



# *Administrative Office of the Courts*

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**MICHELLE J. LONG**  
Director

**RACHEL HARMON**  
Deputy Director

## **MEMORANDUM**

**TO: All Clerks of Court**  
**FROM: Cindy Tirey<sup>CAT</sup>**  
**DATE: Monday, November 21, 2022**  
**RE: 1st Qtr. TJIS Civil Pending Case Report – as of September 30, 2022**



We now have the 1st Qtr. TJIS Civil Pending Reports online at the AOC website. We appreciate all the courts working to dispose older pending cases. For your convenience, here is the link for the detailed caseload reports: <https://www.tncourts.gov/node/3682300>. The password is “tnjustice”. This password is not to be shared with anyone outside your office.

Please work these reports per the instructions. We would like to have your reports returned **by Monday, December 19, 2022.**

Please go to the AOC link to print your courts pending report (Individual Case Listing) for your court with the September 30, 2022 date and you will see your county’s bookmarks on the left-hand side. The screen may look a little different, depending on the browser you use. For Civil Pending Reports: Double click on your county name. Choose your court by clicking on it.

Notice the page your report starts on and write the page number down. Arrow down until you find the last page and write it down. You may also click on the first page of the next report and subtract one page to find your end page. Click on the print button at the top of the page. Choose ‘Pages’ and enter 1-57. Print. See screenshot on next page.

civil\_individual\_case\_listing\_-\_mar\_31\_2022.pdf

https://www.tncourts.gov/sites/default/files/docs/civil\_individual\_case\_listing\_-\_mar\_31\_2022.pdf

### Print

Total: 57 sheets of paper

**Printer**

Adobe PDF

Ready

Fax

Ready

Adobe PDF

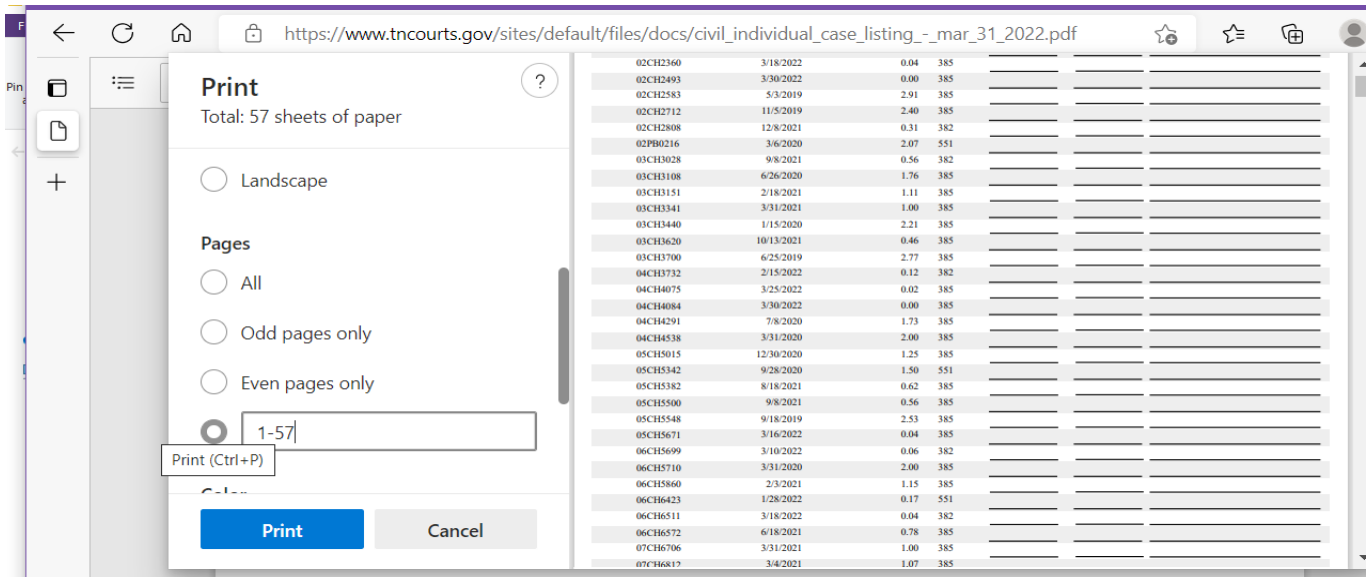
Ready

7TH-FLR-KTCHN (HP LaserJet M806)

Ready

**Print** **Cancel**

02CH2360	3/18/2022	0.04	385						
02CH2493	3/30/2022	0.00	385						
02CH2583	5/3/2019	2.91	385						
02CH2712	11/5/2019	2.40	385						
02CH2808	12/8/2021	0.31	382						
02PB0216	3/6/2020	2.07	551						
03CH3028	9/8/2021	0.56	382						
03CH3108	6/26/2020	1.76	385						
03CH3151	2/18/2021	1.11	385						
03CH3341	3/31/2021	1.00	385						
03CH3440	1/15/2020	2.21	385						
03CH3620	10/13/2021	0.46	385						
03CH3700	6/25/2019	2.77	385						
04CH3732	2/15/2022	0.12	382						
04CH4075	3/25/2022	0.02	385						
04CH4084	3/30/2022	0.00	385						
04CH4291	7/8/2020	1.73	385						
04CH4538	3/31/2020	2.00	385						
05CH5015	12/30/2020	1.25	385						
05CH5342	9/28/2020	1.50	551						
05CH5382	8/18/2021	0.62	385						
05CH5500	9/8/2021	0.56	385						
05CH5548	9/18/2019	2.53	385						
05CH5671	3/16/2022	0.04	385						
06CH5699	3/10/2022	0.06	382						
06CH5710	3/31/2020	2.00	385						
06CH5860	2/3/2021	1.15	385						
06CH6423	1/28/2022	0.17	551						
06CH6511	3/18/2022	0.04	382						
06CH6572	6/18/2021	0.78	385						
07CH6706	3/31/2021	1.00	385						
07CH6817	3/4/2021	1.07	385						



We ask that someone from your office verify the report and return all corrections on the report to us. Please include a contact name at the top of the pending report; this will expedite any questions we might have, once the report is returned to our office.

Pages 4-7 have instructions for making corrections. The pending report serves to make sure your data is accurate.

**NOTE:** If a case is on our pending report and your system shows it disposed, please enter the disposition information on the report. Please **DO NOT** put dispositions after September 2022 on the report, as they will come in with your October 2022 TJIS monthly data.

We request that you **only return the first page and any other pages with corrections**. Please scan and email to [TJIS.Reporting@tncourts.gov](mailto:TJIS.Reporting@tncourts.gov) or [Cindy.Tirey@tncourts.gov](mailto:Cindy.Tirey@tncourts.gov).

If you have any questions about your court’s statistics or this report, please do not hesitate to contact Cindy Tirey at 800-448-7980 or 615-741-2687, ext. 2200. Email: [Cindy.Tirey@tncourts.gov](mailto:Cindy.Tirey@tncourts.gov)

We appreciate your hard work and cooperation as we attempt to keep the statistics as accurate as possible.

# CIRCUIT CIVIL PENDING REPORT INSTRUCTIONS

1. Look over each docket number carefully.

**NOTE:** If a case is on our pending report and your system shows it closed before September 30, 2022, please enter the disposition information on the report. If you have reported your October 2022 data, it will be reflected on the report.

**DO NOT** put dispositions after September 2022 on the report, as those will be reported in your October 2022 TJIS monthly data report.

If a case has been disposed, please write the following information on this report.

- Disposition Date
- Manner of Disposition  
(1-9, definitions attached)
- Judge's name - Use first and last name on this report. **DO NOT use the judge code.**

**Reopened case disposition date:** the date the reopened case was disposed, **not the original case.**

2. Write all corrections on the report itself.
3. Do not cross out any docket numbers.
4. Do not write "delete" if the case has been disposed.

**If a case is disposed, we MUST have the disposition information to remove the case from the pending report.**

5. If a docket number does not belong to your county or court, **DO NOT** mark through it.
  - Please write "not our number" next to the docket number.
6. If docket number is transposed or keyed incorrectly, please write the correct number beside of the incorrect docket number.
7. If a case is still pending you can write a "P" out beside the docket number **or** leave blank.

## Things to Remember:

- This report reflects cases filed as of the date listed at the top of this report. If the report shows pending cases that you are sure have been disposed after the period report, you **do not** submit that disposition information on this report. The disposition should come in with your monthly data.
- **If we are missing a key piece of information** (Disposition date, Manner of Disposition, and Judge Name) we cannot process the disposition entry.

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

(This part is in the revised Civil Reporting Guideline Manual 6/2021)

Line Item	Instruction
<p>8. Disposition Date</p>	<p>Date the final order is entered or the date the dismissal or withdrawal is accepted by the court, not when costs are paid.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> Do <b>not</b> report the case closed until there has been a disposition for <b><u>all the parties</u></b>.</p> </div>
<p>9. Manner of Disposition</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>If a case has multiple parties, report the highest disposition.</p> </div>	<p>Enter the appropriate type of disposition.</p> <p>See 'Manner of Disposition' definitions.</p> <p>See additional information regarding multiple party dispositions.</p>
<p>Alternative Dispute Resolution  <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Check Yes, if ADR was involved. Check No, if ADR was not involved.</p>
<p>10. Judge</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <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>
<p>11. Damages &amp; Torts (471)  or  Medical Malpractice (451)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>&amp; Amount \$ _____</p>	<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>
<p>12. Additur \$ _____  Remittitur \$ _____</p>	<p>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.</p>

## Manner of Disposition (Disposition Categories):

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

### Lowest

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.