request that this sum be deposited by the clerk in an interest bearing account and that this sum or any part thereof be turned over to the minor child upon his/her reaching the age of majority or by further orders of this Court. The child's social security number is \_\_\_\_\_ . The child's date of birth is \_\_\_\_\_ and the current address is \_\_\_\_\_.

Respectfully submitted,

\_\_\_\_\_  
Petitioner

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



APPENDIX H







APPENDIX I

STATE OF TENNESSEE 16th JUDICIAL DISTRICT JUVENILE COURT	<b>SUMMONS</b>	CASE FILE NUMBER
<b>PLAINTIFF</b>	<b>DEFENDANT</b>	
vs.		
<b>TO: (NAME &amp; ADDRESS OF DEFENDANT)</b>		
List each defendant on a separate summons.		
<p><b>YOU ARE HEREBY SUMMONED TO DEFEND A CIVIL ACTION FILED AGAINST YOU IN JUVENILE COURT, RUTHERFORD COUNTY, TENNESSEE. YOUR DEFENSE MUST BE MADE WITHIN THIRTY (30) DAYS FROM THE DATE THIS SUMMONS IS SERVED UPON YOU. YOU ARE DIRECTED TO FILE YOUR DEFENSE WITH THE CLERK OF THE COURT AND SEND A COPY TO THE PLAINTIFF'S ATTORNEY AT THE ADDRESS LISTED BELOW. IF YOU FAIL TO DEFEND THIS ACTION BY THE ABOVE DATE, JUDGMENT BY DEFAULT CAN BE RENDERED AGAINST YOU FOR THE RELIEF SOUGHT IN THE COMPLAINT.</b></p>		
<b>Attorney for plaintiff:</b> (Name, address & telephone number)	<b>DATE ISSUED &amp; ATTESTED</b>  MELISSA HARRELL, Juvenile Court Clerk  By: _____ Deputy Clerk	
<b>CERTIFICATION</b>		
I, MELISSA HARRELL, Clerk of the Juvenile Court of Rutherford County, Tennessee, do certify this to be a true and correct copy of the original summons issued in this cause.  BY: _____ DEPUTY CLERK		
<b>TO THE SHERIFF:</b>  Please execute this summons and make your return within thirty days of issuance as provided by law.	<b>DATE RECEIVED</b>  Sheriff  By: _____	
<b>RETURN ON PERSONAL SERVICE OF SUMMONS</b>		
I here by certify and return that I served this summons together with the complaint as follows:		
<b>DATE OF PERSONAL SERVICE:</b>	Sheriff  By: _____	

Submit three copies: service copy, defendant's copy, file copy.

**ADA COORDINATOR (615-494-4480)**

**ACCEPTANCE OF SERVICE**

I do hereby accept service of process and a copy of this complaint in this cause for all purposes. This the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

**RETURN ON SERVICE OF SUMMONS BY MAIL**

I hereby certify and return that on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, I sent, postage prepaid by registered return receipt mail or certified return receipt mail, a certified copy of the summons and a copy of the complaint in case # \_\_\_\_\_ to the defendant \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_. I received the return receipt, which had been signed by \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_. The return receipt is attached to this original summons to be filed by the Juvenile Court Clerk.

Sworn to and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
Signature of  Notary Public or  Deputy Clerk

My Commission Expires:

Signature of plaintiff, plaintiff's attorney or other person authorized by statute to serve process.

**NOTICE OF PERSONAL PROPERTY EXEMPTION**

TO THE DEFENDANT(S):

Tennessee law provides a ten thousand dollar (\$10,000.00) debtor's equity interest personal property exemption from execution or seizure to satisfy judgment. If a judgment should be entered against you in this action and you wish to claim property as exempt, you must file a written list, under oath, of the items you wish to claim as exempt with the clerk of the court. The list may be filed at any time and may be changed by you thereafter as necessary; however, unless it is filed before the judgment becomes final, it will not be effective as to any execution or garnishment issued prior to the filing of the list. Certain items are automatically exempt by law and do not need to be listed; these include items of necessary wearing apparel (clothing) for yourself and your family and trunks or other receptacles necessary to contain such apparel, family portraits, the family Bible, and school books. Should any of these items be seized you would have the right to recover them. If you do not understand your exemption right or how to exercise it, you may wish to seek the counsel of a lawyer.

Mail list to: MELISSA HARRELL  
Juvenile Court Clerk  
Juvenile Services Center, Suite 2  
1710 S. Church Street  
Murfreesboro, TN 37130

Please state file number on list.

**ATTACH  
RETURN  
RECEIPT  
HERE  
(IF APPLICABLE)**



APPENDIX J

State of Tennessee, Rutherford County  
JUVENILE COURT  
AT MURFREESBORO, TENN

\_\_\_\_\_  
PETITIONER(S)

\_\_\_\_\_  
No.

VS.

\_\_\_\_\_  
RESPONDENT(S)

**SUBPOENA**

TO THE SHERIFF OF RUTHERFORD COUNTY, GREETINGS:

You are hereby commanded to summon:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

to appear at the time, date and place specified for the purpose of giving testimony on behalf of \_\_\_\_\_, and, if indicated, to bring the items listed below.

**Failure to appear may result in punishment by fine and/or imprisonment as provided by law.**

TIME: \_\_\_\_\_ AM/PM

DATE: \_\_\_\_\_, 20 \_\_\_\_\_.

PLACE: Juvenile Services Center, 1710 S. Church Street, Murfreesboro, Tennessee 37130.

ITEMS TO BRING: \_\_\_\_\_  
\_\_\_\_\_

WITNESS, Melissa Harrell, Juvenile Court Clerk, at her office in Murfreesboro, Tennessee, on this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

MELISSA HARRELL, CLERK

BY: \_\_\_\_\_, D.C.

(This subpoena was issued at the request of \_\_\_\_\_ )

RETURN ON SERVICE

Came to hand and executed on all the within parties, as the law directs. This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, at \_\_\_\_\_ O'Clock AM/PM.

\_\_\_\_\_  
Sheriff - Deputy



APPENDIX K

IN THE JUVENILE COURT OF RUTHERFORD COUNTY  
AT MURFREESBORO, TN

\_\_\_\_\_  
PETITIONER

VS.

DOCKET NO. \_\_\_\_\_

\_\_\_\_\_  
RESPONDENT

**MOTION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SUBMITTED BY:

CERTIFICATE OF SERVICE

I hereby certify that a true and exact copy of the forgoing has been mailed by regular mail to  
(name) \_\_\_\_\_ at address \_\_\_\_\_  
\_\_\_\_\_ City of \_\_\_\_\_ State \_\_\_\_\_, Zip \_\_\_\_\_  
on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Sign name (PETITIONER)

**NOTICE OF HEARING**

THIS MOTION IS EXPECTED TO BE HEARD ON (DATE) \_\_\_\_\_  
(TIME) \_\_\_\_\_ AT THE JUVENILE COURT 1710 S. CHURCH ST,  
MURFREESBORO, TN 37130



APPENDIX L



IN THE JUVENILE COURT FOR RUTHERFORD COUNTY, TENNESSEE  
AT MURFREESBORO

IN THE MATTER OF:

Case No. \_\_\_\_\_

\_\_\_\_\_

DOB: \_\_\_\_\_

**ORDER TO WITHDRAW TRUST FUNDS**

This cause came to be heard upon the motion of \_\_\_\_\_,  
to be permitted to withdraw the funds held by the Juvenile Court Clerk pursuant to the Order  
Establishing Trust for the Benefit of the Minor Child, entered \_\_\_\_\_. Said child has  
reached the age of majority and has provided, to the Court, his/her birth certificate reflecting the date  
of birth as \_\_\_\_\_.

The Court finds that \_\_\_\_\_ is entitled to the funds being  
held in trust by the Juvenile Court Clerk's Office and said office is hereby ordered to pay and deliver all  
funds, less Clerk's commission and cost to \_\_\_\_\_.

ENTERED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Judge/Magistrate



APPENDIX M

IN THE \_\_\_\_\_ COURT OF \_\_\_\_\_ COUNTY, TENNESSEE  
 AT \_\_\_\_\_

\_\_\_\_\_  
 Plaintiff,  
 v. \_\_\_\_\_  
 Defendant.

)  
 )  
 )  
 )  
 )  
 )  
 )  
 )  
 )

Case No. \_\_\_\_\_  
 JUDGE: \_\_\_\_\_

**STATEMENT OF ISSUES, INCOME, AND EXPENSES**

ISSUES: The issues in this cause *pendente lite* include: (check all that apply)

- \_\_\_\_ Temporary Visitation/Parenting Time  
 \_\_\_\_ Temporary Child Support  
 \_\_\_\_ Temporary Spousal Support

**INCOME:** It is mandatory to attach payroll records, leave earning statement from the military, or other proof of income for the past six (6) most recent pay periods. If such income information is not available, then the past two (2) years of tax returns and all schedules are required to be attached.

I. INCOME	
a. Employer's Name	
b. Employer's Address	
c. Monthly Gross Income	\$
d. Monthly Federal Tax Deduction	-\$
e. Monthly FICA Deduction	-\$
f. Other Deductions (describe)	-\$
g. Other Income (from any source)	\$
h. Net Monthly Income (c - d - e - f + g)	\$

II. OTHER HOUSEHOLD RESIDENTS (other than minor children)	
a. Name: Relationship to Party: Net Income:	Total Net Income of Other Household Residents: \$
b. Name: Relationship to Party: Net Income:	
III. HEALTH INSURANCE INFORMATION	
a. Provided by employer? Yes/No	If yes: Cost: \$
b. Self-Employed/Provide Own Insurance: Yes/No	If yes: Cost: \$
c. No Health Insurance Coverage? Yes/No	
d. List all persons covered under any existing health insurance plan:	
IV. HOUSEHOLD MONTHLY EXPENSES	
a. Mortgage (PITI)/Rent	\$
b. Real Estate Property Taxes	\$
c. Personal Property Taxes	\$
d. Homeowner's Insurance	\$
e. Repairs/Maintenance	\$
f. Furniture/Furnishings	\$
g. Electricity	\$
h. Gas/Heating Oil	\$
i. Water/Sewer	\$
j. Telephone (home phone and cell phone)	\$
k. Trash Service	\$
l. Cable/TV	\$
m. Groceries	\$
n. Meals Out	\$
o. Other (describe)	\$
	<b>TOTAL: \$</b>
V. AUTOMOBILE EXPENSES	
a. Automobile Payment	\$
b. Gasoline	\$
c. Auto Repair/Maintenance	\$
d. Auto Insurance	\$
e. Tags/Inspection, etc.	\$
f. Other (describe)	\$
	<b>TOTAL: \$</b>
VI. CLOTHING	
a. New (excluding children)	\$
b. Cleaning/Laundry	\$
c. Uniforms	\$
	<b>TOTAL: \$</b>

<b>VII. INSURANCE/HEALTH EXPENSES</b>		
a. Medical/Health Care (not covered by insurance)		\$
b. Dental Expenses (not covered by insurance)		\$
c. Prescription Medications (not covered by insurance)		\$
d. Optical Expenses (not covered by insurance)		\$
e. Life Insurance		\$
f. Renter's Insurance		\$
g. Other (describe)		\$
		<b>TOTAL: \$</b>
<b>VIII. MISCELLANEOUS EXPENSES</b>		
a. Credit Cards		\$
b. Dues – Professional/Social Associations/Homeowner's Association		\$
c. Gifts		\$
d. Church/Charity		\$
e. Entertainment/Recreation		\$
f. Vacations		\$
g. Personal Grooming		\$
h. Newspapers/Publications		\$
i. Other Insurance		\$
j. Other (describe)		\$
		<b>TOTAL: \$</b>
<b>IX. EXPENSES FOR CHILDREN</b>		
a. Child Care		\$
b. School Tuition		\$
c. Lunch Money		\$
d. School Supplies		\$
e. Lessons/Sports		\$
f. New Clothing		\$
g. Personal Grooming		\$
h. Allowance		\$
i. Other (describe)		\$
		<b>TOTAL: \$</b>
<b>TOTAL MONTHLY EXPENSES</b>		<b>\$</b>
<b>TOTAL NET INCOME BALANCE (subtract monthly expenses from net monthly income)</b>		<b>\$</b>

**SUPPLEMENTAL INCOME STATEMENT**

Name of Party Submitting this Form: \_\_\_\_\_

This page must be filled out if you:

1. Are self-employed, or
2. Operate a business or practice a profession, or
3. Are a member of a partnership or joint venture, or
4. Are a shareholder in and are salaried by a closed corporation or similar entity.

Attach to this statement a copy of the following documents relating to the partnership, joint venture, business, professional corporation or similar entity:

1. The most recent Federal Income Tax Return; and
2. The most recent Profit and Loss Statement.

Name of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Nature of Business: (check one)

\_\_\_\_ Partnership

\_\_\_\_ Joint Venture

\_\_\_\_ Professional

\_\_\_\_ Closed Corporation

\_\_\_\_ Other (describe) \_\_\_\_\_

Name of Accountant, controller, or other person in charge of financial records:

\_\_\_\_\_

Address: \_\_\_\_\_

Annual Income from Business: \$ \_\_\_\_\_

How often is income received? \_\_\_\_\_

Gross income per pay period: \$ \_\_\_\_\_

Net income per pay period: \$ \_\_\_\_\_

Specified Deductions, if any: \_\_\_\_\_

**DECLARATION**

I, \_\_\_\_\_, declare under the penalty of perjury that  
the above

**(Print Name)**

Income and Expense Statement, including all attachments, is complete, true, and correct.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**State Bar No. (if any)**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Date**

**SWORN TO and SUBSCRIBED before me**  
this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
**NOTARY PUBLIC**

**My Commission Expires:** \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I hereby certify that a true and exact copy of the foregoing has been delivered by U.S. Mail to the following:

On this the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

---



APPENDIX N

IN THE \_\_\_\_\_ COURT OF \_\_\_\_\_ COUNTY TENNESSEE

\_\_\_\_\_)
Mother/Father )
v. ) Docket No. \_\_\_\_\_
) [ ] Proposed Plan by [ ] Mother [ ] Father
) OR
Father/Mother ) [ ] Agreed Plan

TEMPORARY PARENTING PLAN

This plan was [ ] presented to [ ] ordered by the Court on \_\_\_\_\_, 20 \_\_\_\_.

This parenting plan applies to the following children:

Table with 2 columns: Name, Birthdate. Includes four rows of blank lines for entry.

RESIDENTIAL SHARING SCHEDULE: The [ ] mother [ ] father shall be responsible for the child(ren), except for the following days and times when the other parent shall be responsible for the child(ren):

From: \_\_\_\_\_ to \_\_\_\_\_
(Day/Time) (Day/Time)
[ ] every week [ ] every other week [ ] other \_\_\_\_\_
and from: \_\_\_\_\_ to \_\_\_\_\_
(Day/Time) (Day/Time)
[ ] every week [ ] every other week [ ] other: \_\_\_\_\_

DAY TO DAY DECISIONS: Each parent shall make decisions regarding the day-to-day care and control of each child while the child is residing with that parent. The parents shall otherwise confer with each other.

HOLIDAY and VACATION SCHEDULE DURING THE NEXT THREE MONTHS

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TRANSPORTATION ARRANGEMENTS: Transportation arrangements for the child[ren], other than costs, between parents shall be as follows:

---

---

STANDARD PARENTING ORDERS: Pursuant to *Tennessee Code Annotated*, section 36-6-101(a) both parents are entitled to the following rights:

- (1) The right to unimpeded telephone conversations with the child at least twice a week at reasonable times and for reasonable durations. The parent exercising parenting time shall furnish the other parent with a telephone number where the child may be reached at the days and time specified in a parenting plan or other court order or, where days and times are not specified, at reasonable times;
- (2) The right to send mail to the child which the other parent shall not destroy, deface, open or censor. The parent exercising parenting time shall deliver all letters, packages and other material sent to the child by the other parent as soon as received and shall not interfere with their delivery in any way, unless otherwise provided by law or court order;
- (3) The right to receive notice and relevant information as soon as practicable but within twenty-four (24) hours of any hospitalization, major illness or injury, or death of the child. The parent exercising parenting time when such event occurs shall notify the other parent of the event and shall provide all relevant healthcare providers with the contact information for the other parent;
- (4) The right to receive directly from the child's school any educational records customarily made available to parents. Upon request from one parent, the parent enrolling the child in school shall provide to the other parent as soon as available each academic year the name, address, telephone number and other contact information for the school. In the case of children who are being homeschooled, the parent providing the homeschooling shall advise the

other parent of this fact along with the contact information of any sponsoring entity or other entity involved in the child's education, including access to any individual student records or grades available online. The school or homeschooling entity shall be responsible, upon request, to provide to each parent records customarily made available to parents. The school may require a written request which includes a current mailing address and may further require payment of the reasonable costs of duplicating such records. These records include copies of the child's report cards, attendance records, names of teachers, class schedules, and standardized test scores;

(5) Unless otherwise provided by law, the right to receive copies of the child's medical, health or other treatment records directly from the treating physician or healthcare provider. Upon request from one parent, the parent who has arranged for such treatment or health care shall provide to the other parent the name, address, telephone number and other contact information of the physician or healthcare provider. The keeper of the records may require a written request including a current mailing address and may further require payment of the reasonable costs of duplicating such records. No person who receives the mailing address of a requesting parent as a result of this requirement shall provide such address to the other parent or a third person;

(6) The right to be free of unwarranted derogatory remarks made about such parent or such parent's family by the other parent to or in the presence of the child;

(7) The right to be given at least forty-eight (48) hours notice, whenever possible, of all extracurricular school, athletic, church activities and other activities as to which parental participation or observation would be appropriate, and the opportunity to participate in or observe them. The parent who has enrolled the child in each such activity shall advise the other parent of the activity and provide contact information for the person responsible for its scheduling so that the other parent may make arrangements to participate or observe whenever possible, unless otherwise provided by law or court order;

(8) The right to receive from the other parent, in the event the other parent leaves the state with the minor child or children for more than forty-eight (48) hours, an itinerary which shall include the planned dates of departure and return, the intended destinations and mode of travel and telephone numbers. The parent traveling with the child or children shall provide this information to the other parent so as to give that parent reasonable notice; and

(9) The right to access and participation in the child's education on the same bases that are provided to all parents including the right of access to the child during lunch and other school activities; provided, that the participation or access is legal and reasonable; however, access must not interfere with the school's day-to-day operations or with the child's educational schedule.

SUPPORT OF CHILDREN:

Father's gross monthly income is \$ \_\_\_\_\_

Mother's gross monthly income is \$ \_\_\_\_\_

1. The temporary child support order is as follows:

- a. The  mother  father shall pay to the other parent as regular child support the sum of \$ \_\_\_\_\_  weekly  monthly  twice per month  every two weeks. **The Child Support Worksheet shall be attached to this Order as an Exhibit.\***

If this is a deviation from the Child Support Guidelines, explain why:

\_\_\_\_\_

3. Payments shall begin on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\*Child Support Worksheet can be found on DHS website at

<http://www.state.tn.us/humanserv/is/incomeshares.htm> or at your local child support offices.

This support shall be paid:

- directly to the other parent.
- to the Central Child Support Receiving Unit, P. O. Box 305200, Nashville, Tennessee 37229, and sent to the other parent at: \_\_\_\_\_.
- by direct deposit to the other parent at \_\_\_\_\_ Bank for deposit in account no. \_\_\_\_\_. A Wage Assignment Order is attached to this Parenting Plan.
- other: \_\_\_\_\_.

The parents acknowledge that court approval must be obtained before child support can be reduced or modified.

HEALTH, DENTAL AND LIFE INSURANCE and UNCOVERED EXPENSES: These policies shall remain in effect during the duration of the divorce proceedings. The beneficiaries shall name the spouse and or child[ren] as beneficiaries of the policies. All uncovered medical, dental and \_\_\_\_\_ costs will be split between the parties.

MISCELLANEOUS: If a parent fails to comply with a provision of this plan or support order, the other parent's obligations under the plan or the support order are not affected. Failure to comply with a provision in the plan or support order may result in a finding of contempt.

\* \* \* \* \*

*Under penalty of perjury under the laws of the State of Tennessee, I declare this plan has been proposed in good faith and is in the best interest of the child(ren) and that the statements herein are true and correct. (A notary public is required if this is a proposed plan by one parent. A notary public is required if this is an agreed plan by both parents.)*

[ ] Submitted by:

OR

[ ] Agreed to by:

\_\_\_\_\_  
[ ] Mother [ ] Mother's Attorney

\_\_\_\_\_  
Date and Place of Signature

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
[ ] Father [ ] Father's Attorney

\_\_\_\_\_  
Date and Place of Signature

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires: \_\_\_\_\_  
Notary Public

It is so ORDERED this the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Judge or Chancellor



APPENDIX O



Further, the \_\_\_\_\_ reserves the right to call any witnesses and/or use any exhibits listed by the \_\_\_\_\_.

Respectfully submitted,

\_\_\_\_\_

**CERTIFICATE OF SERVICE**

I hereby certify that a true and exact copy of the foregoing has been delivered by U.S. Mail to the following:

On this the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_



APPENDIX P

# EXHIBIT A

PLEASE CIRCLE ONE

FATHER MOTHER GUARDIAN

DOCKET # \_\_\_\_\_

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

APT # \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

RESIDENTIAL IF DIFFERENT FROM ABOVE

\_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

CITY & STATE OF BIRTH \_\_\_\_\_

PHONE # HOME \_\_\_\_\_ CELL \_\_\_\_\_ WORK \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CHILD(REN) THAT PERTAIN TO THIS CASE ONLY

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ CITY & STATE \_\_\_\_\_

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ CITY & STATE \_\_\_\_\_

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ CITY & STATE \_\_\_\_\_

PLACE OF EMPLOYMENT \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

\*\*\* PLEASE NOTE: YOU ARE SWEARING UNDER OATH THE INFORMATION IS TRUE AND CORRECT

\*\*\* WHEN COMPLETED HAND TO COURT OFFICER WHEN YOUR CASE IS CALLED FOR HEARING

# IN THE JUVENILE COURT OF RUTHERFORD COUNTY, TENNESSEE

## INFORMATION FOR SERVICE

I agree that all orders, opinions, and notices from the juvenile court will be sent to me at the email address listed below:

Name: \_\_\_\_\_

Atty Number (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\*\*\*If you wish to revoke this consent or make changes to the information provided, you must do so in writing and submit said revocation to the juvenile court.



APPENDIX Q

<b>STATE OF TENNESSEE</b>	<b>COURT</b> <i>(Must be completed)</i>	<b>COUNTY</b> <i>(Must be completed)</i>
<b>PERMANENT PARENTING PLAN ORDER</b> <input type="checkbox"/> <b>PROPOSED</b> <input type="checkbox"/> <b>AGREED</b> <input type="checkbox"/> <b>ORDERED BY THE COURT</b>		<b>FILE NO.</b> _____ <i>(Must be completed)</i>  <b>DIVISION</b> _____
<b>PLAINTIFF</b> <i>(Name: First, Middle, Last)</i> _____		<b>DEFENDANT</b> <i>(Name: First, Middle, Last)</i> _____
<input type="checkbox"/> <b>Mother</b> <input type="checkbox"/> <b>Father</b>		<input type="checkbox"/> <b>Mother</b> <input type="checkbox"/> <b>Father</b>

*The mother and father will behave with each other and each child so as to provide a loving, stable, consistent and nurturing relationship with the child even though they are divorced. They will not speak badly of each other or the members of the family of the other parent. They will encourage each child to continue to love the other parent and be comfortable in both families.*

This plan                       is a new plan.  
 modifies an existing Parenting Plan dated \_\_\_\_\_.  
 modifies an existing Order dated \_\_\_\_\_.

<b>Child's Name</b>	<b>Date of Birth</b>

**I. RESIDENTIAL PARENTING SCHEDULE**

**A. RESIDENTIAL TIME WITH EACH PARENT**

The Parenting Plan must designate the parent with whom the child is scheduled to reside a majority of the time as the Primary Residential Parent of the child(ren). The designation shall not affect either parent's rights and responsibilities under the Parenting Plan.

The Primary Residential Parent is

- Mother
- Father
- Joint Primary Residential Parents (only if by agreement)  
Child must reside an equal amount of time with both parents.
- Waived by Mother and Father (only if by agreement)  
Child must reside an equal amount of time with both parents.

Under the schedule set forth below, each parent will spend the following number of days with the children:

Mother \_\_\_\_\_ days                      Father \_\_\_\_\_ days

**B. DAY-TO-DAY SCHEDULE**

The  mother  father shall have responsibility for the care of the child or children except at the following times when the other parent shall have responsibility:

From \_\_\_\_\_ to \_\_\_\_\_  
Day and Time Day and Time

every week  every other week  other: \_\_\_\_\_.

The other parent shall also have responsibility for the care of the child or children at the additional parenting times specified below:

From \_\_\_\_\_ to \_\_\_\_\_  
Day and Time Day and Time

every week  every other week  other: \_\_\_\_\_.

This parenting schedule begins  \_\_\_\_\_ or  date of the Court's Order.  
Day and Time

**C. HOLIDAY SCHEDULE AND OTHER SCHOOL FREE DAYS**

Indicate if child or children will be with parent in ODD or EVEN numbered years or EVERY year:

	MOTHER	FATHER
New Year's Day	_____	_____
Martin Luther King Day	_____	_____
Presidents' Day	_____	_____
Easter Day (unless otherwise coinciding with Spring Vacation)	_____	_____
Passover Day (unless otherwise coinciding with Spring Vacation)	_____	_____
Mother's Day	_____	_____
Memorial Day (if no school)	_____	_____
Father's Day	_____	_____
July 4 <sup>th</sup>	_____	_____
Labor Day	_____	_____
Halloween	_____	_____
Thanksgiving Day & Friday	_____	_____
Children's Birthdays	_____	_____
Other School-Free Days	_____	_____
Mother's Birthday	_____	_____
Father's Birthday	_____	_____
Other:	_____	_____

A holiday shall begin at 6:00 p.m. on the night preceding the holiday and end at 6:00 p.m. the night of the holiday, unless otherwise noted here \_\_\_\_\_.

This holiday schedule and other school free days shall supersede the Day-To-Day Schedule.

**D. FALL VACATION (If applicable)**

The day to day schedule shall apply except as follows: \_\_\_\_\_  
\_\_\_\_\_ beginning \_\_\_\_\_.

**E. WINTER (CHRISTMAS) VACATION**

The  mother  father shall have the child or children for the first period from the day and time school is dismissed until December \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.  in odd-numbered years  in even-numbered years  every year. The other parent will have the child or children for the second period from the day and time indicated above until 6:00 p.m. on the evening before school resumes. The parties shall alternate the first and second periods each year.

Other agreement of the parents: \_\_\_\_\_

**F. SPRING VACATION (If applicable)**

The day-to-day schedule shall apply except as follows: \_\_\_\_\_  
\_\_\_\_\_ beginning \_\_\_\_\_.

**G. SUMMER VACATION**

The day-to-day schedule shall apply except as follows: \_\_\_\_\_  
\_\_\_\_\_ beginning \_\_\_\_\_.

Is written notice required?  Yes  No. If so, \_\_\_\_\_ number of days.

**H. TRANSPORTATION ARRANGEMENTS**

The place of meeting for the exchange of the child or children shall be: \_\_\_\_\_

Payment of long distance transportation costs (if applicable):  mother  father  both equally.

Other arrangements: \_\_\_\_\_

If a parent does not possess a valid driver's license, he or she must make reasonable transportation arrangements to protect the child or children while in the care of that parent.

**I. SUPERVISION OF PARENTING TIME (If applicable)**

Check if applicable

Supervised parenting time shall apply during the day-to-day schedule as follows:

Place: \_\_\_\_\_

Person or organization supervising: \_\_\_\_\_

Responsibility for cost, if any:  mother  father  both equally.

**J. OTHER**

The following special provisions apply:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## II. DECISION-MAKING

### A. DAY-TO-DAY DECISIONS

Each parent shall make decisions regarding the day-to-day care of a child while the child is residing with that parent, including any emergency decisions affecting the health or safety of a child.

### B. MAJOR DECISIONS

Major decisions regarding each child shall be made as follows:

Educational decisions	<input type="checkbox"/>	mother	<input type="checkbox"/>	father	<input type="checkbox"/>	joint
Non-emergency health care	<input type="checkbox"/>	mother	<input type="checkbox"/>	father	<input type="checkbox"/>	joint
Religious upbringing	<input type="checkbox"/>	mother	<input type="checkbox"/>	father	<input type="checkbox"/>	joint
Extracurricular activities	<input type="checkbox"/>	mother	<input type="checkbox"/>	father	<input type="checkbox"/>	joint
_____	<input type="checkbox"/>	mother	<input type="checkbox"/>	father	<input type="checkbox"/>	joint

## III. FINANCIAL SUPPORT

### A. CHILD SUPPORT

Father's gross monthly income is \$ \_\_\_\_\_

Mother's gross monthly income is \$ \_\_\_\_\_

1. The final child support order is as follows:

a. The  mother  father shall pay to the other parent as regular child support the sum of \$ \_\_\_\_\_  weekly  monthly  twice per month  every two weeks. **The Child Support Worksheet shall be attached to this Order as an Exhibit.\***

If this is a deviation from the Child Support Guidelines, explain all of the following:

The reason for the deviation: \_\_\_\_\_

The presumptive amount of the child support (without the deviation): \_\_\_\_\_

How is the application of the Guidelines unjust or inappropriate?

\_\_\_\_\_  
\_\_\_\_\_

How is the best interest of the child served?

\_\_\_\_\_  
\_\_\_\_\_

Does the child support obligation after the deviation provide for all of the child(ren)'s needs, taking into consideration both parents' income? \_\_\_\_\_

2. Retroactive Support: A judgment is hereby awarded in the amount of \$\_\_\_\_\_ to  mother  father against the child support payor representing retroactive support required under Section 1240-2-4.06 of the D.H.S. Income Shares Child Support Guidelines dating from \_\_\_\_\_ which shall be paid (including pre/post judgment interest) at the rate of \$\_\_\_\_\_ per  week  month  twice per month  every two weeks until the judgment is paid in full.

3. Payments shall begin on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

This support shall be paid:

- directly to the other parent.
- to the Central Child Support Receipting Unit, P. O. Box 305200, Nashville, Tennessee 37229, and sent from there to the other parent at: \_\_\_\_\_.
- A Wage Assignment Order is attached to this Parenting Plan.
- by direct deposit to the other parent at \_\_\_\_\_ Bank for deposit in account no. \_\_\_\_\_.
- income assignment not required; Explanation: \_\_\_\_\_.
- other: \_\_\_\_\_.

The parents acknowledge that court approval must be obtained before child support can be reduced or modified.

\*Child Support Worksheet can be found on DHS website at <http://www.state.tn.us/humanserv/is/isdocuments.html> or at your local child support offices.

## B. FEDERAL INCOME TAX EXEMPTION\*

The  mother  father is the parent receiving child support.

The Mother shall claim the following children: \_\_\_\_\_

The Father shall claim the following children: \_\_\_\_\_

The  mother  father may claim the exemptions for the child or children so long as child support payments are current by the claiming parent on January 15 of the year when the return is due. The exemptions may be claimed in:  alternate years starting \_\_\_\_\_  
 each year  other: \_\_\_\_\_.

The  mother  father will furnish IRS Form 8332 to the parent entitled to the exemption by February 15 of the year the tax return is due.

## C. PROOF OF INCOME AND WORK-RELATED CHILD CARE EXPENSES

Each parent shall send proof of income to the other parent for the prior calendar year as follows:

- IRS Forms W-2 and 1099 shall be sent to the other parent on or before February 15.
- A copy of his or her federal income tax return shall be sent to the other parent on or before April 15 or any later date when it is due because of an extension of time for filing.

\* NOTE: The child support schedule assumptions in the guidelines (1240-2-4-.03 (6)(b) ) assume that the parent receiving the child support will get the tax exemptions for the child.

- The completed form required by the Department of Human Services shall be sent to the Department on or before the date the federal income tax return is due by the parent paying child support. *This requirement applies only if a parent is receiving benefits from the Department for a child.*

The parent paying work-related child care expenses shall send proof of expenses to the other parent for the prior calendar year and an estimate for the next calendar year, on or before February 15.

#### D. HEALTH AND DENTAL INSURANCE

Reasonable health insurance on the child or children will be:

- maintained by the mother
- maintained by the father
- maintained by both

Proof of continuing coverage shall be furnished to the other parent annually or as coverage changes. The parent maintaining coverage shall authorize the other parent to consult with the insurance carrier regarding the coverage in effect.

Uncovered reasonable and necessary medical expenses, which may include but is not limited to, deductibles or co-payments, eyeglasses, contact lens, routine annual physicals, and counseling will be paid by  mother  father  pro rata in accordance with their incomes. After insurance has paid its portion, the parent receiving the bill will send it to the other parent within ten days. The other parent will pay his or her share within 30 days of receipt of the bill.

If available through work, the  mother  father shall maintain dental, orthodontic, and optical insurance on the minor child or children.

#### E. LIFE INSURANCE

If agreed upon by the parties, the  mother  father  both shall insure his/her own life in the minimum amount of \$\_\_\_\_\_ by whole life or term insurance. Until the child support obligation has been completed, each policy shall name the child/children as sole irrevocable primary beneficiary, with the  other parent  other \_\_\_\_\_, as trustee for the benefit of the child(ren), to serve without bond or accounting.

### IV. PRIMARY RESIDENTIAL PARENT (CUSTODIAN) FOR OTHER LEGAL PURPOSES

The child or children are scheduled to reside the majority of the time as designated in Section I.A. This parent is designated as the primary residential parent also known as the custodian, **SOLELY** for purposes of any other applicable state and federal laws. If the parents are listed in Section II as joint decision-makers, then, for purposes of obtaining health or other insurance, they shall be considered to be joint custodians. THIS DESIGNATION DOES NOT AFFECT EITHER PARENT'S RIGHTS OR RESPONSIBILITIES UNDER THIS PARENTING PLAN.

### V. DISAGREEMENTS OR MODIFICATION OF PLAN

Should the parents disagree about this Parenting Plan or wish to modify it, they must make a good faith effort to resolve the issue by the process selected below before returning to Court. *Except for financial support issues including child support, health and dental*

*insurance, uncovered medical and dental expenses, and life insurance*, disputes must be submitted to:

- Mediation by a neutral party chosen by the parents or the Court.
- Arbitration by a neutral party selected by parents or the Court.
- The Court DUE TO ORDER OF PROTECTION OR RESTRICTIONS.

The costs of this process may be determined by the alternative dispute process or may be assessed by the Court based upon the incomes of the parents. It must be commenced by notifying the other parent and the Court by  written request  certified mail

other: \_\_\_\_\_.

In the dispute resolution process:

- A. Preference shall be given to carrying out this Parenting Plan.
- B. The parents shall use the process to resolve disputes relating to implementation of the Plan.
- C. A written record shall be prepared of any agreement reached, and it shall be provided to each parent.
- D. If the Court finds that a parent willfully failed to appear without good reason, the Court, upon motion, may award attorney fees and financial sanctions to the prevailing parent.

## **VI. RIGHTS OF PARENTS**

Under T.C.A. § 36-6-101 of Tennessee law, both parents are entitled to the following rights:

- (1) The right to unimpeded telephone conversations with the child at least twice a week at reasonable times and for reasonable durations. The parent exercising parenting time shall furnish the other parent with a telephone number where the child may be reached at the days and time specified in a parenting plan or other court order or, where days and times are not specified, at reasonable times;
- (2) The right to send mail to the child which the other parent shall not destroy, deface, open or censor. The parent exercising parenting time shall deliver all letters, packages and other material sent to the child by the other parent as soon as received and shall not interfere with their delivery in any way, unless otherwise provided by law or court order;
- (3) The right to receive notice and relevant information as soon as practicable but within twenty-four (24) hours of any hospitalization, major illness or injury, or death of the child. The parent exercising parenting time when such event occurs shall notify the other parent of the event and shall provide all relevant healthcare providers with the contact information for the other parent;
- (4) The right to receive directly from the child's school any educational records customarily made available to parents. Upon request from one parent, the parent enrolling the child in school shall provide to the other parent as soon as available each academic year the name, address, telephone number and other contact information for the school. In the case of children who are being homeschooled, the parent providing the homeschooling shall advise the other parent of this fact along with the contact information of any sponsoring entity or other entity involved in the child's education, including access to any individual student records or grades available online. The school or homeschooling entity shall be responsible, upon request, to provide to each parent records customarily made available to parents. The school may require a written request which includes a

current mailing address and may further require payment of the reasonable costs of duplicating such records. These records include copies of the child's report cards, attendance records, names of teachers, class schedules, and standardized test scores;

- (5) Unless otherwise provided by law, the right to receive copies of the child's medical, health or other treatment records directly from the treating physician or healthcare provider. Upon request from one parent, the parent who has arranged for such treatment or health care shall provide to the other parent the name, address, telephone number and other contact information of the physician or healthcare provider. The keeper of the records may require a written request including a current mailing address and may further require payment of the reasonable costs of duplicating such records. No person who receives the mailing address of a requesting parent as a result of this requirement shall provide such address to the other parent or a third person;
- (6) The right to be free of unwarranted derogatory remarks made about such parent or such parent's family by the other parent to or in the presence of the child;
- (7) The right to be given at least forty-eight (48) hours notice, whenever possible, of all extracurricular school, athletic, church activities and other activities as to which parental participation or observation would be appropriate, and the opportunity to participate in or observe them. The parent who has enrolled the child in each such activity shall advise the other parent of the activity and provide contact information for the person responsible for its scheduling so that the other parent may make arrangements to participate or observe whenever possible, unless otherwise provided by law or court order;
- (8) The right to receive from the other parent, in the event the other parent leaves the state with the minor child or children for more than forty-eight (48) hours, an itinerary which shall include the planned dates of departure and return, the intended destinations and mode of travel and telephone numbers. The parent traveling with the child or children shall provide this information to the other parent so as to give that parent reasonable notice; and
- (9) The right to access and participation in the child's education on the same bases that are provided to all parents including the right of access to the child during lunch and other school activities; provided, that the participation or access is legal and reasonable; however, access must not interfere with the school's day-to-day operations or with the child's educational schedule.

## **VII. NOTICE REGARDING PARENTAL RELOCATION**

The Tennessee statute (T.C.A. § 36-6-108) which governs the notice to be given in connection with the relocation of a parent reads in pertinent part as follows:

- (a) After custody or co-parenting has been established by the entry of a permanent parenting plan or final order, if a parent who is spending intervals of time with a child desires to relocate outside the state or more than fifty (50) miles from the other parent within the state, the relocating parent shall send a notice to the other parent at the other parent's last known address by registered or certified mail. Unless excused by the court for exigent circumstances, the notice shall be mailed not later than sixty (60) days prior to the move. The notice shall contain the following:
  - (1) Statement of intent to move;
  - (2) Location of proposed new residence;
  - (3) Reasons for proposed relocation; and

- (4) Statement that absent agreement between the parents or an objection by the non-relocating parent within thirty (30) days of the date notice is sent by registered or certified mail in accordance with subsection (a), the relocating parent will be permitted to do so by law.
- (b) Absent agreement by the parents on a new visitation schedule within thirty (30) days of the notice or upon a timely objection in response to the notice, the relocating parent shall file a petition seeking approval of the relocation. The non-relocating parent has thirty (30) days to file a response in opposition to the petition. In the event no response in opposition is filed within thirty (30) days, the parent proposing to relocate with the child shall be permitted to do so.
- (c) (1) If a petition in opposition to relocation is filed, the court shall determine whether relocation is in the best interest of the minor child.

**VIII. PARENT EDUCATION CLASS**

This requirement has been fulfilled by  both parents  mother  father  neither.  
 Failure to attend the parent education class within 60 days of this order is punishable by contempt.

**Under penalty of perjury, we declare that this plan has been proposed in good faith and is in the best interest of each minor child and that the statements herein and on the attached child support worksheets are true and correct. (A notary public is required if this is a proposed plan by one parent. A notary public is required if this is an agreed plan by both parents.)**

\_\_\_\_\_  
 Mother Date and Place Signed

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires: \_\_\_\_\_  
Notary Public

\_\_\_\_\_  
 Father Date and Place Signed

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires: \_\_\_\_\_  
Notary Public

**APPROVED FOR ENTRY:**

\_\_\_\_\_  
*Attorney for Mother*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Phone and BPR Number*

\_\_\_\_\_  
*Attorney for Father*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Phone and BPR Number*

*Note: The judge or chancellor may sign below or, instead, sign a Final Decree or a separate Order incorporating this plan.*

COURT COSTS (If applicable)

Court costs, if any, are taxed as follows:

\_\_\_\_\_.

It is so ORDERED this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Judge or Chancellor



APPENDIX R



DATE: \_\_\_\_\_

Please check one\*

- Original Order
- Modified Order
- Terminated Order/Termination of IWO issued
- Updated Information

Please check one\*

- Worksheet for State Case Registry purpose only
- Payments ordered through SDU (formerly CCSRU)

**COMPLETE AND FAX ONE COPY TO: LOCAL NASHVILLE AREA  
(615) 524-3102 OR (888) 701-3073**

**NON-IV-D DEMOGRAPHIC INFORMATION AND UPDATE WORKSHEET**  
(PLEASE PRINT LEGIBLY)

DOCKET ID \* \_\_\_\_\_  
COURT CODE \* 4714945

ORIGINAL ORDER DATE \* \_\_\_\_\_  
FAMILY VIOLENCE CODE \* YES  OR NO

**OBLIGEE'S INFORMATION (party to receive payments):**

LAST NAME \* \_\_\_\_\_ FIRST NAME \* \_\_\_\_\_ MIDDLE \_\_\_\_\_  
 SEX \_\_\_\_\_ SSN \* \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH \* \_\_\_\_\_ RELATIONSHIP TO CHILD \* \_\_\_\_\_  
 MAILING ADDRESS \* \_\_\_\_\_  
 CITY \* \_\_\_\_\_ STATE \* \_\_\_\_\_ ZIP \* \_\_\_\_\_ TELEPHONE# \_\_\_\_\_

**OBLIGOR'S INFORMATION (party to make payments):**

LAST NAME \* \_\_\_\_\_ FIRST NAME \* \_\_\_\_\_ MIDDLE \_\_\_\_\_  
 SEX \_\_\_\_\_ SSN \* \_\_\_\_\_ DATE OF BIRTH \* \_\_\_\_\_ RELATIONSHIP TO CHILD \* \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_  
 CITY \* \_\_\_\_\_ STATE \* \_\_\_\_\_ ZIP \* \_\_\_\_\_ TELEPHONE# \_\_\_\_\_  
 EMPLOYER \_\_\_\_\_  
 EMPLOYER ADDRESS \_\_\_\_\_  
 CITY NAME \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

**DEPENDENT INFORMATION:**

CHILD#1: LAST NAME \* \_\_\_\_\_ FIRST NAME \* \_\_\_\_\_ MIDDLE \_\_\_\_\_  
 SEX \_\_\_\_\_ SSN \* \_\_\_\_\_ DATE OF BIRTH \* \_\_\_\_\_  
 CHILD#2: LAST NAME \* \_\_\_\_\_ FIRST NAME \* \_\_\_\_\_ MIDDLE \_\_\_\_\_  
 SEX \_\_\_\_\_ SSN \* \_\_\_\_\_ DATE OF BIRTH \* \_\_\_\_\_

\*COURT CLERK'S FAX NUMBER (required when TCSES # is needed): 615-713-3382

TCSES CASE NUMBER: \_\_\_\_\_

**\*FIELDS REQUIRED**

NOTES: Additional dependents can be entered on a separate page and faxed. Docket numbers and court code must be re-entered for additional dependents. Parties' information need not be re-entered.



APPENDIX S

IN THE JUVENILE COURT FOR RUTHERFORD COUNTY, TENNESSEE

\_\_\_\_\_, )  
 )  
**Petitioner** )  
 )  
 V. ) **Docket No.** \_\_\_\_\_  
 )  
 \_\_\_\_\_, )  
 )  
**Respondent** )  
 )  
**IN RE:** \_\_\_\_\_ **DOB** \_\_\_\_\_ )  
 \_\_\_\_\_ **DOB** \_\_\_\_\_ )  
 \_\_\_\_\_ **DOB** \_\_\_\_\_ )  
 \_\_\_\_\_ **DOB** \_\_\_\_\_ )

REQUEST FOR JUDICIAL REVIEW

This case was originally heard on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before Magistrate Jeff McCullough, Magistrate Ray White, or Magistrate Matthew Wright (circle one). My case involved (check all that are appropriate):

- |  |                                      |
|--|--------------------------------------|
| _____ Child Custody                    | _____ Parental Relocation            |
| _____ Visitation                       | _____ Child Support                  |
| _____ Dependency/Neglect               | _____ Delinquent/Unruly action       |
| _____ Petition to Establish Paternity  | _____ Petition to Set Child Support  |
| _____ Petition to Modify Child Support | _____ Child Support Arrears Judgment |
| _____ Grandparent Visitation           | _____ Contempt of Court              |
| _____ Other (please specify): _____    |                                      |

My name is \_\_\_\_\_. I am the \_\_\_ Mother \_\_\_ Father or \_\_\_\_\_ (please specify relationship). I disagree with the decision of the Magistrate and request the Juvenile Court Judge to review the case. The things I disagree with and what I would like the Judge to find are (attach additional sheets if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By requesting this review, I understand that the Judge may schedule a hearing or the Judge may only review the file without a hearing. This review is limited only to the things I have indicated above. I understand that the Judge may: (1) agree with the Magistrate's decision and that, by doing so, the Magistrate's decision will become the order of the Court; (2) modify the Magistrate's decision in one or more respects; or (3) throw out the Magistrate's decision and issue a new decision entirely. I further understand that until the Judge makes a decision, the Magistrate's decision will remain in effect, and I must follow it or be punished for contempt of court.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person(s) Requesting Judicial Review

\_\_\_\_\_  
\_\_\_\_\_  
Address (City, State, Zip Code)

\_\_\_\_\_  
Telephone Number (including Area Code)

---

**CERTIFICATE OF SERVICE**

I certify that a true and correct copy of the foregoing Request for Judicial Review has been; hand delivered or mailed (to the last address on file, postage prepaid to the parties and counsel (if any) on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Deputy Clerk



APPENDIX T

_____ _____ _____ <b>Court County Tennessee</b>	<b>UNIFORM AFFIDAVIT OF INDIGENCY</b> page 1 of 2	<b>Case Number</b> _____
_____ vs. _____		

Comes the defendant and, subject to the penalty of perjury, makes oath to the following facts (please list, circle, complete, etc.):

**PART I**

1. Full Name: \_\_\_\_\_
2. Social Security No.: \_\_\_\_\_
3. Any other names ever used: \_\_\_\_\_
4. Address: \_\_\_\_\_
5. Telephone Nos.: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Other) \_\_\_\_\_
6. Are you working anywhere? Yes ( ) No ( ) Where \_\_\_\_\_
7. How much do you make? \_\_\_\_\_ (weekly, monthly, etc.)
8. Birth date: \_\_\_\_\_
9. Do you receive any governmental assistance or pensions (disability, SSI, AFDC, etc.)? Yes ( ) No ( )  
 What is its value? \_\_\_\_\_ (weekly, monthly, etc.)
10. Do you own any property (house, car, bank acct., etc.): Yes ( ) No ( )  
 What is its value? \_\_\_\_\_
11. Are you, or your family, going to be able to post your bond? Yes ( ) No ( )
12. Are you, or your family, going to hire a private attorney? Yes ( ) No ( )
13. Are you now in custody? Yes ( ) No ( )  
 If so, how long have you been in custody? \_\_\_\_\_  
*(If the defendant is in custody, unable to make bond and the answers to questions one (1) through eleven (11) make it clear that the defendant has no resources to hire a private attorney, skip Part II and complete Part III. If Part II is to be completed, do not list items already listed in Part I.)*

**PART II**

14. Names & ages of all dependents: \_\_\_\_\_ relationship \_\_\_\_\_  
 \_\_\_\_\_ relationship \_\_\_\_\_  
 \_\_\_\_\_ relationship \_\_\_\_\_
15. I have met with following lawyer(s), have attempted to hire said lawyer(s) to represent me, and have been unable to do so:  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_
16. All my income from all sources (including, but not limited to wages, interest, gifts, AFDC, SSI, social security, retirement, disability, pension, unemployment, alimony, worker's compensation, etc.):  
 \$ \_\_\_\_\_ per \_\_\_\_\_ from \_\_\_\_\_  
 \$ \_\_\_\_\_ per \_\_\_\_\_ from \_\_\_\_\_  
 \$ \_\_\_\_\_ per \_\_\_\_\_ from \_\_\_\_\_
17. All money available to me from any source:  
 A. Cash \_\_\_\_\_  
 B. Checking, Saving, or CD Account(s)-give bank, acct. no., balance \_\_\_\_\_  
 C. Debts owed me \_\_\_\_\_  
 D. Credit Card(s)-give acct. no., balance, credit limit, and type (Visa, Mastercard, American Express, etc.) \_\_\_\_\_

_____ _____ _____ <b>Court County Tennessee</b>	<b>UNIFORM AFFIDAVIT OF INDIGENCY</b> page 2 of 2	<b>Case Number</b> _____
_____ vs. _____		

E. Other \_\_\_\_\_

18. All vehicles/vessels owned by me, solely or jointly, within the last six months (including but not limited to cars, trucks, motorcycles, farm equip., boats etc.):

_____	value \$	_____	amt. owed	_____
_____	value \$	_____	amt. owed	_____
_____	value \$	_____	amt. owed	_____

19. All real estate owned by me, solely or jointly, within the last six months (including land, lots, houses, mobile homes, etc.):

_____	value \$	_____	amt. owed	_____
_____	value \$	_____	amt. owed	_____

20. All assets or property not already listed owned within the last six months or expected in the future:

_____	value \$	_____	amt. owed	_____
_____	value \$	_____	amt. owed	_____

21. The last income tax return I filed was for the year \_\_\_\_\_ and it reflected a net income of \$ \_\_\_\_\_.  
I will file a copy of same within one week if required.

22. I am out of jail on bond of \$ \_\_\_\_\_ made by \_\_\_\_\_. The money to make bond, \$ \_\_\_\_\_ was paid by \_\_\_\_\_.

**PART III**

23. Acknowledging that I am still under oath, I certify that I have listed in Parts I and II all assets in which I hold or expect to hold any legal or equitable interest.

24. I am financially unable to obtain the assistance of a lawyer and request the court to appoint a lawyer for me.

25. I understand that it is a **Class A misdemeanor** for which I can be sentenced to jail for up to 11 months 29 days or be fined up to \$2500.00 or both if I intentionally or knowingly misrepresent, falsify, or withhold any information required in this affidavit. I also understand that I may be required by the Court to produce other information in support of my request for an attorney.

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Defendant

Sworn to and Subscribed before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Clerk

\_\_\_\_\_

Judge