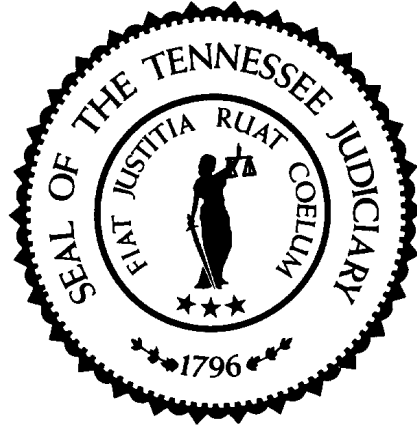


CIVIL CASE REPORTING GUIDELINES



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

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An Introduction to the Reporting Guidelines

June 21, 2021

Dear Court Clerks,

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.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brandon L. Bowers', written over a horizontal line.

Brandon L. Bowers
AOC, Chief Information Officer, ITSD

Preparation of Records and Reporting

Please find the clerk manuals and forms online:

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

All corrections must be submitted on paper forms.

Counties that report electronically needs to notify the AOC, by memorandum or filing form that there were no filings/dispositions for a given month. After completion, manual forms should be mailed monthly to the following address:

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

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.

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.

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)".

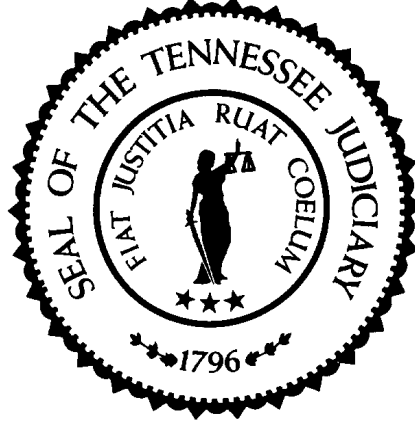
Please Contact TJIS.Reporting@tncourts.gov to set up your electronic filing.

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) – Chancery, Circuit Civil, or Probate	X	X
27-56	Docket Number (30) – all spaces, /, -, ', and * will be stripped	X	X
57-64	Date of Filing (8) mmddyyyy	X	X
65-67	Type of suit (3)	X	X
68-75	Date of Disposition (8) mmddyyyy		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) 1- Original Filing, 2- Disposition, 3- Reopened	X	X
120	ADR (1) – Y for Yes, N for No		X
121	General Sessions Appeals (1) - Y for Yes, N for No	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.**



Filing Form

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
<input type="text"/>	<input type="text"/>

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	Domestic Relations	Other
<input type="checkbox"/> 451 Medical Malpractice	<input type="checkbox"/> 361 Paternity	<input type="checkbox"/> 541 Judicial Hospitalization
<input type="checkbox"/> 461 Contract/Debt	<input type="checkbox"/> 362 Legitimation	<input type="checkbox"/> 382 Contempt
<input type="checkbox"/> 462 Specific Performance	<input type="checkbox"/> 363 Adoption	
<input type="checkbox"/> 471 Other Damages/Torts	<input type="checkbox"/> 364 Surrender	
<input type="checkbox"/> 481 Real Estate Matter	<input type="checkbox"/> 371 Divorce with minor children	
<input type="checkbox"/> 491 Workers Compensation	<input type="checkbox"/> 372 Divorce without minor children	
<input type="checkbox"/> 501 Probate	<input type="checkbox"/> 381 Order of Protection	
<input type="checkbox"/> 511 Juvenile Court Appeal	<input type="checkbox"/> 383 Residential Parenting/no Child Support	
<input type="checkbox"/> 513 Appeal from Admin. Hearing	<input type="checkbox"/> 384 Residential Parenting/Child Support	
<input type="checkbox"/> 514 Three-Judge Panel Hearing	<input type="checkbox"/> 385 Child Support	
<input type="checkbox"/> 571 Conservatorship	<input type="checkbox"/> 387 Wage Assignment Hearing	
<input type="checkbox"/> 572 Guardianship	<input type="checkbox"/> 391 Interstate Support - Incoming	
<input type="checkbox"/> 573 Trust	<input type="checkbox"/> 392 Interstate Support - Outgoing	
<input type="checkbox"/> 581 Miscellaneous General Civil	<input type="checkbox"/> 401 Other Domestic Relations	

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	<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 <input type="checkbox"/> Yes <input type="checkbox"/> 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 \$

(FORM NO:TJIS/CII revised 6/2021) Email to: TJIS.Reporting@tncourts.gov

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 \(tncourts.gov\)](#)

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	Check the appropriate box. <input type="checkbox"/> Circuit Civil <input type="checkbox"/> Chancery <input type="checkbox"/> Probate <div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;">Probate should only be checked in counties where one of the following conditions exist: 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.	Original: The docket number assigned to the particular case. <hr/> Reopened: Use the <i>original docket number</i> for reopened cases. <hr/> *Three-Judge Panel: Reported as docket number + Identifier Identifier A = Chief Identifier B or C = Panel. <div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;">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.</div>

<p>4. Filing Date</p>	<p>For Original: Date at which time the civil case is physically filed and docketed with the clerk, and the cover sheet is completed.</p> <p>For Reopened: 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="1040 241 1427 588" style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p>Note: Use the filing date for the reopening (the date the petition to reopen the case is filed).</p> <p>Do not use the original filing date when reopening a case.</p> </div>
<p>5. Plaintiffs/Defendants/Attorneys</p>	<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>
<p>6. General Sessions Appeal</p>	<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="222 1066 477 1388" style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p>Only one type of suit should be checked.</p> <p>Choose the case type that most closely fits the case.</p> </div>	<p>Original Filings: check the appropriate case type under one of the three categories:</p> <ul style="list-style-type: none"> ▪ General civil If the appropriate case type is not listed, please use Miscellaneous General Civil (581). ▪ Other Domestic relations If the appropriate case type is not listed, please use Other Domestic Relations (401). <p>Reopened Filings: Check the appropriate case type for the reopened matter.</p> <ul style="list-style-type: none"> ▪ If the appropriate case type is not listed, please use "Other" (551). <p>See pages 8-11 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	
<i>Item</i>	<i>Instruction</i>
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 style="border: 1px solid black; background-color: #ffffcc; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Only workers compensation lawsuits filed with injury prior to 7/1/2014 now go through the courts.</p> </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

<i>Item</i>	<i>Instruction</i>
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

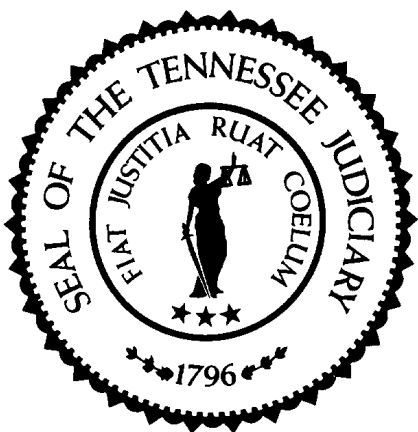
<i>Item</i>	<i>Instruction</i>
382 Contempt	A petition alleging that a defendant has violated an order of court which requires that person in specific and definite language to do or refrain from doing an act or series of acts. A willful disregard for, or disobedience of, a public authority.
541 Judicial Hospitalization	Includes all cases in which a person is considered mentally incompetent or retarded 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.



Disposition Form

CIVIL CASE COVER SHEET

*****ORIGINAL/REOPENED FILING*****

1. Location Code
2. Court: Circuit Civil Chancery Probate
3. Docket No.
4. Filing Date:

Plaintiffs	Defendants
<input type="text"/>	<input type="text"/>
Attorneys (Firm name, Address, and Telephone Number)	Attorneys (if known)
<input type="text"/>	<input type="text"/>

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	Domestic Relations	Other
<input type="checkbox"/> 451 Medical Malpractice	<input type="checkbox"/> 361 Paternity	<input type="checkbox"/> 541 Judicial Hospitalization
<input type="checkbox"/> 461 Contract/Debt	<input type="checkbox"/> 362 Legitimation	<input type="checkbox"/> 382 Contempt
<input type="checkbox"/> 462 Specific Performance	<input type="checkbox"/> 363 Adoption	
<input type="checkbox"/> 471 Other Damages/Torts	<input type="checkbox"/> 364 Surrender	
<input type="checkbox"/> 481 Real Estate Matter	<input type="checkbox"/> 371 Divorce with minor children	
<input type="checkbox"/> 491 Workers Compensation	<input type="checkbox"/> 372 Divorce without minor children	
<input type="checkbox"/> 501 Probate	<input type="checkbox"/> 381 Order of Protection	
<input type="checkbox"/> 511 Juvenile Court Appeal	<input type="checkbox"/> 383 Residential Parenting/no Child Support	
<input type="checkbox"/> 513 Appeal from Admin. Hearing	<input type="checkbox"/> 384 Residential Parenting/Child Support	
<input type="checkbox"/> 514 Three-Judge Panel Hearing	<input type="checkbox"/> 385 Child Support	
<input type="checkbox"/> 571 Conservatorship	<input type="checkbox"/> 387 Wage Assignment Hearing	
<input type="checkbox"/> 572 Guardianship	<input type="checkbox"/> 391 Interstate Support - Incoming	
<input type="checkbox"/> 573 Trust	<input type="checkbox"/> 392 Interstate Support - Outgoing	
<input type="checkbox"/> 581 Miscellaneous General Civil	<input type="checkbox"/> 401 Other Domestic Relations	

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 | <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 \$

(FORM NO: TJIS/CI1 revised 6/2021) Email to: TJIS.Reporting@tncourts.gov

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 \(tncourts.gov\)](http://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 style="border: 1px solid black; padding: 5px; width: fit-content;"> If a case has multiple parties, report the highest disposition. Details 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; width: fit-content;"> Child Support Referees are also assigned generic 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. (Do not use judge codes on paper forms.) *Reopened cases: 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. *Three-Judge Panel: 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 Yes 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. If the case is a 451 or 471 case type and no money damages were awarded, check No .
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.

Small Estate Probate:

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:

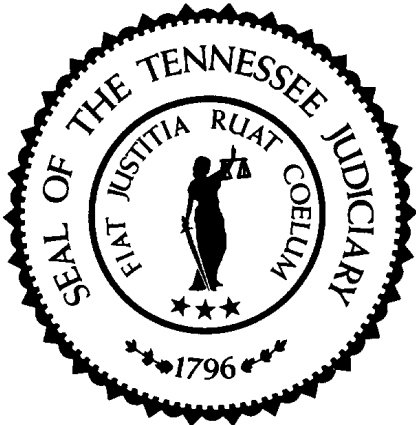
Only report original dollar amounts on line 11.

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 Form

CIVIL CASE COVER SHEET

*****CORRECTIONS*****

Reset Print

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	Domestic Relations	Other
<input type="checkbox"/> 451 Medical Malpractice	<input type="checkbox"/> 361 Paternity	<input type="checkbox"/> 541 Judicial Hospitalization
<input type="checkbox"/> 461 Contract/Debt	<input type="checkbox"/> 362 Legitimation	<input type="checkbox"/> 382 Contempt
<input type="checkbox"/> 462 Specific Performance	<input type="checkbox"/> 363 Adoption	
<input type="checkbox"/> 471 Other Damages/Torts	<input type="checkbox"/> 364 Surrender	
<input type="checkbox"/> 481 Real Estate Matter	<input type="checkbox"/> 371 Divorce with minor children	
<input type="checkbox"/> 491 Workers Compensation	<input type="checkbox"/> 372 Divorce without minor children	
<input type="checkbox"/> 501 Probate	<input type="checkbox"/> 381 Order of Protection	
<input type="checkbox"/> 511 Juvenile Court Appeal	<input type="checkbox"/> 383 Residential Parenting/no Child Support	
<input type="checkbox"/> 513 Appeal from Admin. Hearing	<input type="checkbox"/> 384 Residential Parenting/Child Support	
<input type="checkbox"/> 514 Three-Judge Panel Hearing	<input type="checkbox"/> 385 Child Support	
<input type="checkbox"/> 571 Conservatorship	<input type="checkbox"/> 387 Wage Assignment Hearing	
<input type="checkbox"/> 572 Guardianship	<input type="checkbox"/> 391 Interstate Support - Incoming	
<input type="checkbox"/> 573 Trust	<input type="checkbox"/> 392 Interstate Support - Outgoing	
<input type="checkbox"/> 581 Miscellaneous General Civil	<input type="checkbox"/> 401 Other Domestic Relations	

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 | <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 <input type="checkbox"/> Yes <input type="checkbox"/> 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 \$

(FORM NO-TJIS/CII revised 6/2021) Email to: TJIS.Reporting@tncourts.gov

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	<p>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.</p> <p>Only use this box if the case was previously reported.</p>
1. Location Code	<p>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></p>
2. Court	<p>Check the appropriate box.</p> <p>Circuit Civil Chancery Probate</p> <div data-bbox="609 1743 1461 1921" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Probate should only be checked in counties where one of the following conditions exists:</p> <ol style="list-style-type: none"> 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>

<p>3. Docket No.</p>	<p>Enter the <u>correct docket number</u>.</p> <p>*Three-Judge Panel: Reported as docket number + Identifier Identifier A = Chief Identifier B or C = Panel.</p> <div data-bbox="1146 121 1469 321" style="border: 1px solid black; background-color: #ffffcc; padding: 5px; margin-top: 10px;"> <p>This field is required to ensure that the correct case information is updated.</p> </div>
<p>Incorrect Docket Number</p>	<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>
<p>4. Filing Date</p>	<p>Enter the <u>correct filing date</u>.</p> <div data-bbox="922 625 1451 779" style="border: 1px solid black; background-color: #ffffcc; padding: 5px; margin-top: 10px;"> <p>This field must be provided to ensure that the correct case information is updated.</p> </div>
<p>Incorrect Filing Date</p>	<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>
<p>5. Plaintiffs/Defendants/Attorneys</p>	<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>
<p>6. General Sessions Appeal</p>	<p>Check the appropriate box.</p>
<p>7. Type of Suit (Case Type)</p> <div data-bbox="203 1373 527 1654" style="border: 1px solid black; background-color: #ffffcc; padding: 5px; margin-top: 10px;"> <p>Only one type of suit should be checked.</p> <p>Choose the type of suit that most closely fits the case.</p> </div>	<p><u>Original Filings:</u> check the appropriate case type under one of the three categories: General civil If the appropriate case type is not listed, please use Miscellaneous General Civil (581). Other Domestic relations If the appropriate case type is not listed, please use Other Domestic Relations (401).</p> <p><u>Reopened Filings:</u> Check the appropriate case type for the reopened matter. If the appropriate case type is not listed, please use "Other" (551).</p> <p>See page 8 for case type definitions.</p>

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; background-color: #ffffcc; padding: 5px; width: fit-content;"> 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; background-color: #ffffcc; padding: 5px; width: fit-content;"> 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> *Reopened cases: 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. *Three-Judge Panel: 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 Yes 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 No .
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

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 TJIS database.

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.

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, highlight it and 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.

Please bear in mind that the reports are “as of a specific date”. The date should be displayed at the top of the report. 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, draw a line through the filing information on the report. **Only draw a line before cases that have been disposed since the date shown on the pending report.**



Frequently Asked Questions:

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.

