

# e-Filing Progress in TnCIS and Technology and Courts

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Administrative Office of the Courts  
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## Electronic Filing

16-15-701. Electronic filing.

Rule 49.2. Electronic filings, signing, or verification (Criminal)

Rule 5B. Electronic Filing, Signing, or Verification (Civil)

- ❑ Any court governed by this chapter may, by local rule, allow papers to be filed, signed, or verified by electronic means.
- ❑ Court is to comply with technological standards promulgated by the supreme court.
- ❑ Pleadings and other papers filed electronically under such local rules shall be considered the same as written papers.



## E-Filing Phase I

Currently in TnCIS

1. Operational in Rutherford CM, Sumner CM and Williamson CM and Circuit CV
2. Blount, Coffee, Jefferson and Rutherford Circuit CV - In process of getting setup and/or testing

## E-Filing Phase II

### Currently Being Worked on

1. Case Initiation: Ability to Assign Case Number, Add Parties, Add Attorneys all are working
2. Integrate Fee Calculation
  - a. Procedure work for receipting information is completed
  - b. Fee calculation showing on the user interface correctly for Case Initiation including percent based fees where user can add an amount (essentially acting like that "Add Fee" form in TnCIS)
3. Receipting - Work in Progress - LG has meet with Tybera regarding the process and what to call once money is collected.
4. Existing Cases
  - a. Add Documents to Existing Cases
  - b. Add Filing to Existing Cases

NOTE: The above will all require cleanup, clerk review, and testing.



## **E-Filing Phase III**

1. Add Criminal Case
2. Add Charge to Existing Case

## **E-Filing Phase IV**

1. ECF Standardization
2. E-Filing API
3. Create Sandbox Environment for Vendors

## Are Bound Books Required?

10-7-121. Government records kept on computer or removable computer storage media.

16-15-303. General sessions court clerk.

18-1-105. Duties.

Any information required to be kept as a public record by a clerk of a court may be maintained on a computer or removable computer storage media in lieu of docket books or other bound books, provided:

- Information is available to the public, unless confidential.
- Public record is maintained during the time required by law for retention.
- Data stored within the computer system shall be copied to storage media daily,
- Computer storage media more than one (1) week old shall be stored at a location other than at the building where the original is maintained.
- The clerk can provide a paper copy of the information when needed or requested by the public.



## Other Online Opportunities for Courts

Online Case History

Online Payments

Online Driver Safety School

Online Delinquent Tax Sales

# AOC Data Management System (ADMS)

## Automated TCA Table

- ❑ TCA code master table can be update and pulled down each morning electronically by TnCIS so the clerks have the most up to date TCAs available.
- ❑ Allows clerk's offices to manually pull the TCA table as well.



# The AOC's New Online Support Portal

To submit an online support request, please visit <https://support.tncourts.gov/request>.

For immediate assistance, please contact the help desk at ITSD Help Desk at [\(615\) 532-9503](tel:6155329503) or [800-448-7980](tel:8004487980).

[Help Center](#) / [ITSD Infrastructure and Field Support Desk](#) / [Raise a request](#)

## ITSD Infrastructure and Field Support Desk

Welcome! You can raise a request for ITSD Infrastructure and Field Support Desk using the options provided.

Contact us about

Common Requests

What can we help you with?



**Get IT help**

Get assistance for general IT problems and questions.

Contact Number

List the best number to reach out to if phone support is needed

County

List the county you are located in

Summary \*

Please provide a summary of this request or issue you are experiencing

Description

Please provide as much detail as possible for your request, such as if there is an asset tag, error message, etc.

Attachment

# The AOC's New Online User Update Form

If you have saved the PDF form for the User Update Form, please visit the new portal

<https://support.tncourts.gov/userform>  
for future submissions.

[Help Center](#) / [ITSD Infrastructure and Field Support Desk](#) / [Raise a request](#)

## ITSD Infrastructure and Field Support Desk

Welcome! You can raise a request for ITSD Infrastructure and Field Support Desk using the options provided.

Contact us about

Logins and Accounts

What can we help you with?

User Update Form

Summary \*

Brief summary of your request

Email confirmation to \*

Organization \*

Select the appropriate organization to populate relevant questions

TNCIS

New option...

TNCIS Office Change requested \*

Select...

[Send](#) Cancel



# Questions? Feedback

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