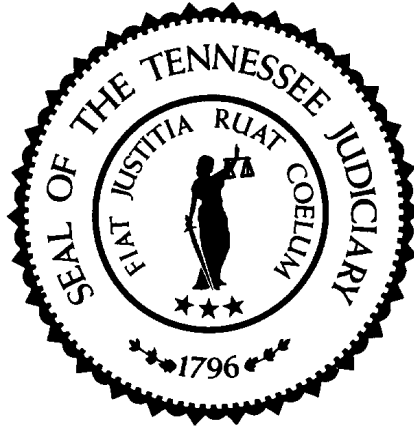


# CIVIL CASE REPORTING GUIDELINES



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***Tennessee Judicial Information System  
(TJIS)***

# Table of Contents

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<b>Introduction Letter</b> .....	
<b>Preparation of Records and Reporting</b> .....	1
Manual Paper Reporting .....	1
Electronic Reporting .....	2
Civil File Format .....	3
<b>Filing Form</b> .....	5
Filing Instructions .....	6
Line by Line Instructions .....	6
Type of Suit (Case type) Definitions .....	8
Original Filing Case Types .....	8
Reopened Filing Case Types .....	11
<b>Disposition Form</b> .....	14
Line by Line Instructions .....	15
Manner of Disposition (Disposition Categories) .....	16
Multiple Party Dispositions .....	17
Child Support Cases .....	18
Reconciliation Orders in Divorce Cases .....	18
Small Estate Probate .....	18
Conservatorship .....	18
Guardianship .....	19
Trust .....	19
Judicial Hospitalization .....	19

Medical Malpractice/Damages and Torts Disposition Information.....	19
Tips and Tricks.....	19
<b>Correction Form .....</b>	<b>21</b>
Correction Instructions.....	22
Line by Line .....	22
<b>TJIS Reports for Data Verification .....</b>	<b>25</b>
Instructions for Cleanup of TJIS Pending Reports .....	26
<b>Frequently Asked Questions .....</b>	<b>28</b>
<b>Glossary.....</b>	<b>29</b>
<b>Appendix .....</b>	<b>30</b>
County Numbers .....	31
Reporting Requirements - SC Rule 11, Section II.....	32
Location Codes .....	35

April 1, 2025

Dear Court Clerks,

## **An Introduction to the Reporting Guidelines**

Supreme Court Rule 11, Section II requires the Administrative Office of the Courts (AOC) to maintain case related statistics. To comply with this standard, the AOC created Tennessee Judicial Information System (TJIS) which compiles data, from across the state to produce meaningful statistical reports. The reporting guidelines below are dedicated to complying with Rule 11.

We are thankful to each court clerk and office staff for their hard work and expertise in filing and disposing case information. Your expertise and hard work in TJIS and other systems provide the Tennessee Judiciary, with the information required for detailed reporting guidelines. Because of you and the clerk's office, we are able to comply with the rules and orders asked of the AOC and we thank you for all your hard work in making the TJIS database possible.

To maintain the most accurate data possible for your reports, the AOC may contact the clerk's offices for assistance when errors occur. For example, the AOC creates pending reports to verify the cases that are filed, but not disposed. The AOC also sends verification reports to each clerk's office prior to publishing its Annual Report of the Judiciary. These validations are vital for accurate data and, again, I would like to thank each clerk's office for all their support.

Thank you for your time, your expertise, and your professionalism. I am happy to work with you. Should you have any questions regarding TJIS reports, forms, or instructions, please contact the Information Technology Services Division of the AOC at 1-800-448-7980 or e-mail at [tjis.reporting@tncourts.gov](mailto:tjis.reporting@tncourts.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Brandon L. Bowers', with a long horizontal line extending to the right.

Brandon L. Bowers  
Chief Technology Officer (CTO), ITSD  
TN Administrative Office of the Courts

## Preparation of Records and Reporting

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**Please find the clerk manuals and forms online:**

[Clerks' Manuals & Reporting | Tennessee Administrative Office of the Courts \(tncourts.gov\)](#)

Electronic media or paper forms should be submitted and received by the AOC on or **before the 15th day of the month** following the given reporting period.

For example, the March reports will be received before April 15th. Additionally, the designation "March" reports have filing and disposition dates in March.

If there are no filings or dispositions for a given month, then fill out the "Civil Case Cover Sheet" form with the location code and court information and write, "no filings/dispositions for (specify month)." Email to: [TJIS.Reporting@tncourts.gov](mailto:TJIS.Reporting@tncourts.gov)

## Manual Paper Reporting

Two forms to be used: 1.) Filings and 2.) Corrections.

### Fillable Forms

The docket numbers should not contain any spaces or /, - , ' , or \*.

**All corrections must be submitted on paper forms.**

Additional line by line instructions for each of these forms are detailed beginning on page 6.

**NOTE: Email all memorandum or TJIS filing and/or corrections forms to:**

[TJIS.Reporting@tncourts.gov](mailto:TJIS.Reporting@tncourts.gov)

## Electronic Reporting

**\*\*\*All corrections must be submitted on paper forms.\*\*\***

A copy of the file layout is found on page 3.

Filing records must include the County Number, Location Code, Court Name, Docket Number, Date of Filing, Type of Suit, Source Code, and General Sessions Appeals.

Disposition records must include the County Number, Location Code, Court Name, Docket Number, Date of Filing, Type of Suit, Date of Disposition, Type of Disposition, Judge's Code, Damage or Torts, Damages Amount, Source Code, ADR, and General Sessions Appeals.

Cases, which are filed and disposed in the same month, should be reported as two records, once as a filing, and once as a disposition.

The docket numbers should not contain any spaces or /, -, ', or \*.

**DO NOT** put Clerk and Master in the court field.

**Must** be either 'Chancery', 'Circuit

A judge code must be used when reporting electronic records. **Do not include the judge name in electronic records.** If a new judge or a judge from another district hears cases and does not have a judge code assigned, please call the AOC to obtain the correct judge code.

**Note:** The AOC maintains the most current judge code listing which is also located at the following location:  
<https://cms.tncourts.gov/StaffSearch>

Filenames should identify civil, location, and time.

(i.e., filename-CV-Location\_code-County\_Name-Year-Month-Day.txt)

If there are no filing or disposition records to report for a given month please contact the AOC at TJIS.Reporting@tncourts.gov by submitting a filing form marked "No Data for Month of (specify month)".

Please Contact TJIS.Reporting@tncourts.gov to set up your electronic filing.

## Civil File Format:

All ASCII text files must conform to this single line record delimited format. The following details what each range of the 264 character line means.

*Required = X		Filing Record	Disposition Record
1-2	County Number (2)	X	X
3-6	Location Code (4)	X	X
7-26	Court name (20) – <b>Chancery, Circuit Civil, or Probate</b>	X	X
27-56	Docket Number (30) – all spaces, /, -, ', and * will be stripped	X	X
57-64	Date of Filing (8) <b>mmddyyyy</b>	X	X
65-67	Type of suit (3)	X	X
68-75	Date of Disposition (8) <b>mmddyyyy</b>		X
76-77	Type of Disposition (2)		X
78-81	Judge's code (4)		X
82-84	YES or NO Damages or Torts? (3)		X
85-92	Damages amount (8)		
93-102	ADDITUR or REMITTITUR (10)		
103-110	Additur amount (8)		
111-118	Remittitur amount (8)		
119	Source Code (1) <b>1- Original Filing, 2- Disposition, 3- Reopened</b>	X	X
120	ADR (1) – <b>Y for Yes, N for No</b>		X
121	General Sessions Appeals (1) - <b>Y for Yes, N for No</b>	X	X
122-264	Blank filler space		

- Cases filed and disposed in the same month should be reported as two records; one filing record and one disposition record.
- The filenames must have an extension (i.e. *filename.txt*).
- A judge code must be used when reporting disposition records. Do not include the judge name.
- Type of Suit (Case type) filing categories can be found on page 8.
- **Manner of Disposition categories can be found on page 16.**





**CIVIL CASE COVER SHEET**\*\*\*\*\*ORIGINAL/REOPENED FILING\*\*\*\*\*

1. Location Code \_\_\_\_\_
2. Court: ☐ Circuit Civil ☐ Chancery ☐ Probate
3. Docket No. \_\_\_\_\_
4. Filing Date: \_\_\_\_\_
5. Plaintiffs Defendants

Attorneys (Firm name, Address, and Telephone Number)

Attorneys (if known)

6. General Sessions Appeal (check box if case is appealed or transferred from general sessions court) ☐ Yes

7. **Original** Filing Type of Suit**General Civil**

- ☐ 451 Medical Malpractice
- ☐ 461 Contract/Debt
- ☐ 462 Specific Performance
- ☐ 471 Other Damages/Torts
- ☐ 481 Real Estate Matter
- ☐ 491 Workers Compensation
- ☐ 501 Probate
- ☐ 511 Juvenile Court Appeal
- ☐ 513 Appeal from Admin. Hearing
- ☐ 514 Three-Judge Panel Hearing
- ☐ 571 Conservatorship
- ☐ 572 Guardianship
- ☐ 573 Trust
- ☐ 581 Miscellaneous General Civil

**Domestic Relations**

- ☐ 361 Paternity
- ☐ 362 Legitimation
- ☐ 363 Adoption
- ☐ 364 Surrender
- ☐ 371 Divorce with minor children
- ☐ 372 Divorce without minor children
- ☐ 381 Order of Protection
- ☐ 383 Residential Parenting/no Child Support
- ☐ 384 Residential Parenting/Child Support
- ☐ 385 Child Support
- ☐ 387 Wage Assignment Hearing
- ☐ 391 Interstate Support - Incoming
- ☐ 392 Interstate Support - Outgoing
- ☐ 401 Other Domestic Relations

**Other**

- ☐ 541 Judicial Hospitalization
- ☐ 382 Contempt

**Reopened** Filing Type of Suit**Petition for**

- |   |   |
|---|---|
| <input type="checkbox"/> 381 Order of Protection                    | <input type="checkbox"/> 501 Probate                  |
| <input type="checkbox"/> 382 Contempt                               | <input type="checkbox"/> 541 Judicial Hospitalization |
| <input type="checkbox"/> 383 Residential Parenting/no Child Support | <input type="checkbox"/> 571 Conservatorship          |
| <input type="checkbox"/> 384 Residential Parenting/Child Support    | <input type="checkbox"/> 572 Guardianship             |
| <input type="checkbox"/> 385 Child Support                          | <input type="checkbox"/> 573 Trust                    |
| <input type="checkbox"/> 387 Wage Assignment Hearing                | <input type="checkbox"/> 551 Other                    |

**DISPOSITION INFORMATION**

8. Disposition Date \_\_\_\_\_

## 9. Manner of Disposition

- |   |   |
|---|---|
| <input type="checkbox"/> 1 Withdrawn/Voluntary Non-suit           | <input type="checkbox"/> 6 Dismissal      |
| <input type="checkbox"/> 2 Compromise/settlement-no court hearing | <input type="checkbox"/> 7 Trial-Non-jury |
| <input type="checkbox"/> 3 Court approved settlement              | <input type="checkbox"/> 8 Trial-Jury     |
| <input type="checkbox"/> 4 Uncontested/Default                    | <input type="checkbox"/> 9 Other          |
| <input type="checkbox"/> 5 Transferred                            |   |

Disposition involved Alternative Dispute Resolution ☐ Yes ☐ No

10. Judge \_\_\_\_\_

11. If the case is a 451 or 471 typesuit, were money damages awarded? ☐ Yes ☐ No If yes, amount \$ \_\_\_\_\_

12. If the case is a 451 or 471 typesuit and involves an additur or remittitur is it an: ☐ Additur, amount \$ \_\_\_\_\_  
or ☐ Remittitur, amount \$ \_\_\_\_\_

## Filing Instructions

**Original filings** are defined as any new case filed during the reporting period or any case received for a change of venue from another county or court. All appeals from a lower court are classified as original actions.

**Reopened filings** are defined as any case that has previously been filed and disposed, but has subsequent action.

**For each docket number, there can only be one reopened or original case pending at any given time.**

For Manual Paper Reporting the filing portion of the Civil Case Coversheet should be filled out for each original or reopened filing of a case. (A separate coversheet is used for each case number).

### Please use Fillable Forms online

[Clerks' Manuals & Reporting | Tennessee Administrative Office of the Courts \(tncourts.gov\)](https://tncourts.gov)

## Line-by-Line Instructions for Filing Cover Sheet

A separate coversheet should be used for each case number.

Item	Instruction
1. Location Code	Fill in the designated location code. <i>(Refer to location code list in the Appendix for the correct code. Contact the AOC if a location cannot be found.)</i>
2. Court	<div>Check the appropriate box.<ul style="list-style-type: none"><li><input type="checkbox"/> Circuit Civil</li><li><input type="checkbox"/> Chancery</li><li><input type="checkbox"/> Probate</li></ul></div> <div>Probate should only be checked in counties where one of the following conditions exist:<ul style="list-style-type: none"><li>1. There is a separately elected probate clerk;</li><li>2. There is a county clerk with probate jurisdiction; or</li><li>3. The county has a separately established probate court.</li></ul></div>

3. Docket No.	<p><b>Original:</b> The docket number assigned to the particular case.</p> <hr/> <p><b>Reopened:</b> Use the <i>original docket number</i> for reopened cases.</p> <hr/> <p><b>*Three-Judge Panel:</b> Reported as docket number + Identifier Identifier A = Chief Identifier B or C = Panel</p> <div data-bbox="1024 205 1393 415"> <p>Most counter suits are filed under the original open case and should not be reported separately as another filing due to the original case still being open.</p> </div>
4. Filing Date	<p><b>For Original:</b> Date at which time the civil case is physically filed and docketed with the clerk, and the cover sheet is completed.</p> <p><b>For Reopened:</b> It is very important that the correct filing date is entered on the coversheet (e.g., the date the petition to reopen the case is filed). This will help distinguish the reopened case from the original case or from previous reopening of the same case.</p> <div data-bbox="1024 531 1409 856"> <p><b>Note:</b> Use the filing date for the reopening (the date the petition to reopen the case is filed).  <b>Do not use the original filing date when reopening a case.</b></p> </div>
5. Plaintiffs/ Defendants/ Attorneys	<p>Currently this information is not required. The AOC does not enter this information. However, we are not removing it from the coversheet because it may be required in the near future.</p>
6. General Sessions Appeal	<p>Check the box if the case is appealed to circuit or chancery court from general sessions court, by either an appeal or transfer.</p>
<p>7. Type of Suit (Case type)</p> <div data-bbox="215 1283 472 1608"> <p>Only one type of suit should be checked.</p> <p>Choose the case type that most closely fits the case.</p> </div>	<p><b><u>Original Filings:</u></b> check the appropriate case type under one of the three categories:</p> <ul style="list-style-type: none"> <li>▪ <b>General civil</b> If the appropriate case type is not listed, please use Miscellaneous General Civil (581).</li> <li>▪ <b>Other Domestic relations</b> If the appropriate case type is not listed, please use Other Domestic Relations (401).</li> </ul> <p><b><u>Reopened Filings:</u></b> Check the appropriate case type for the reopened matter.</p> <ul style="list-style-type: none"> <li>▪ If the appropriate case type is not listed, please use “Other” (551).</li> </ul> <p>See pages 8-12 for case type definitions.</p>

## Type of Suit (Case type) Definitions

### Original Filings

- General Civil
- Domestic Relations
- Other

Choose the type that most closely fits the case.

General Civil	
Item	Instruction
451 Medical Malpractice	Includes all cases involving action to recover money as compensation or indemnity for personal injury or death due to medical malpractice. Medical malpractice is defined as negligence in performing medical professional duties or failure to exercise an accepted degree of medical professional skill or learning while rendering medical services which result in injury, loss, or damage. Defendants in such cases may include, but are not limited to: doctors, hospitals, nurses, EMTs, psychiatrists, psychologists, therapists and medical technicians.
461 Contract/Debt	Includes any action involving agreements or contracts (expressed or implied). This includes recovery of money for services performed, sales of goods, money loaned, damages for performance of simple contracts (expressed or implied), or liens by a builder or furnisher.
462 Specific Performance	Where damages would be an inadequate compensation for the breach of an agreement, the contractor or vendor will be compelled to perform specifically what he has agreed to do. Examples include: 1) agreements in writing to buy or sell land; 2) contracts to execute or renew leases; 3) contracts to execute a mortgage; 4) contracts to insure; and 5) contracts for chattels of special value. If a payment for personal injury or death is involved, it should be coded under 451-Medical Malpractice or 471- Other Damages/Torts, rather than 462.
471 Other Damages/Torts	Includes all cases other than medical malpractice involving action to recover money as compensation or indemnity for personal injury or death. For statistical purposes only, a tort is an injury or wrong committed against a person by a party who either did something he or she was obligated not to do, or failed to do something that he or she was obligated to do. (NOTE: Cases claiming money for property damage or for loss of right should be filed under the appropriate case type or 581-Miscellaneous General Civil.)

481 Real Estate Matter	Includes all matters pertaining to land, including contracts for the sale of land, suits dealing with ownership, foreclosure proceedings, easements, water rights, rights of way, boundary disputes, condemnation proceedings, and partitions.
491 Workers' Compensation	Includes all cases involving action to determine the right to compensation under the Worker's Compensation Act. <div>Only workers compensation lawsuits filed with injury prior to 7/1/2014 now go through the courts.</div>
501 Probate	Includes all cases involving the administration of decedents' estates.
511 Juvenile Court Appeal	All appeals from juvenile court.
513 Appeal from Administrative Hearing	Includes judicial review of a state or local administrative agency proceeding, other than those that are applicable to 514 Three-Judge Hearing.
514 Three-Judge Panel Hearing	Includes the state, department or agency of the state, or a state official acting in his or her official capacity is a defendant in a complaint that: (a) challenges the constitutionality of a state statute, including a statute that apportions or redistricts state legislative or congressional districts; or an executive order; or an administrative rule or regulation; and includes a claim for declaratory judgment of injunctive relief. (See SC Rule 54.)
571 Conservatorship	Cases in which a person (conservator) is lawfully invested with the power and charged with the duty of taking care of the property of another person who is considered by the court as incapable of managing his own affairs.
572 Guardianship	Cases in which a person (guardian) is lawfully invested with the power and charged with the duty of taking care of the rights of another person (ward) who is considered by the court as incapable of caring for himself/herself.
573 Trust	All cases involving the legal possession of real or personal property held by one person for the benefit of another.
581 Miscellaneous General Civil	Includes actions that are not included in any of the other case types. Common examples are: property damage suits; employment discrimination suits; un-liquidated damages; salary suit initiated by a county official; non-domestic relations contempt; tax matters; special remedy; injunctions; writs of mandamus; quo warrant; name change; foreign judgments; minor settlements.

## ***Domestic Relations***

<b><i>Item</i></b>	<b><i>Instruction</i></b>
361 Paternity	A court action to prove that a person is the father of a child and to enforce support obligations.
362 Legitimation	The making legitimate or lawful that which was not originally so; especially the statutory procedure of legalizing (legitimizing) the status of an illegitimate child.
363 Adoption	Legal process pursuant to state statute in which a child's legal rights and duties toward his natural parents are terminated and similar rights and duties toward his adoptive parents are substituted.
364 Surrender	Legal processes where a child is given up, whereby the parent or guardian terminates all rights to the child. Also called, Termination of Parental Rights.
371 Divorce with minor Children	Includes all cases involving the termination of a marriage, permanent separation between husband and wife, where there are minor children involved.
372 Divorce without minor Children	Includes all cases involving the termination of a marriage, permanent separation between husband and wife, or annulment where there are no minor children involved.
381 Order of Protection	A petition for orders of temporary protection filed by a person seeking relief from an allegedly violent person, who is currently or formerly a household or family member.
383 Residential Parenting/no Child Support	A petition to set the terms of a residential parenting plan without making modifications to child support. Use when a party is seeking to set custody or visitation without a change to child support.
384 Residential Parenting/Child Support	A petition to set the terms of residential parenting plan and to modify child support. Use when a party is seeking to set custody or visitation and a change to child support.
385 Child Support	A petition to set the terms of a child support agreement. Use when a party is seeking child support alone.
387 Wage Assignment Hearing	A petition for the transfer or assignment in advance of the defendant's wages, generally in connection with a previous judgment or to remove a previously ordered wage assignment.
391 Interstate Support-Incoming	Includes all cases involving child support in which the case is received from another state, including interstate wage assignment affidavits.
392 Interstate Support-Outgoing	Includes all cases involving child support in which the case is sent to another state, including interstate wage assignment affidavits.
401 Other Domestic Relations	Includes domestic cases that do not logically fit into any of the above case types.

## Other

<i>Item</i>	<i>Instruction</i>
382 Contempt	A petition alleging that a defendant has violated an order of court which requires that person in specific and definite language to do or refrain from doing an act or series of acts. A willful disregard for, or disobedience of, a public authority.
541 Judicial Hospitalization	Includes all cases in which a person is considered mentally or developmentally incompetent and is hospitalized by judicial decree. Hospitalization is considered to be in the defendant's best interest due to the substantial likelihood of serious harm to themselves or others. It can also be referred to as involuntary civil commitment.

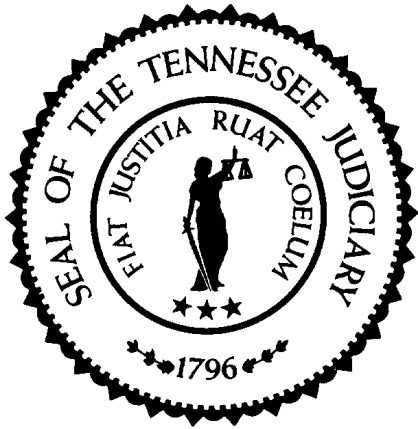
## Reopened Filings

The FDATE is when the filing was reopened not the original open date.

<i>Item</i>	<i>Instruction</i>
381 Order of Protection	A petition for orders of temporary protection filed by a person seeking relief from an allegedly violent person, who is currently or formerly a household or family member.
382 Contempt	A petition alleging that a defendant has violated an order of court which requires that person in specific and definite language to do or refrain from doing an act or series of acts. A willful disregard for, or disobedience of, a public authority.
383 Residential Parenting/no Child Support	A petition to change the terms of previously ordered residential parenting plan without making modifications to child support. Use when a party is seeking to modify custody or visitation without a change to child support.
384 Residential Parenting/Child Support	A petition to change the terms of previously ordered residential parenting plan with modification to child support. Use when a party is seeking to modify custody or visitation and a change to child support.
385 Child Support	A petition to change the terms of a previously ordered child support agreement. Use when a party is seeking a modification to child support alone.
387 Wage Assignment Hearing	A petition for the transfer or assignment in advance of the defendant's wages, generally in connection with a previous judgment or to remove a previously ordered wage assignment.

501 Probate	Includes all cases involving the administration of decedents' estates. This type of case should only be reopened for matters that require a hearing before a judge. Annual accountings that do not require a hearing should not be reported as a reopened case.
541 Judicial Hospitalization	Includes all cases in which a person is considered mentally incompetent or retarded and is hospitalized by judicial decree. It can also be referred to as involuntary civil commitment. This type of case should only be reopened for matters that require a hearing before a judge.
571 Conservatorship	Cases in which a person (conservator) is lawfully invested with the power and charged with the duty of take care of the property of another person who is considered incapable of managing his own affairs. This type of case should only be reopened for matters that require a hearing before a judge. Annual accountings that do not require a hearing should not be reported as a reopened case.
572 Guardianship	Cases in which a person (guardian) is a lawfully invested with the power and charged with the duty of taking care of the rights of another person (ward) who is considered incapable of caring for himself/herself. This type of case should only be reopened for matters that require a hearing before a judge. Annual accountings that do not require a hearing should not be reported as a reopened case.
573 Trust	All cases involving the legal possession of real or personal property held by one person for the benefit of another. This type of case should only be reopened for matters that require a hearing before a judge. Annual accountings that do not require a hearing should not be reported as a reopened case.
551 Other (Reopened)	Any case reopened for a reason other than those specifically described in case types listed above.





1. Location Code \_\_\_\_\_
2. Court: ☐ Circuit Civil ☐ Chancery ☐ Probate
3. Docket No. \_\_\_\_\_
4. Filing Date: \_\_\_\_\_
5. Plaintiffs

Defendants

Attorneys (Firm name, Address, and Telephone Number)

Attorneys (if known)

6. General Sessions Appeal (check box if case is appealed or transferred from general sessions court) ☐ Yes

7. **Original** Filing Type of Suit**General Civil**

- ☐ 451 Medical Malpractice
- ☐ 461 Contract/Debt
- ☐ 462 Specific Performance
- ☐ 471 Other Damages/Torts
- ☐ 481 Real Estate Matter
- ☐ 491 Workers Compensation
- ☐ 501 Probate
- ☐ 511 Juvenile Court Appeal
- ☐ 513 Appeal from Admin. Hearing
- ☐ 514 Three-Judge Panel Hearing
- ☐ 571 Conservatorship
- ☐ 572 Guardianship
- ☐ 573 Trust
- ☐ 581 Miscellaneous General Civil

**Domestic Relations**

- ☐ 361 Paternity
- ☐ 362 Legitimation
- ☐ 363 Adoption
- ☐ 364 Surrender
- ☐ 371 Divorce with minor children
- ☐ 372 Divorce without minor children
- ☐ 381 Order of Protection
- ☐ 383 Residential Parenting/no Child Support
- ☐ 384 Residential Parenting/Child Support
- ☐ 385 Child Support
- ☐ 387 Wage Assignment Hearing
- ☐ 391 Interstate Support - Incoming
- ☐ 392 Interstate Support - Outgoing
- ☐ 401 Other Domestic Relations

**Other**

- ☐ 541 Judicial Hospitalization
- ☐ 382 Contempt

**Reopened** Filing Type of Suit**Petition for**

- ☐ 381 Order of Protection
- ☐ 382 Contempt
- ☐ 383 Residential Parenting/no Child Support
- ☐ 384 Residential Parenting/Child Support
- ☐ 385 Child Support
- ☐ 387 Wage Assignment Hearing

- ☐ 501 Probate
- ☐ 541 Judicial Hospitalization
- ☐ 571 Conservatorship
- ☐ 572 Guardianship
- ☐ 573 Trust
- ☐ 551 Other

**DISPOSITION INFORMATION**

8. Disposition Date \_\_\_\_\_

## 9. Manner of Disposition

- ☐ 1 Withdrawn/Voluntary Non-suit
- ☐ 2 Compromise/settlement-no court hearing
- ☐ 3 Court approved settlement
- ☐ 4 Uncontested/Default
- ☐ 5 Transferred

- ☐ 6 Dismissal
- ☐ 7 Trial-Non-jury
- ☐ 8 Trial-Jury
- ☐ 9 Other

Disposition involved Alternative Dispute Resolution ☐ Yes ☐ No

10. Judge \_\_\_\_\_

11. If the case is a 451 or 471 typesuit, were money damages awarded? ☐ Yes ☐ No If yes, amount \$ \_\_\_\_\_

12. If the case is a 451 or 471 typesuit and involves an additur or remittitur is it an: ☐ Additur, amount \$ \_\_\_\_\_

or ☐ Remittitur, amount \$ \_\_\_\_\_

## Disposition Instructions

The disposition portion of the Civil Case Coversheet should be filled out for each original or reopened disposition of a case. (A separate coversheet is used for each case number.)

**Please use the online Fillable forms:**

[Clerks' Manuals & Reporting | Tennessee Administrative Office of the Courts \(tncourts.gov\)](#)

**If a civil case has multiple parties, its highest rated disposition should only be reported once.** Please see the ratings on page 17.

## Line-by-line Instructions for Disposition Cover Sheet

Line Item	Instruction
8. Disposition Date	Date the final order is entered or the date the dismissal or withdrawal is accepted by the court, not when costs are paid.
9. Manner of Disposition  <div> <p>If a case has multiple parties, report the highest disposition. Details Page 17</p> </div>	<p>Enter the appropriate type of disposition.</p> <p>See page 16 for 'Manner of Disposition' definitions.</p> <p>See page 17 for additional information regarding multiple party dispositions.</p>
Alternative Dispute Resolution <input type="checkbox"/> Yes <input type="checkbox"/> No	Check Yes, if ADR was involved. Check No, if ADR was not involved.
10. Judge  <div> <p>Child Support Referees are also assigned generic judge codes.</p> </div>	<p>Write in the <u>full name</u> of the judge who heard the case, even if he/she sat for another judge.</p> <p><b>(Do not use judge codes on paper forms.)</b></p> <p><b>*Reopened cases:</b> If one judge heard the original case and a different judge heard the reopened case, please report the judge who heard the reopened matter. Do not report the judge who heard the original matter.</p> <p><b>*Three-Judge Panel:</b> Reported as docket number + Identifier Identifier A = Chief, Identifier B or C = Panel.</p>
11. Damages & Torts (471) or Medical Malpractice (451)  <input type="checkbox"/> Yes <input type="checkbox"/> No & Amount \$_____	<p>If the case is a 451 or 471 case type and money damages were awarded, check <b>Yes</b> and enter the amount awarded, if available. This field should only include original dollar amounts. Additur and Remittitur amounts should be reported in appropriate fields.</p> <p>If the case is a 451 or 471 case type and no money damages were awarded, check <b>No</b>.</p>
12. Additur \$_____ Remittitur \$_____	If the case was a 451 or 471 case types and involved an additur or remittitur to the original award, fill in the amount beside the appropriate category. Only report the additur or remittitur amount.

## Manner of Disposition (Disposition Categories):

Field on Disposition Coversheet used to categorize the disposition for the case.

Item	Definition
1. Withdrawn/Voluntary Nonsuit	When the plaintiff abandons his case, and consents that judgment go against him for costs.
2. Compromise/Settlement – no court hearing	A settlement that does not necessarily involve both parties appearing before the judge. Includes dismissals initiated by one of the parties for failure to prosecute; reconciliation orders, workers' compensation settlements; compromise and settlement orders. Agreed Orders of Dismissal or Compromise/Agreed Settlements should be reported as 'Compromise/Settlements' not as 'Dismissals'. Typically, the parties have reached an agreement, and the attorneys or parties have brought the order for the judge to sign. Note that a judge may swear in a witness and hear testimony, as long as the party or parties have come before the judge to have a compromise or settlement finalized by order, this is still reported as a Compromise/Settlement – no court hearing, not as a Non-Jury Trial.
3. Court Approved Settlement	The parties have reached an agreement and appear before the judge. The judge signs the agreement order after hearing whatever evidence he/she deems necessary. The judge may swear in witnesses and hear evidence to satisfy the court that the settlement is valid. This swearing in and presentation of evidence does not constitute a Non-Jury Trial.
4. Uncontested/Default	A defendant either chose not to or failed to contest the plaintiff's allegation.
5. Transferred	The removal of a case from the jurisdiction of one court or judge to another by lawful authority. This does not include cases reassigned to another judge within the same judicial district and court, but only those transferred to another district or from circuit to chancery, etc. Always put the judge.
6. Dismissal	An order or judgment rendered by the judge finally disposing of an action, suit, motion, etc., without trial of the issues involved. Terminates the jurisdiction of a trial court before a judgment is reached. Such may be either voluntary or involuntary.
7. Trial-Non-Jury (Bench)	A trial is held before a judge. The party or parties have come before the judge seeking a decision based on the merits of their case. Witnesses and evidence are presented, and the judge renders a final decision in the case. When at least one witness has been sworn under this scenario, the case is to be reported as disposed by Trial – Non-Jury even if the parties reach a compromise or settlement.
8. Trial-Jury	Trial is held before a judge with a jury impaneled. The party or parties appear in court seeking a jury verdict on the merits of their case. Please note that under this scenario once a jury is impaneled, whether they render a verdict or not, the case is to be reported as disposed by Trial-Jury even if the parties reach a compromise or settlement.
9. Other	Any case disposed in a manner not specifically described in one of the other categories.

## Multiple Party Dispositions:

If a civil case involves **multiple parties**, only report one disposition for the case. Once judgments have been reached for all parties, the case should be disposed. The highest-level manner of disposition should be used in the disposition, using the order of ranking listed below. “Trial – Jury” is the highest level and “Other” is the lowest level.

### Highest

1. Trial – Jury
2. Trial – Non-Jury
3. Court Approved Settlement
4. Dismissal
5. Transferred
6. Uncontested/Default
7. Compromise Settlement – No Court Hearing
8. Withdrawn
9. Other

#### Note:

Do **not** report the case closed until there has been a disposition for **all the parties**.

### Lowest

See page 16 for “Manner of Disposition” definitions.

Before such a case is considered closed, an order of judgment must be entered pertaining to all parties, either jointly or individually.

If any of the dispositions involved Alternative Dispute Resolution (ADR), the case disposition should also report that ADR was involved, regardless if that party’s disposition was the highest-level manner of disposition.

For example, if there were 2 parties involved in a case and one party’s manner of disposition was “Trial Non-Jury”, and the second party’s disposition was “Court Approved Settlement” involving ADR, the case would be reported with the manner of disposition as “Trial, Non-Jury”, and the ADR checkbox would be marked as Yes.

### **Child Support/Interstate Support Cases:**

Child support/interstate support cases should be reported closed on the date a support order is entered or on the date of transfer to another state. Do **not** leave cases open until a child reaches age eighteen.

After the final order of a child support case, a subsequent hearing should only be considered a reopening of the case if a petition is filed to change the original order.

Outgoing UIFSA cases can be closed when the "Certificate and Order" is signed and transmitted to the defendant's state of residence. Do not wait for a response from the other state before disposing of the case.

### **Reconciliation Orders in Divorce Cases:**

Reconciliation orders or orders of suspension in divorce cases should be disposed when they are granted. The case should only be reopened upon further activity, such as a petition.

**Note:**

After the divorce or the reconciliation order is granted, the case should be closed.  
DO NOT reopen for a divorce.  
Create a new case.

### **Small Estate Probate:**

The small estate affidavit limited letter of authority shall remain open and active until the first anniversary to allow for amendments or conversions to the original affidavit limited letter of authority.

The disposition date for small estate probate cases should be reported the day the order is signed. In most instances, these cases are filed and disposed on the same day.

Since the clerk signs the order for these cases, report the judge as the clerk and master code for that district.

### **Conservatorship:**

Conservatorship cases should be reported as disposed to the AOC when the inventory is filed. If the particular case has no inventory issue, it should be reported closed when the conservator is appointed. A reopening should only be filed if there is a matter in the case that will require a hearing before a judge. Annual accountings that do not require a hearing should not be reported as a reopened case.

### **Guardianship:**

Guardianship cases should be reported as disposed to the AOC when the guardian is appointed. A reopening should only be filed if there is a matter in the case that will require a hearing before a judge. Annual accountings or periodic reporting by a guardian that do not require a hearing should not be reported as a reopened case.

### **Trust:**

Trust cases should be reported as disposed to the AOC when the order establishing the trust is signed. A reopening is only filed if there is a matter in the case that requires a hearing before a judge. Annual accountings that do not require a hearing should not be reported as a reopened case.

### **Judicial Hospitalization:**

Judicial Hospitalization cases should be reported as disposed to the AOC after the second hearing has taken place. In these cases, an initial hearing takes place and the individual in question is placed under a psychiatric evaluation. A second hearing is held after this evaluation period to determine competency. It is at the conclusion of this second proceeding that the case should be reported as disposed. A reopening should only be filed if a matter in the case that will require a hearing before a judge.

### **Medical Malpractice and Other Damages and Torts Disposition Information:**

Tennessee Code Annotated, § 16-21-111, requires the clerks of court and the clerks and master to report additional information regarding cases claiming monetary damages for personal injury or death.

If a medical malpractice or damages and torts case has multiple awards, report the total of the original awards.

#### **Note:**

Question 11 on the civil case coversheet should be checked yes, only if monetary damages were awarded for case types 451 or 471. If an award was granted, fill in the original award amount.

### **Tips and Tricks:**

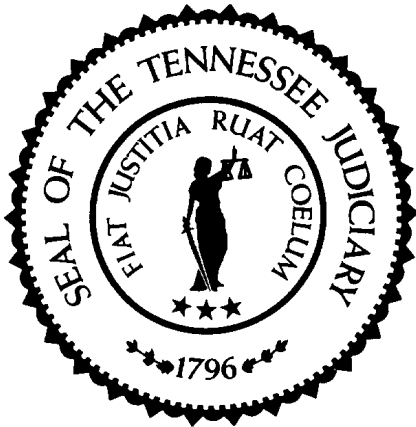
Only report original dollar amounts on line 11.

Only report the Additur and Remittitur amount on line 12.

If an additur, remittitur is awarded after the initial disposition of the case, a correction form should be filled out completing line 12.

The original amount recorded should include the total amounts awarded to all defendants.

Cases claiming money for property damage or for loss of right should not be filed as case type "Other Damages/Torts (471)".





\*\*\*\*\*CORRECTIONS\*\*\*\*\*

☐ Delete this docket number

1. Location Code \_\_\_\_\_

2. Court: ☐ Circuit Civil ☐ Chancery ☐ Probate

3. Docket No. \_\_\_\_\_ Incorrect Docket No. \_\_\_\_\_

4. Filing Date: \_\_\_\_\_ Incorrect Filing Date: \_\_\_\_\_

5. Plaintiffs Defendants

Attorneys (Firm name, Address, and Telephone Number)

Attorneys (if known)

6. General Sessions Appeal (check box if case is appealed or transferred from general sessions court) ☐ Yes

7. **Original** Filing Type of Suit

### General Civil

- ☐ 451 Medical Malpractice
- ☐ 461 Contract/Debt
- ☐ 462 Specific Performance
- ☐ 471 Other Damages/Torts
- ☐ 481 Real Estate Matter
- ☐ 491 Workers Compensation
- ☐ 501 Probate
- ☐ 511 Juvenile Court Appeal
- ☐ 513 Appeal from Admin. Hearing
- ☐ 514 Three-Judge Panel Hearing
- ☐ 571 Conservatorship
- ☐ 572 Guardianship
- ☐ 573 Trust
- ☐ 581 Miscellaneous General Civil

### Domestic Relations

- ☐ 361 Paternity
- ☐ 362 Legitimation
- ☐ 363 Adoption
- ☐ 364 Surrender
- ☐ 371 Divorce with minor children
- ☐ 372 Divorce without minor children
- ☐ 381 Order of Protection
- ☐ 383 Residential Parenting/no Child Support
- ☐ 384 Residential Parenting/Child Support
- ☐ 385 Child Support
- ☐ 387 Wage Assignment Hearing
- ☐ 391 Interstate Support - Incoming
- ☐ 392 Interstate Support - Outgoing
- ☐ 401 Other Domestic Relations

### Other

- ☐ 541 Judicial Hospitalization
- ☐ 382 Contempt

**Reopened** Filing Type of Suit

### Petition for

- |   |   |
|---|---|
| <input type="checkbox"/> 381 Order of Protection                    | <input type="checkbox"/> 501 Probate                  |
| <input type="checkbox"/> 382 Contempt                               | <input type="checkbox"/> 541 Judicial Hospitalization |
| <input type="checkbox"/> 383 Residential Parenting/no Child Support | <input type="checkbox"/> 571 Conservatorship          |
| <input type="checkbox"/> 384 Residential Parenting/Child Support    | <input type="checkbox"/> 572 Guardianship             |
| <input type="checkbox"/> 385 Child Support                          | <input type="checkbox"/> 573 Trust                    |
| <input type="checkbox"/> 387 Wage Assignment Hearing                | <input type="checkbox"/> 551 Other                    |

## DISPOSITION INFORMATION

8. Disposition Date \_\_\_\_\_

9. Manner of Disposition

- |   |   |
|---|---|
| <input type="checkbox"/> 1 Withdrawn/Voluntary Nonsuit            | <input type="checkbox"/> 6 Dismissal      |
| <input type="checkbox"/> 2 Compromise/settlement-no court hearing | <input type="checkbox"/> 7 Trial-Non-jury |
| <input type="checkbox"/> 3 Court approved settlement              | <input type="checkbox"/> 8 Trial-Jury     |
| <input type="checkbox"/> 4 Uncontested/Default                    | <input type="checkbox"/> 9 Other          |
| <input type="checkbox"/> 5 Transferred                            |   |

Disposition involved Alternative Dispute Resolution ☐ Yes ☐ No

10. Judge \_\_\_\_\_

11. If the case is a 451 or 471 typesuit, were money damages awarded? ☐ Yes ☐ No If yes, amount \$ \_\_\_\_\_

12. If the case is a 451 or 471 typesuit and involves an additur or remittitur is it an: ☐ Additur, amount \$ \_\_\_\_\_  
or ☐ Remittitur, amount \$ \_\_\_\_\_

## Correction Instructions:

Use the “**Corrections**” coversheet to make changes to previously filed cases. It is different from the Original/Reopened coversheet, in that additional information may be required to process a correction. **All corrections must be submitted on paper forms.**

If the docket number is being corrected, list the correct docket number as well as the incorrect docket number in the appropriate spaces on the coversheet. If the filing date is being corrected, write the incorrect filing date as well as the correct filing date in the appropriate spaces provided on the coversheet.

To correct a Docket Number and/or Filing Date include both the OLD and NEW information.

If information other than filing date or docket number is being corrected, enter the correct docket number and the correct filing date. Then, only enter the additional information that needs to be changed. This sheet can also be used to report an additur or remittitur to a previously disposed medical malpractice or damages/torts case.

Please see forms online

## Line-by-Line Instructions for Correction Cover Sheet:

Only make corrections to one case per form.

Item	Instruction
<input type="checkbox"/> Delete this docket number	If a docket number needs to be completely deleted, for any reason, check this box. The filing date must also be completed to delete a case.  Only use this box if the case was previously reported.
1. Location Code	Fill in the designated location code. <i>(Refer to location code list in the Appendix for the correct code. Contact the AOC if a location cannot be found.)</i>
2. Court	Check the appropriate box. <input type="checkbox"/> Circuit Civil <input type="checkbox"/> Chancery <input type="checkbox"/> Probate  <div>Probate should only be checked in counties where one of the following conditions exists: 1. There is a separately elected probate clerk; 2. There is a county clerk with probate jurisdiction; or 3. The county has a separately established probate court.</div>

3. Docket No.	<p>Enter the <u>correct docket number</u>.</p> <p><b>*Three-Judge Panel:</b> Reported as docket number + Identifier Identifier A = Chief Identifier B or C = Panel.</p>	<p>This field is required to ensure that the correct case information is updated.</p>
Incorrect Docket Number	<p>Enter the incorrect docket number as it was previously reported.</p> <p>* If the docket number is being corrected, this field <u>must</u> be completed.</p>	
4. Filing Date	<p>Enter the <u>correct filing date</u>.</p>	<p>This field must be provided to ensure that the correct case information is updated.</p>
Incorrect Filing Date	<p>Enter the incorrect filing date as it was previously reported.</p> <p>* If the filing date is being corrected, this field <u>must</u> be completed.</p>	
5. Plaintiffs/Defendants/Attorneys	<p>Currently this information is not required. The AOC does not enter this information. However, we are not removing it from the coversheet because it may be required in the near future.</p>	
6. General Sessions Appeal	<p>Check the appropriate box.</p>	
7. Type of Suit (Case Type)	<p><b><u>Original Filings:</u></b> check the appropriate case type under one of the three categories: <b>General civil</b> If the appropriate case type is not listed, please use Miscellaneous General Civil (581). <b>Other Domestic relations</b> If the appropriate case type is not listed, please use Other Domestic Relations (401).  <b><u>Reopened Filings:</u></b> Check the appropriate case type for the reopened matter. If the appropriate case type is not listed, please use "Other" (551).  See page 8 for case type definitions.</p>	

Only one type of suit should be checked.

Choose the type of suit that most closely fits the case.

8. Disposition Date	Date the final order is entered or the date the dismissal or withdrawal is accepted by the court, not when costs are paid.
9. Manner of Disposition  <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> If a civil case has multiple parties, only report highest disposition. More details on page 17 </div>	Enter the appropriate type of disposition.  See page 16 for 'Manner of Disposition' definitions.  See page 17 for additional information regarding multiple party dispositions.
Alternative Dispute Resolution <input type="checkbox"/> Yes <input type="checkbox"/> No	Check Yes, if ADR was involved. Check No, if ADR was not involved.
10. Judge  <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Child Support Referees are also assigned judge codes. </div>	Write in the <u>full name</u> of the judge who heard the case, even if he/she sat for another judge. <i>(Do not use judge codes on paper forms.)</i>  <b>*Reopened cases:</b> If one judge heard the original case and a different judge heard the reopened case, please report the judge who heard the reopened matter. Do not report the judge who heard the original matter.  <b>*Three-Judge Panel:</b> Reported as docket number + Identifier. Identifier A = Chief, Identifier B or C = Panel
11. Damages & Torts (471) or Medical Malpractice (451) <input type="checkbox"/> Yes <input type="checkbox"/> No  & Amount \$_____	If the case is a 451 or 471 case type and money damages were awarded, check <b>Yes</b> and enter the amount awarded, if available. This field should only include original dollar amounts. Additur and Remittitur amounts should be reported in their appropriate fields.  If the case is a 451 or 471 case type and no money damages were awarded, check <b>No</b> .
12. Additur \$_____ Remittitur \$_____	If the case was a 451 or 471 case types and involved an additur or remittitur to the original award, fill in the amount beside the appropriate category. Only report the additur or remittitur amount.

## TJIS Reports for Data Verification:

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TJIS data is used for the Annual Report of the Judiciary.

This data is provided to the Office of the Comptroller to generate the annual weighted caseload study. The Comptroller's Office must present the findings of the updated study to both the Judicial Council and the Legislature each year. The data plays an integral part in reviewing and identifying needs for new judgeships, district attorneys general, and public defenders.

The data is also reported to various national judicial publications. It is very important that the data be as accurate and complete as possible.

Careful consideration should be given to these reports since the data is used in numerous ways. The following reports are issued to all clerks and judges for verification:

### Quarterly Pending Report

This report is sent quarterly with the as-of quarterly date at the top of the report. The report reflects cases that have been filed prior to that date. If the disposition has been reported to the AOC, it will show up on the report. **Please only update disposition information before the reported due date.** Send in all other with your monthly data.

For faster data processing please update pending dates in your court system software before sending your monthly data.

Doing so will allow your information to update, once uploaded, into the AOC's

### Annual Audit Report

Audit Reports are provided on a "request only" basis. They list cases filed and/or disposed during a specific date range. It can be used by clerks and judges to verify case data.

### Annual Medical Malpractice and Damages and Torts Reports

Medical malpractice and damages and torts reports list cases disposed by jury or non-jury trials within a specific fiscal year. It is very important that monies awarded in these cases are reported accurately.

The AOC will provide reports upon request.

## Instructions for Cleanup of TJIS Pending Reports:

In an effort to make TJIS data as accurate as possible, please complete the following steps when correcting a pending report.

The report reflects cases filed as of the date listed at the top of the report.

1<sup>st</sup> Quarter as of September 30<sup>th</sup>

2<sup>nd</sup> Quarter as of December 31<sup>st</sup>

3<sup>rd</sup> Quarter as of March 31<sup>st</sup>

4<sup>th</sup> Quarter as of June 30<sup>th</sup>

Look over each docket number carefully.

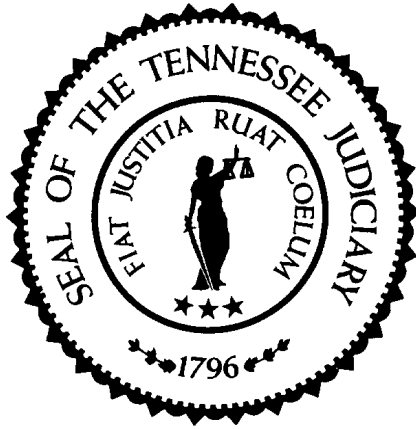
If a docket number is listed incorrectly, write (on the pending report) the correct docket number beside the incorrect docket number. If there is a docket number that does not belong, indicate that it should be deleted.

For cases that are listed on the reports, but should be disposed, three pieces of information are required: disposition date, manner of disposition, and judge's name. This information should be written on the pending report beside the docket number and returned to the AOC for correcting.

If the case is Pending, write "P" beside the docket number.

If the report shows cases that have been disposed after the date listed in the report, **do not** submit disposition information for those cases. To simplify this, put a check by the cases.

Example: If the pending report is for the 1<sup>st</sup> Qtr. as of September 30<sup>th</sup> and your October data has been reported, the dispositions are reflected on the report.



## Frequently Asked Questions:

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### **Civil case coversheets missing required filing information.**

Location Code, Court Name, Docket Number, Date of Filing, General Sessions Appeals and Type of Suit are required fields. Please choose only one type of suit. It is extremely important that all information is legible.

### **Reopened cases reported to the AOC with the original filing date.**

When a reopened case is filed, it should be reported to the AOC with the date the case was reopened, not the date of the original filing.

### **Civil case coversheets missing required disposition information.**

Date of Disposition, Manner of Disposition, Judge's Name, Damage or Torts information (if applicable), Damages Amount (if applicable), and ADR involvement are required fields.

### **Reopened case dispositions reported with the original filing date.**

When a reopened case is closed, it should be reported to the AOC with the date the case was reopened, not the date of the original filing.

### **Electronic Media submitted with inaccurate data.**

Please verify that the files contain information and submitted with location code, county name, court, and month of data.

### **Name changes reported as Other Domestic Relations**

This type of case should be reported as Miscellaneous General Civil (581).

### **Differences in case numbers or filing information when converting to new software, or upon initial automation.**

Contact the AOC prior to changing automated systems.

### **Filing cases with docket numbers that have a prefix or suffix and disposing of cases with a different or without a prefix or suffix on the docket number.**

Example: Case filed as docket number V23499 and disposed with docket number 23499. All cases should be reported with the exact same docket number and filing date.



## **Glossary**

The following is a list of terms used in this manual which might need additional clarification.

**ADR** - Alternative Dispute Resolution

**AOC** - Administrative Office of the Courts

**UIFSA** - Uniform Interstate Family Support Act (replaces URESA).

**URES**A - Uniform Reciprocal Enforcement of Support Act.

**TJIS** - Tennessee Judicial Information System

**TNCIS** - Tennessee Court Information System



**County Numbers - Each county is assigned a number for reporting purposes**

<b>01</b> Anderson	<b>25</b> Fentress	<b>49</b> Lauderdale	<b>73</b> Roane
<b>02</b> Bedford	<b>26</b> Franklin	<b>50</b> Lawrence	<b>74</b> Robertson
<b>03</b> Benton	<b>27</b> Gibson	<b>51</b> Lewis	<b>75</b> Rutherford
<b>04</b> Bledsoe	<b>28</b> Giles	<b>52</b> Lincoln	<b>76</b> Scott
<b>05</b> Blount	<b>29</b> Grainger	<b>53</b> Loudon	<b>77</b> Sequatchie
<b>06</b> Bradley	<b>30</b> Greene	<b>54</b> McMinn	<b>78</b> Sevier
<b>07</b> Campbell	<b>31</b> Grundy	<b>55</b> McNairy	<b>79</b> Shelby
<b>08</b> Cannon	<b>32</b> Hamblen	<b>56</b> Macon	<b>80</b> Smith
<b>09</b> Carroll	<b>33</b> Hamilton	<b>57</b> Madison	<b>81</b> Stewart
<b>10</b> Carter	<b>34</b> Hancock	<b>58</b> Marion	<b>82</b> Sullivan
<b>11</b> Cheatham	<b>35</b> Hardeman	<b>59</b> Marshall	<b>83</b> Sumner
<b>12</b> Chester	<b>36</b> Hardin	<b>60</b> Maury	<b>84</b> Tipton
<b>13</b> Claiborne	<b>37</b> Hawkins	<b>61</b> Meigs	<b>85</b> Trousdale
<b>14</b> Clay	<b>38</b> Haywood	<b>62</b> Monroe	<b>86</b> Unicoi
<b>15</b> Cocke	<b>39</b> Henderson	<b>63</b> Montgomery	<b>87</b> Union
<b>16</b> Coffee	<b>40</b> Henry	<b>64</b> Moore	<b>88</b> Van Buren
<b>17</b> Crockett	<b>41</b> Hickman	<b>65</b> Morgan	<b>89</b> Warren
<b>18</b> Cumberland	<b>42</b> Houston	<b>66</b> Obion	<b>90</b> Washington
<b>19</b> Davidson	<b>43</b> Humphreys	<b>67</b> Overton	<b>91</b> Wayne
<b>20</b> Decatur	<b>44</b> Jackson	<b>68</b> Perry	<b>92</b> Weakley
<b>21</b> DeKalb	<b>45</b> Jefferson	<b>69</b> Pickett	<b>93</b> White
<b>22</b> Dickson	<b>46</b> Johnson	<b>70</b> Polk	<b>94</b> Williamson
<b>23</b> Dyer	<b>47</b> Knox	<b>71</b> Putnam	<b>95</b> Wilson
<b>24</b> Fayette	<b>48</b> Lake	<b>72</b> Rhea	

## **RULE 11: SUPERVISION OF THE JUDICIAL SYSTEM.**

### **II. Functional improvement of judicial system - Uniform procedures for data collection in civil and criminal matters in circuit, criminal, chancery, probate, and general sessions courts.**

a. The judicial system of this State henceforth will function as an integrated unit under the direction and supervision of the Supreme Court.

b. Pursuant to its statutory duty to assist the Chief Justice of the Tennessee Supreme Court in improving the administration of justice, the Administrative Office of the Courts (AOC), working with a committee of representatives from the District Attorneys' General Conference, the Public Defenders' Conference, the Tennessee Judicial Conference, and the Clerks of Court Conference, has developed a procedure for the collection of uniform statistical data on matters filed in the Circuit, Criminal, and Chancery Courts of this state.

c. The Court finds that the data collection procedure designed by the Administrative Office of the Courts, in conjunction with the above-named committee, will aid in the accomplishment of the AOC's statutory duties, (Tenn. Code. Ann. § 16-3-803(g)), that the collection of statistical data by the AOC is specifically authorized by statute (Tenn. Code. Ann. § 16-3-803(i)); and that all judges, clerks of court, district attorneys general, district public defenders, other officers or employees of the courts, and all staff of offices or employees related to and serving the courts, are charged with complying with all requests for information from the Administrative Director of the Courts. Further, to ensure that comparable data is collected from all of the courts, data collection shall follow the standard definition of a case as set forth in Tenn. Code. Ann. § 16-1-117.

(1) **Responsibility for Submission of Data.** Each clerk of a circuit, criminal, chancery, probate, general sessions, or municipal court with general sessions jurisdiction is responsible for submitting the data required by this rule to the Technology Services Division of the Administrative Office of the Courts. Submission of data specified by this rule shall be filed with the AOC not later than fifteen (15) days after the close of the month in which the case was filed and also the month in which it was disposed.

Clerks for courts of record other than juvenile court shall require that any complaint and summons filed to commence, reopen, or reinstate a civil action shall be accompanied by a Civil Case Cover Sheet for reopened cases, which has been completed by the initiating

party or his/her representative. The clerks shall also require a new Civil Case Cover Sheet (Reopened Cases) to be completed upon the grant of a new trial. Upon issuance of a final order disposing of the case, the clerk of court shall complete the disposition portion of the Civil Case Cover Sheet in full. For clerks who report electronically, all initial filings, reopens and the subsequent dispositions shall be reported in the monthly data file to the AOC accordingly to the specifications provided by the AOC. For clerks who cannot report electronically, a copy of the cover sheet containing this disposition information shall then be forwarded to the AOC on a monthly basis.

In addition, the clerks of courts of record other than juvenile shall require that any indictment, presentment or criminal information that initiates a criminal action in circuit or criminal court shall be reported to the AOC accordingly to the specifications provided by the AOC (accompanied by a Criminal Case Cover Sheet which has been completed by the district attorney general or his/her office. The clerks shall complete a new Criminal Case Cover Sheet upon the grant of a new trial, upon a case appealed from a lower court, or upon any petition to re-open or reinstate a criminal action). Upon issuance of a final order or judgment disposing of the case, the clerk of the court shall report electronically the disposition for each docket number and all related charges according to the specifications provided by the AOC.

Clerks' offices that are automated shall report statistical information monthly to the AOC by submitting an electronic file according to the specification provided by the AOC. In the event that a clerk is unable to do so due to technical difficulties, the clerk may report by sending the completed Criminal Case Cover Sheets and/or Civil Case Cover Sheets to the AOC.

**(2) Administrative Director; Reports Public Record When Filed.** All reports specified by these rules shall be public records. The Administrative Director of the Courts shall publish an annual compilation of the reports. All judges, court clerks, district attorneys general, district public defenders, and officers of the court shall cooperate with the Administrative Director to ensure the accuracy of the reports. As required by statute, the Administrative Director of the Courts shall annually report to the Chair of the Judiciary Committee of the Senate, the Chair of the Judiciary Committee of the House of Representatives, and the Office of the Comptroller Division of Research and Accountability as to the failure of any judge, district attorney general, district public defender, or court clerk to comply with any of the reporting requirements.

Compliance with the reporting requirements includes, but is not limited to, submitting data files or, if for those who cannot report electronically, cover sheets within the fifteen (15) day time frame, submitting data every month, submitting data according to specifications provided by the AOC, and using correct case numbering and definitions.

The Administrative Office of the Courts will provide written notification to any responsible reporting party found not to be in compliance with the statute or reporting guidelines. Written notification will detail the type of non-compliance and recommend the corrective action to be taken. If compliance is not achieved during the subsequent reporting period following notification, the Administrative Office of the Courts will no longer accept data from the office not in compliance, until such time as the error(s) are corrected. Notification of this action will be sent to all judges, district attorneys general, district public defenders, and court clerks within the district that the non-complying office is located in. Notification will also be sent to the District Attorney General Conference, the District Public Defender Conference, the Administrative Office of the Courts, and the County Officials Association of Tennessee. Any periods of non-compliance will also be reported in the annual report to the chairs of the House and Senate Judiciary Committees.

The Technology Services Division of the AOC shall provide an Implementation Manual that contains commentary and explanatory material pertaining to these rules and the report forms required by these rules. The Implementation Manual shall also contain a data dictionary outlining data to be submitted and format for that data.

(3) **Case Counting.** For purposes of this rule, the term "docket number" is defined as the separate and distinct identification number used for a case once it is filed in criminal, circuit, chancery, or probate court.

Each criminal case shall be assigned a unique docket number. A criminal case shall be defined and reported as a single charge or set of charges arising out of a single incident concerning a single defendant in one (1) court proceeding. An incident shall be all criminal activity occurring on the same date. A court proceeding refers to a single level of court, such as general sessions or circuit. An appeal, probation revocation, or other post-judgment proceeding shall be considered a separate case. This definition shall not alter the practice in the Tennessee rules of criminal procedure dealing with joinder and severance of criminal cases. In addition, in courts of record, multiple incidents shall be counted as a single case when the charges are of a related nature and it is the district attorney general's intention that all of the charges be handled in the same court proceeding pursuant to a single charging document.

A civil case shall be defined as all motions, petitions, claims, counter claims, or proceedings between the parties resulting from the initial filing until the case is disposed. A docket number will be assigned to a civil case upon filing. Until said cases

are disposed all subsequent motions, petitions, claims, counter claims, or proceedings between the parties resulting from the initial filing will be handled under the assigned docket number and will not be assigned a new docket number. Once a civil case has been disposed and further actions occur on the case, the original case will be reopened using the same docket number under which it was originally filed. All subsequent motions, petitions, claims, counter claims, and proceedings relating to the reopened case will be handled under the one reopened case docket number until disposed. Any subsequent reopenings will still use the original docket number.

(4) General Sessions Reporting - Effective July 1, 2003, or sooner if practical, all general sessions courts and municipal courts with general sessions jurisdiction shall collect and report to the AOC all civil and criminal case data in accordance with the definitions provided under Part (3) above and guidelines published by the AOC.

Clerks of general sessions and municipal courts with general sessions jurisdiction shall submit data monthly according to specifications provided by the AOC.

General sessions courts and municipal courts with general sessions jurisdiction having an automated case management system shall report the collected data in accordance with the guidelines by electronic data file submission.

## Location Codes

County	Location		Address
	Code	Court	
Anderson	01A1	Circuit Court	100 N. Main St. Suite 101, Clinton, TN 37716
	01A2	Chancery Court	100 N Main St. Suite 308, Clinton, TN 37716
Bedford	02A1	Circuit Court	108 North Creek Drive, Suite 6, Shelbyville, TN 37160
	02A2	Chancery Court	108 North Creek Drive, Suite 155 Shelbyville, TN 37160
Benton	03A1	Circuit Court	1 East Court Square Room 210, Camden, TN 38320
	03A2	Chancery Court	1 East Court Square Room 206, Camden, TN 38320
Bledsoe	04A1	Circuit Court	Courthouse Second Floor, Pikeville, TN 37367
	04A2	Chancery Court	Courthouse First Floor, Pikeville, TN 37367
Blount	05A1	Circuit Court	926 Blount County Justice Center, Maryville, TN 37804
	05A2	Chancery Court	930 E. Lamar Alexander Pkwy, Maryville, TN 37804
Bradley	06A1	Circuit Court	155 North Ocoee Street, Rm. 104, Cleveland, TN 37311
	06A2	Chancery Court	Chancery, Courthouse Room 203, Cleveland, TN 37311
	06A4	Chancery Court	Probate, Courthouse Room 203, Cleveland, TN 37311
Campbell	07A1	Circuit Court	Courthouse Second Floor, Jacksboro, TN 37757
	07A2	Chancery Court	Courthouse Room 110, Jacksboro, TN 37757
Cannon	08A1	Circuit Court	Courthouse Basement, Woodbury, TN 37190
	08A2	Chancery Court	200 West Main Street, Woodbury, TN 37190
Carroll	09A1	Circuit Court	99 Court Square Suite 103, Huntingdon, TN 38344
	09A2	Chancery Court	99 Court Square Suite 105, Huntingdon, TN 38344
Carter	10A1	Circuit Court	Courthouse Annex 900 E Elk Avenue #906, Elizabethton, TN 37643
	10B1	Chancery Court	Courthouse 801 E.Elk Avenue, Elizabethton, TN 37643
Cheatham	11A1	Circuit Court	Criminal Justice Center Room 225, Ashland City, TN 37015
	11A2	Chancery Court	Criminal Justice Center Room 106, Ashland City, TN 37015
Chester	12A1	Circuit Court	333 Eric Bell Drive, Suite D, Henderson, TN 38340
	12A2	Chancery Court	333 Eric Bell Drive, Suite C, Henderson, TN 38340
Claiborne	13A1	Circuit Court	415 Straight Creek Road Suite 5, New Tazewell, TN 37879
	13A2	Chancery Court	1740 South Main Street #201, Tazewell, TN 37879
Clay	14A1	Circuit Court	100 Courthouse Square Room 201, Celina, TN 38551
	14A2	Chancery Court	145 Cordell Hull Dr, Celina, TN 38551
Cocke	15A1	Circuit Court	111 Court Avenue Room 201, Newport, TN 37821
	15B1	Chancery Court	360 E Main St. Courthouse Annex Suite 103, Newport, TN 37821



Coffee	16A1	Circuit Court	300 Hillsboro Boulevard Second Floor, Manchester, TN 37349
	16A2	Chancery Court	County Office Building First Floor, Manchester, TN 37355
Crockett	17A1	Circuit Court	One South Bells Street Suite 6, Alamo, TN 38001
	17A2	Chancery Court	One South Bells Street Suite 5, Alamo, TN 38001
Cumberland	18A1	Circuit Court	60 Justice Center Drive, Suite 300, Crossville, TN 38555
	18A2	Chancery Court	60 Justice Center Dr., Suite 226, Crossville, TN 38555
Davidson	19A1	Circuit Civil Court	1 Public Square, Suite 302, Nashville, TN 37201
	19A2	Chancery Court	1 Public Square, Suite 308, Nashville, TN 37201
	19A3	Circuit Criminal Court	408 2nd Avenue North - Suite 2120 Nashville, TN 37201
	19A4	Probate Court	1 Public Square Suite 303, Nashville, TN 37201
Decatur	20A1	Circuit Court	52 West Main Courthouse, Decaturville, TN 38329
	20A2	Chancery Court	22 West Main Courthouse, Decaturville, TN 38329
DeKalb	21A1	Circuit Court	Dekalb County Courthouse Room 201, Smithville, TN 37166
	21A2	Chancery Court	Dekalb County Courthouse Room 302, Smithville, TN 37166
Dickson	22A1	Circuit Court	4 Court Square, Courthouse Annex, Charlotte, TN 37036
	22A2	Chancery Court	Courthouse Annex Room 229, Charlotte, TN 37036
Dyer	23A1	Circuit Court	Courthouse Room 203, Dyersburg, TN 38024
	23A2	Chancery Court	101 W. Court St. Room 201, Dyersburg, TN 38024
Fayette	24A1	Circuit Court	1 Court Square Room 104, Somerville, TN 38068
	24A2	Chancery Court	16775 Hwy 64, Room 210, Somerville, TN 38068
Fentress	25A1	Circuit Court	140 Justice Center Dr. Suite 126 Jamestown, TN 38556
	25A2	Chancery Court	Courthouse 101 S. Main Street, Jamestown, TN 38556
Franklin	26A1	Circuit Court	440 George Fraley Pkwy Room 157, Winchester, TN 37398
	26A2	Chancery Court	440 George Fraley Pkwy, Winchester, TN 37398
Gibson	27A1	Circuit Court	295 North College Street, Trenton, TN 38382
	27B1	Circuit Court	Humbolt City Hall, Humboldt, TN 38343
	27B2	Chancery Court	1421 Osborne St., Humboldt, TN 38343
	27C1	Chancery Court	204 North Court Square, Trenton, TN 38382
Giles	28A1	Circuit Court	Courthouse -- Circuit Office, Pulaski, TN 38478
	28A2	Chancery Court	Courthouse -- Clerk and Master, Pulaski, TN 38478
Grainger	29A1	Circuit Court	270 Justice Center Dr. Rutledge, TN 37861
	29A2	Chancery Court	270 Justice Center Drive, Suite 107, Rutledge, TN 37861
Greene	30A1	Circuit Court	101 South Main Street, Greeneville, TN 37743
	30A2	Chancery Court	101 S. Main Street, Lower Level, Greeneville, TN 37744
	30B1	Probate Court	204 North Cutler Street Suite 200, Greeneville, TN 37743

Grundy	31A1	Circuit Court	68 Cumberland St. Room 206, Altamont, TN 37301
	31A2	Chancery Court	68 Cumberland St. Room 200, Altamont, TN 37301
Hamblen	32A1	Circuit Court	510 Allison St., Morristown, TN 37814
	32B1	Chancery Court	511 West 2nd North St. Room 308, Morristown, TN 37814
Hamilton	33A1	Circuit Civil Court	625 Georgia Avenue Suite 500, Chattanooga, TN 37402
	33A2	Chancery Court	625 Georgia Avenue Suite 300, Chattanooga, TN 37402
	33B1	Circuit Criminal Court	600 Market Street Room 102, Chattanooga, TN 37402
Hancock	34A1	Circuit Court	Courthouse Upper Level, Sneedville, TN 37869
	34A2	Chancery Court	1237 Main Street, Suite 104, Sneedville, TN 37869
Hardeman	35A1	Circuit Court	505 S. Main Street Suite A, Bolivar, TN 38008
	35A2	Chancery Court	Hardeman County Courthouse, Bolivar, TN 38008
Hardin	36A1	Circuit Court	465 Main Street, Savannah, TN 38372
	36A2	Chancery Court	Courthouse 465 Main Street, Savannah, TN 38372
Hawkins	37A1	Circuit Court	115 Justice Center Drive, Suite 1237, Rogersville, TN 37857
	37A2	Chancery Court	100 E. Main Street Suite 316, Rogersville, TN 37857
	37B1	Circuit Court	150 South Central, Circuit Satellite Office, Church Hill, TN 37642
Haywood	38A1	Circuit Court	100 South Dupree Street, Brownsville, TN 38012
	38A2	Chancery Court	Haywood County Justice Complex, Brownville, TN 38012
Henderson	39A1	Circuit Court	170 Justice Center Drive, Lexington, TN 38351
	39A2	Chancery Court	17 Monroe Avenue, Suite 2, Lexington, TN 38351
Henry	40A1	Circuit Court	101 West Washington St. Room 201, Paris, TN 38242
	40A2	Chancery Court	Courthouse Room 101, Paris, TN 38242
	40A3	Chancery Probate Court	Probate Courthouse Room 101, Paris, TN 38242
Hickman	41A1	Circuit Court	104 College Street, Suite 204, Centerville, TN 37030
	41A2	Chancery Court	104 College Street, Suite 202, Centerville, TN 37033
Houston	42A1	Circuit Court	Courthouse Circuit Office, Erin, TN 37061
	42A2	Chancery Court	45 East Main Street, Erin, TN 37061
Humphreys	43A1	Circuit Court	100 North Court Square, Room 106, Waverly, TN 37185
	43A2	Chancery Court	100 North Court Square, Room 202, Waverly, TN 37185
Jackson	44A1	Circuit Court	Courthouse Second Floor, Gainesboro, TN 38562
	44A2	Chancery Court	101 East Hull Avenue, Gainesboro, TN 38562
Jefferson	45A1	Circuit Court	765 Justice Center Drive, Suite 2, Dandridge, TN 37725
	45A2	Chancery Court	Courthouse Room 207, Dandridge, TN 37725

Johnson	46A1	Circuit Court	222 West Main Street, Mountain City, TN 37683
	46A2	Chancery Court	202 West Main Street, Mountain City, TN 37683
Knox	47A1	Circuit Civil Court	400 West Main Street, Knoxville, TN 37902
	47A2	Chancery Court	Room 125, City-County Building, Knoxville, TN 37902
	47A3	Circuit Criminal Court	Room 149, City-County Building, Knoxville, TN 37902
	47A4	Circuit Civil Court	M-30 C/C Building, Knoxville, TN 37901
	47A6	Chancery Court	400 West Main Street, Knoxville, TN 37902
Lake	48A1	Circuit Court	229 Church St, Second Floor, Tiptonville, TN 38079
	48A2	Chancery Court	229 Church St, First Floor, Tiptonville, TN 38079
Lauderdale	49A1	Circuit Court	675 Hwy. 51 South, Ripley, TN 38063
	49A2	Chancery Court	100 Court Square, Ripley, TN 38063
Lawrence	50A1	Circuit Court	240 West Gaines Street, Lawrenceburg, TN 38464
	50A2	Chancery Court	240 West Gaines Street, Lawrenceburg, TN 38464
Lewis	51A1	Circuit Court	29 West Main Street, Hohenwald, TN 38462
	51A2	Chancery Court	Lewis County Justice Center, Hohenwald, TN 38462
Lincoln	52A1	Circuit Court	112 Main Avenue South, Room 203, Fayetteville, TN 37334
	52A2	Chancery Court	112 Main Avenue South, Room B-109, Fayetteville, TN 37334
Loudon	53A1	Circuit Court	601 Grove St, Loudon, TN 37774
	53A2	Chancery Court	201 Alma Place, Loudon, TN 37774
Macon	56A1	Circuit Court	904 Hwy. 52 Bypass East, Athens, TN 37303
	56A2	Chancery Court	Macon Co. Justice Center, Rm. 107, Athens, TN 37303
Madison	57A1	Circuit Court	515 S. Liberty St., Suite 200, Selmer, TN 38375
	57B1	Chancery Court	100 East Main Street 200, Selmer, TN 38375
Marion	58A1	Circuit Court	Marion County Justice Center, Lafayette, TN 37083
	58B1	Chancery Court	1 Courthouse Square, Suite 203, Lafayette, TN 37083
Marshall	59A1	Circuit Court	302 Marshall County Courthouse, Jackson, TN 38301
	59A2	Chancery Court	201 Marshall County Courthouse, Jackson, TN 38301
Maury	60A1	Circuit Court	1115 S. Main St. Room 202, Columbia, TN 37347
	60A2	Chancery Court	1115 S. Main St. Room 304, Columbia, TN 37347
McMinn	54A1	Circuit Court	1317 S White St, Athens, TN 37091
	54A2	Chancery Court	6 East Madison Avenue, Athens, TN 37091
McNairy	55A1	Circuit Court	300 Industrial Park Drive, Selmer, TN 38401
	55B1	Chancery Court	170 West Court Ave Room 205, Selmer, TN 38401

Meigs	61A1	Circuit Court	17214 State Hwy. 58, 2nd Floor, Decatur, TN 37322
	61A2	Chancery Court	Courthouse 2nd Floor, Decatur, TN 37322
Monroe	62A1	Circuit Court	4500 New Hwy 68, Madisonville, TN 37354
	62A2	Chancery Court	105 College Street Suite # 2, Madisonville, TN 37354
Montgomery	63A1	Circuit Court	2 Millennium Plaza, Suite 115, Clarksville, TN 37040
	63A2	Chancery Court	2 Millennium Plaza, Suite 101, Clarksville, TN 37040
Moore	64A1	Circuit Court	196 Main Street, Suite 404, Lynchburg, TN 37352
	64A2	Chancery Court	196 Main Street, Suite 312, Lynchburg, TN 37352
Morgan	65A1	Circuit Court	Courthouse Second Floor, Wartburg, TN 37887
	65A2	Chancery Court	Courthouse First Floor, Wartburg, TN 37887
Obion	66A1	Circuit Court	7 Bill Burnett Circle, Union City, TN 38261
	66A2	Chancery Court	6 Bill Burnette Circle, Union City, TN 38261
Overton	67A1	Circuit Court	1000 John T. Poindexter Drive, Livingston, TN 38570
	67B1	Chancery Court	100 East Court Square, Suite 100, Livingston, TN 38570
Perry	68A1	Circuit Court	Courthouse Second Floor, Linden, TN 37096
	68A2	Chancery Court	Courthouse Second Floor, Linden, TN 37096
Pickett	69A1	Circuit Court	Courthouse Lower Floor, Byrdstown, TN 38549
	69A2	Chancery Court	1 Courthouse Square, Suite 203, Byrdstown, TN 38549
Polk	70A1	Circuit Court	164 Industrial Access Circle, Benton, TN 37307
	70A2	Chancery Court	Polk County Justice Center Room 110, Benton, TN 37307
Putnam	71A1	Circuit Court	421 East Spring Street, Suite 1C49A, Cookeville, TN 38501
	71A2	Chancery Court	421 East Spring Street, Suite 1C38, Cookeville, TN 38501
Rhea	72A1	Circuit Court	7824 Rhea Co Hwy, Dayton, TN 37321
	72A2	Chancery Court	1475 Market Street, Suite 301, Dayton, TN 37321
Roane	73A1	Circuit Court	200 East Race Street, Suite 11, Kingston, TN 37763
	73A2	Chancery Court	200 East Race Street, Suite 12, Kingston, TN 37763
Robertson	74A1	Circuit Court	501 S. Main Street Room 109, Springfield, TN 37172
	74A2	Chancery Court	501 Main Street Room 103, Springfield, TN 37172
Rutherford	75A1	Circuit Court	20 Public Square North Room 201, Murfreesboro, TN 37130
	75A2	Chancery Court	Judicial Building Room 302, Murfreesboro, TN 37130
	75A4	Probate Court	116 W. Lytle St., Suite 5101, Murfreesboro, TN 37130
Scott	76A1	Circuit Court	575 Scott High Drive, Huntsville, TN 37756
	76A2	Chancery Court	575 Scott High Drive Suite C, Huntsville, TN 37756

Sequatchie	77A1	Circuit Court	351 Fredonia Road Suite B, Dunlap, TN 37327
	77A2	Chancery Court	22 Cherry Street, Dunlap, TN 37327
Sevier	78A1	Circuit Court	125 Court Avenue Room 204E, Sevierville, TN 37862
	78A2	Chancery Court	125 Court Avenue Suite 108, Sevierville, TN 37862
	78A4	Circuit Court	125 Court Avenue Room 207E, Sevierville, TN 37862
	78A5	Probate Court	125 Court Avenue Suite 202E, Sevierville, TN 37862
Shelby	79A1	Circuit Civil Court	140 Adams Street, Room 324, Memphis, TN 38103
	79A2	Chancery Court	140 Adams Street, Room 308, Memphis, TN 38103
	79A3	Probate Court	140 Adams Street, Suite 124, Memphis, TN 38103
	79B1	Circuit Criminal Court	201 Poplar Avenue, Suite 401, Memphis, TN 38103
Smith	80A1	Circuit Court	322 Justice Drive, Suite 115, Carthage, TN 37030
	80A2	Chancery Court	322 Justice Drive, Suite 105, Carthage, TN 37030
Stewart	81A1	Circuit Court	225 Donelson Parkway, Dover, TN 37058
	81A2	Chancery Court	225 Donelson Parkway, Main Floor, Dover, TN 37058
Sullivan	82A1	Circuit Court	140 Blountville Bypass, Blountville, TN 37617
	82A2	Chancery Court	140 Blountville Bypass, Suite 201, Blountville, TN 37617
	82B1	Chancery Court	801 Anderson Street, Suite 239, Bristol, TN 37620
	82B2	Circuit Court	801 Anderson Street, Suite 131, Bristol, TN 37620
	82D1	Chancery Court	225 West Center Street, Kingsport, TN 37660
	82D2	Circuit Court	225 West Center Street, Kingsport, TN 37660
Sumner	83A1	Circuit Court	155 East Main St., Gallatin, TN 37066
	83A2	Chancery Court	155 E. Main St. Room 3600, Gallatin, TN 37066
Tipton	84A1	Circuit Court	1801 South College Street, Suite 102, Covington, TN 38019
	84A2	Chancery Court	1801 South College Street, Suite 110, Covington, TN 38019
Trousdale	85A1	Circuit Court	303 E. Main Street Room 2, Hartsville, TN 37074
	85A2	Chancery Court	303 E. Main Street Room 1, Hartsville, TN 37074
Unicoi	86A1	Circuit Court	100 N. Main Ave, Erwin, TN 37650
	86A2	Chancery Court	100 North Main Ave. Room 102, Erwin, TN 37650
Union	87A1	Circuit Court	901 Main Street, Suite 201, Maynardville, TN 37807
	87A2	Chancery Court	901 Main Street, Suite 215, Maynardville, TN 37807
Van Buren	88A1	Circuit Court	179 Veterans Square, Spencer, TN 38585
	88A2	Chancery Court	179 Veterans Square, Spencer, TN 38585

Warren	89A1	Circuit Court	111 South Court Square, Suite 102, McMinnville, TN 37111
	89A2	Chancery Court	111 South Court Square, Suite 105, McMinnville, TN 37111
Washington	90A1	Circuit Court	108 West Jackson Blvd. Suite 1210, Jonesborough, TN 37659
	90A2	Chancery Court	108 West Jackson Blvd., Suite 2157, Jonesborough, TN 37659
	90B1	Chancery Court	101 East Market Street, Jonesborough, TN 37659
	90B2	Circuit Court	101 East Market Street, Johnson City, TN 37604
Wayne	91A1	Circuit Court	Justice Center Circuit Court Suite 202, Waynesboro, TN 38485
	91A2	Chancery Court	1016 Andrew Jackson Drive, Waynesboro, TN 38485
Weakley	92A1	Circuit Court	116 West Main Street Room 203, Dresden, TN 38225
	92A2	Chancery Court	116 West Main Street Room 300, Dresden, TN 38225
White	93A1	Circuit Court	111 Depot Street, Suite 1, Sparta, TN 38583
	93A2	Chancery Court	1 East Bockman Way, Room 303, Sparta, TN 38583
Williamson	94A1	Circuit Court	135 Fourth Avenue South, Room 203, Franklin, TN 37064
	94A2	Chancery Court	135 Fourth Avenue South, Room 236, Franklin, TN 37065
	94A3	Circuit Court	135 Fourth Avenue South, Room 203, Franklin, TN 37065
Wilson	95A1	Circuit Civil Court	228 East Main Street, Room 207, Lebanon, TN 37088
	95A2	Chancery Court	134 South College Street, Lebanon, TN 37088
	95A3	Probate Court	228 East Main Street, Room 203, Lebanon, TN 37088
	95B2	Circuit Criminal Court	115 East High, Lebanon, TN 37087

**Administrative Office of the Courts**  
**Technology Services Division**  
**Nashville City Center, Suite 600**  
**511 Union Street**  
**Nashville, TN 37219**