



# TJIS

*Troubleshooting and Reporting*

For those of you who do not have a copy of the laminate TJIS criminal / civil sheets in your office they can be found online @

- <http://www.tsc.state.tn.us/courts/court-clerks/clerks-manuals-reporting>

# When reopening a civil case, only reopen if the criteria for the case is listed as a reopened TJIS filing

Order of Protection

Contempt

Residential Parenting/no child Support

Child Support

Wage Assignment Hearing

Probate

Judicial Hospitalization

Conservatorship

Guardianship

Trust

Other (Reopened)

Reopened civil cases should always be reopened using current filing date. For each docket number, there can only be one reopened or original case pending at any time.

The screenshot displays a legal case management interface. On the left, a case record is visible with the following details:

- Style Of Case: John Q Public vs Jane A Public
- Case Number: 4GS1-2022-DV-3557
- Case Sub Type: Divorce without Minor Children
- Filing Date: 2/14/2022
- Status: Disposed
- Status Date: 3/15/2022
- Judge: Lenny Mason Ashley
- Party: John Q Public (Plaintiff), Jane A Public (Defendant)

Overlaid on the right is a 'Case Status Change -- Webpage Dialog' window. The 'General' tab is active, showing:

- Case Number: 4GS1-2022-DV-3557
- Status: Reopened
- Status Date: 4/26/2022 (indicated by a red arrow)
- Rule Docket Entry: Date: 4/26/2022, Time: 7:23:00 AM, Entry: Case Status Change: Reopened



# ALWAYS confirm judge and disposition dates are correct when disposing of case

Save and Close More Options

General Style Of Case Notes Document Management Audit

Style Of Case: State of TN ex. rel vs

Case Number: 4GS1-2022-DV-3557

Case Sub Type: DV - Contempt

Filing Date: 2/14/2022

Status: Reopened

Status Date: 3/15/2022

Judge: Lenny Mason Ashley

Party	Party Role	Next Hearing Date/Time
John Q Public	Plaintiff	
Jane A Public	Defendant	

Notes:

Dispose Case/Enter Judgment -- Webpage Dialog

Dispose a Case

Enter the disposition information and select one or more parties to dispose. Click Next to continue.

Case Number: 4GS1-2022-DV-3557

Style Of Case: State of TN ex. rel vs

Case Type: Divorce

Case Sub Type: DV - Contempt

Filing Date: 3/15/2022

Status: Reopened

Disposition Date: 4/26/2022 \*

Judge: Tony Leroy Ritchie \*

Select Parties to Dispose

Plaintiff	Defendant	Disposition Type	ADR
<input checked="" type="checkbox"/> John Q Public	Jane A Public	Dismissed	<input type="checkbox"/> Notes

Date: 22

## Use the 'CORRECTIONS' coversheet to make changes to previously filed cases.

- Some of you may not have a paper copy, however it can be found online @
  - <http://www.tsc.state.tn.us/courts/court-clerks/clerks-manuals-reporting>



All corrected dispositions must be submitted on paper forms with exception of judicial diversions.

- **Judicial Diversion are the ONLY disposition that will correct automatically when original disposition is changed!!!!**
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# *Now that we have discussed troubleshooting TJIS*

- Let's complete a TJIS monthly reporting interface and discuss the issue if any you are having in your office!!!!
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- 



Interface > TJIS > Items to report > TJIS interface type >As of date (always use the last day of the month working or none)

**Enter Selection Criteria**

Select a TJIS Interface Type, which will specify the types of cases you want to report: Criminal only, Civil only, or Both.

Enter the date of the latest TJIS-Reportable Event which should be selected for reporting. All unreported events on or before this date will be selected.

Click Next to Continue.

<u>TJIS Interface Type:</u>	Bledsoe TJIS - BOTH CV/CR
<u>As-Of Date:</u>	4/30/2022

# Number of civil / criminal cases to be selected are listed

## Review Number and Type of Items To Be Selected For TJIS Reporting

Review the number of Civil Cases and/or Criminal Charges which will be selected if you choose to complete the Selection process.

If you wish to complete the Selection process, choose Finish. If you wish to modify your selection criteria, choose Back.

### Summary

<b>Number of Civil Cases to be Selected:</b>	15
<b>Number of Criminal Charges to be Selected:</b>	37

# View / Correct errors will list all cases on the report with case status and TJIS event

## TJIS Items To Report Have Been Selected

Click the Task you wish to perform. Click Close to return to the main menu.

	Correct	Have Error(s)
<b>Number of Civil Cases Selected</b>	15	0
<b>Number of Criminal Charges Selected</b>	37	0

### Tasks

- View / Correct Errors
- Print Civil Batch Contents
- Print Criminal Batch Contents
- Finalize Batch

Finalize batch will list number of cases to report and as of date listed

Confirm and click finish

**Completing Finalize TJIS Batch**

You have successfully specified the necessary information to finalize the TJIS batch.

Review the information below, then click Finish to finalize the batch. If you do not wish to finalize the batch, choose Cancel.

Summary

<b>As-Of Date:</b>	4/30/2022
<b>Number of Civil Cases:</b>	15
<b>Number of Criminal Charges:</b>	37



When finalized, TJIS batch number is listed  
you can either click send / re-send batch or CLOSE and  
send from menu

**The Selected TJIS Items have been finalized, and are ready to be sent to AOC.**

The TJIS Batch Number has been created.

Click the Task you wish to perform. Click Close to return to the main menu.

**TJIS Batch Number(s):** 00139-CR, 00139-CV

Tasks
Send / Re-Send Batch

# Review batch history

## Options to Send / Re-send batch or Print Batch Contents

The screenshot shows the TnCISCM application interface. On the left is a navigation menu with categories like Home, Party Search, Reminders, Criminal, Civil, Add Civil Case, Civil Cases, Civil Hearings, CS Cases, CS Obligations, DHS Reimbursement, Delinquent Taxes, Documents, Financials, Jury Management, Interfaces, DOS, NCIC, TBI, TCSES, TJIS, Administration, Utilities, Audit, User Tools, and Help. The main area displays a 'Review Batch History' dialog box. The dialog has a search section with fields for 'From Date:' and 'Thru Date:'. Below this is a table of 'Batch File Contents' with columns: Cty #, Loc Cd, Court Name, Docket #, Date of Filing, Type of Suit, and Date of Dispo. The table contains four rows of data. To the right of the table is a 'Tasks' section with a list of actions: 'Send / Re-Send Batch', 'Rollback Batch', and 'Print Batch Contents'. A 'Close' button is at the bottom right of the dialog.

hide menu TnCISCM

Close New Search Print

TJIS Batch File Contents -- Webpage Dialog

Search by: A

From Date:

Thru Date:

TJIS Batch: 00066-CV, As-Of 3/31/2020

TJIS Batch Type: Chancery, Civil

Batch Filename: TJIS-TL-CV-59A2-Marshall-00066-2020-03-31.txt

As-Of Date

As-Of Date
8/31/2012
9/30/2012
11/30/2012
12/31/2012
1/31/2013
2/28/2013
3/31/2013
4/30/2013
5/31/2013
6/30/2013
7/31/2013
8/31/2013
9/30/2013
10/31/2013
3/31/2020
3/31/2020

Batch File Contents

Cty #	Loc Cd	Court Name	Docket #	Date of Filing	Type of Suit	Date of Dispo
59	59A2	Chancery	59CH12020CV16814	03022020	461	
59	59A2	Chancery	59CH12013CV16774	03112020	382	
59	59A2	Chancery	59CH12013CV16774	10022013	381	03112020
59	59A2	Chancery	59CH12020CV16814	03022020	461	03112020

Tasks

- Send / Re-Send Batch
- Rollback Batch
- Print Batch Contents

Close