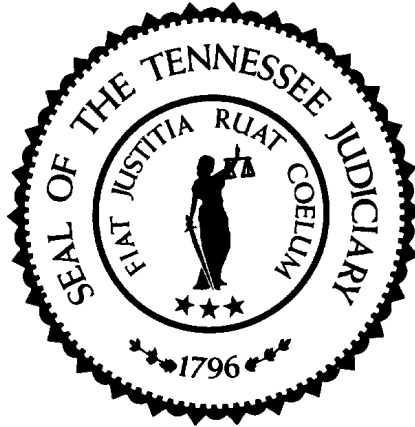


CIVIL CASE REPORTING GUIDELINES



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

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September 1, 2017

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 occurred. 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 Technology Services Division of the AOC at 1-800-448-7980 or e-mail at tjis.reporting@tncourts.gov.

Sincerely,

Ann Lynn Walker
AOC, Technology Division, Director

Preparation of Records and Reporting

Please find clerk manuals and forms online by clicking on this line.

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 Civil' or 'Probate'.

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

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**

<u>General Civil</u>	<u>Domestic Relations</u>	<u>Other</u>
<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"/> 571 Conservatorship	<input type="checkbox"/> 385 Child Support	
<input type="checkbox"/> 572 Guardianship	<input type="checkbox"/> 387 Wage Assignment Hearing	
<input type="checkbox"/> 573 Trust	<input type="checkbox"/> 391 Interstate Support - Incoming	
<input type="checkbox"/> 581 Miscellaneous General Civil	<input type="checkbox"/> 392 Interstate Support - Outgoing	
	<input type="checkbox"/> 401 Other Domestic Relations	

Reopened Filing Type of Suit

<u>Petition for</u>	
<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
 1 Withdrawn 6 Dismissal
 2 Compromise/settlement-no court hearing 7 Trial-Non-jury
 3 Court approved settlement 8 Trial-Jury
 4 Uncontested/Default 9 Other
 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/CT1 revised 1/2009)

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

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. <ul style="list-style-type: none"><input type="checkbox"/> Circuit Civil<input type="checkbox"/> Chancery<input type="checkbox"/> Probate <div 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; or3. The county has a separately established probate court.</div>

<p>3. Docket No.</p>	<p>For Original: The docket number assigned to the particular case.</p> <hr/> <p>For Reopened: Use the <u>original docket number</u> for reopened cases.</p> <div data-bbox="717 233 1367 359" style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p>Most counter suits are filed under the original open case as another filing and would not be reported separately due to original still case still open.</p> </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 (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="1010 531 1453 877" style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <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. 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>6. Type of Suit (Case type)</p> <div data-bbox="217 1161 482 1486" style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p>Only one type of suit should be checked.</p> <p>Choose the case type that most closely fits the case.</p> </div>	<p>* For Original Filings, check the appropriate case type under one of the three categories:</p> <ul style="list-style-type: none"> ▪ General civil, <ul style="list-style-type: none"> ▪ If the appropriate case type is not listed, please use Miscellaneous General Civil (581). ▪ Domestic relations, or <ul style="list-style-type: none"> ▪ If the appropriate case type is not listed, please use Other Domestic Relations (401). ▪ Other <p>* For 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 page 8 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 Com <div style="border: 1px solid black; background-color: yellow; padding: 5px; margin-top: 10px;"> <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.
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 their 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

Item	Instruction
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 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

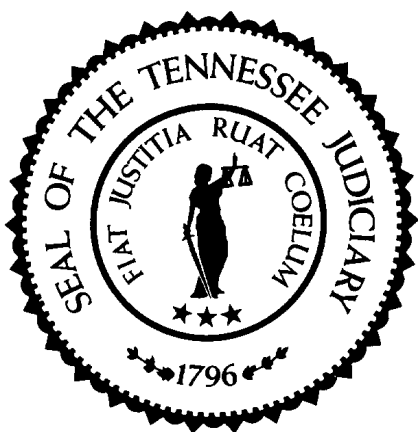
The FDATE is when the filing was reopened not the original open date.

Item	Instruction
381 Order of Protection	A petition for orders of temporary protection filed by a person seeking relief from an allegedly violent person.
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 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 their 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.

Habitual Motor Vehicle Offender:

For statistical purposes, please report a "Petition to Declare a Habitual Motor Vehicle Offender" on a **criminal case cover sheet**. While these are technically civil cases, they are generally heard in criminal court and are cases initiated at the request of the district attorney. Reporting details can be found in the Criminal Case Coversheet Guidelines Manual.



Disposition Form

CIVIL CASE COVER SHEET

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	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"/> 571 Conservatorship	<input type="checkbox"/> 385 Child Support	
<input type="checkbox"/> 572 Guardianship	<input type="checkbox"/> 387 Wage Assignment Hearing	
<input type="checkbox"/> 573 Trust	<input type="checkbox"/> 391 Interstate Support - Incoming	
<input type="checkbox"/> 581 Miscellaneous General Civil	<input type="checkbox"/> 392 Interstate Support - Outgoing	
	<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/CI1 revised 1/2009)

Disposition Instructions

A disposition must be reported for each original or reopened disposition of a case. If a civil case has multiple parties, only its highest disposition should be reported.

Please find Fillable form online

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>	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. (Use the judge code only when reporting electronically. Use full judge name.) *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.
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.
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 18 or for future child support hearings.

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 court of record clerk to report additional information regarding cases claiming monetary damages for personal injury or death.

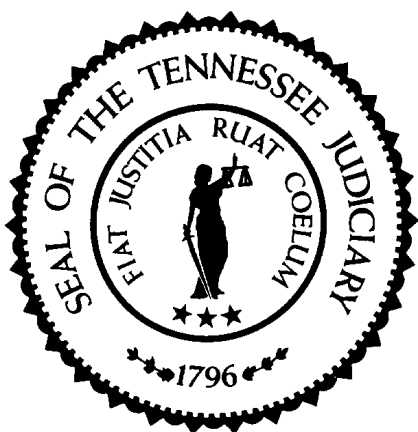
If a medical malpractice or damages and torts case has multiple awards, report the total of the original awards.

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 changes in medical malpractices.
- ❑ Only report the additions and reductions amount on additur and remittitur.
- ❑ 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)”. Rather, report this as 581.



Corrections Form

CIVIL CASE COVER SHEET

Reset

Print

Delete this docket number

***** Corrections *****

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 No

7. Original Filing Type of Suit

<u>General Civil</u>	<u>Domestic Relations</u>	<u>Other</u>
<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"/> 571 Conservatorship	<input type="checkbox"/> 385 Child Support	
<input type="checkbox"/> 572 Guardianship	<input type="checkbox"/> 387 Wage Assignment Hearing	
<input type="checkbox"/> 573 Trust	<input type="checkbox"/> 391 Interstate Support - Incoming	
<input type="checkbox"/> 581 Miscellaneous General Civil	<input type="checkbox"/> 392 Interstate Support - Outgoing	
	<input type="checkbox"/> 401 Other Domestic Relations	

Reopened Filing Type of Suit

<u>Petition for</u>	
<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/C11 revised 4/2007)

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

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.

3. Docket No.	<p>Enter the <u>correct docket number</u>.</p> <div data-bbox="782 130 1287 279" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>This field is required to insure that the correct case information is updated.</p> </div>
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> <div data-bbox="782 514 1312 663" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>This field must be provided to insure that the correct case information is updated.</p> </div>
5. 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>
6. General Sessions Appeal	<p>Check the appropriate box.</p>
<p>7. Type of Suit (Case Type)</p> <div data-bbox="175 1033 501 1316" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <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>* For Original Filings, check the appropriate case type under one of the three categories:</p> <ul style="list-style-type: none"> ▪ General civil, <ul style="list-style-type: none"> ▪ If the appropriate case type is not listed, please use Miscellaneous General Civil (581). ▪ Domestic relations, or <ul style="list-style-type: none"> ▪ If the appropriate case type is not listed, please use Other Domestic Relations (401). ▪ Other <p>* For 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 page 8 for case type definitions.</p>
8. Disposition Date	<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>
9. Manner of Disposition	<p>Check 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>
<p>Alternative Dispute Resolution</p> <p><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; background-color: #ffffcc; padding: 5px; margin: 10px 0;"> Child Support Referees are also assigned judge codes. </div>	<p>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>)</p> <p>*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.</p>
<p>11. Damages & Torts (471) or Medical Malpractice (451)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>& Amount \$ _____</p>	<p>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.</p>
<p>12. Additur \$ _____</p> <p>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>

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 ddates 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:

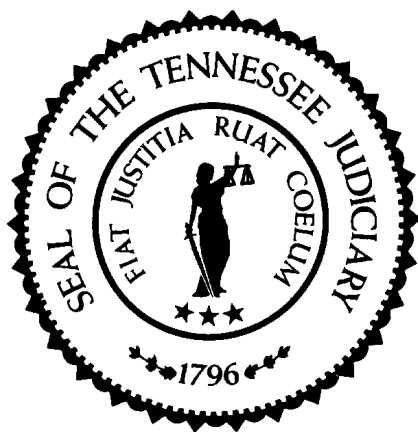
In an effort to make TJIS data as accurate as possible, please complete the following steps when correcting a pending report.

1. 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.

2. 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 through cases that have been disposed since the date shown on the pending report.**



Frequent 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.

Glossary

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

ADR - Alternative Dispute Resolution

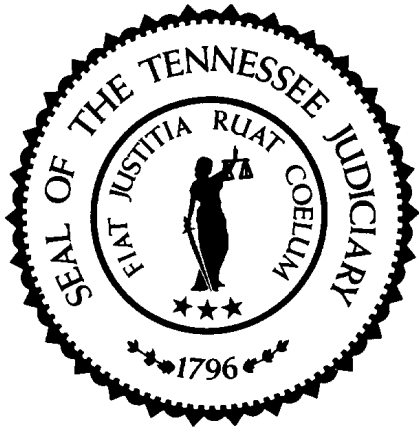
AOC - Administrative Office of the Courts

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

URESA - 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.

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

IN THE SUPREME COURT OF TENNESSEE AT NASHVILLE

IN RE: AMENDMENT TO SUPREME COURT RULE 11, SUPERVISION OF THE JUDICIAL SYSTEM

ORDER

Supreme Court Rule 11, Section II, is hereby amended by deleting the section in its entirety and by substituting in its stead the following:

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, (T.C.A. § 16-3-803(g)), that the collection of statistical data by the AOC is specifically authorized by statute (T.C.A. § 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 T.C.A. § 16-1-117.

(1) Reporting Forms; Responsibility for Submission. Each clerk of a circuit, criminal, chancery, probate, general sessions, or municipal court with general sessions jurisdiction is responsible for submitting the forms required by this rule to the Technology Services Division of the Administrative Office of the Courts. Submission of forms 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. Pursuant to the procedure, the AOC will provide a supply of the Civil Case Cover Sheets and the Criminal Case Cover Sheets, FORM NOS. TJIS/CI1 and TJIS/CR1, to the clerks of the Circuit, Criminal, Chancery, and Probate Courts. General Sessions Courts and Municipal Courts with general sessions jurisdiction will be provided with copies of FORM NOS. TJISGSCR1 and TJISGCCV1.

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, FORM NO. TJIS/CI3, 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. A portion 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 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 complete the disposition portion of the Criminal Case Cover Sheet for each docket number and all related charges. When all charges on the form have been disposed of, these forms shall be forwarded by the clerk of court, on a monthly basis, to the AOC.

Effective July 1, 2002, clerks' offices that are automated shall report statistical information monthly to the AOC by computer diskette or electronic mail attachment. 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 Judicial Council, 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 cover sheets within the fifteen (15) day time frame, submitting data every month, submitting data according to Implementation Manual guidelines, 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 Judicial Council and 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 dictionary of terms to be used for case reporting, and how the terms will be defined for reporting purposes.

(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 file monthly reports with the AOC using FORM NOS. TJISGSCR1 and TJISGSCV1. Forms shall be submitted no later than the fifteenth (15) day of month following the month for which data is being reported.

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 diskette or e-mail submission.

Location Codes

Updated List 05/19/2017

County	Location Code	Address
Anderson	01A1	Courthouse Room 301 Clinton, TN 37716
	01A2	Courthouse Room 308 Clinton, TN 37717
	01B1	701 Main Street Oliver Springs, TN 37840
	01D1	200 South Tulane Avenue Oak Ridge, TN 37831
Bedford	02A1	Courthouse Room 200 Shelbyville, TN 37160
	02A2	Courthouse Room 302 Shelbyville, TN 37160
Benton	03A1	1 East Court Square Room 207 Camden, TN 38320
	03A2	1 East Court Square Room 206 Camden, TN 38320
	03A3	1 East Court Square Room 210 Camden, TN 38320
Bledsoe	04A1	Courthouse Second Floor Pikeville, TN 37367
	04A2	Courthouse First Floor Pikeville, TN 37367
Blount	05A1	926 Blount County Justice Center Maryville, TN 37804
	05A2	930 Blount County Justice Center Maryville, TN 37804
	05A3	928 Blount County Justice Center Maryville, TN 37804
	05A4	Traffic Division Maryville, TN 37804
Bradley	06A1	Bradley County Justice Center Cleveland, TN 37311
	06A2	Courthouse Room 203 Cleveland, TN 37311
	06A3	Courthouse Room 204 Cleveland, TN 37311
	06A4	Courthouse Room 203 Cleveland, TN 37311
	06B1	Bradley County Justice Center Cleveland, TN 37311
Campbell	07A1	Courthouse Second Floor Jacksboro, TN 37757
	07A2	Courthouse Room 110 Jacksboro, TN 37757
	07B1	410 South Main Street Jellico, TN 37762
Cannon	08A1	Courthouse Basement Woodbury, TN 37190
	08A2	Courthouse Third Floor Woodbury, TN 37190
Carroll	09A1	99 Court Square Huntingdon, TN 38344
	09A2	99 Court Square Huntingdon, TN 38344
	09A3	99 Court Square Huntingdon, TN 38344
Carter	10A1	Courthouse Annex Elizabethton, TN 37643
	10B1	Courthouse Elizabethton, TN 37643
Cheatham	11A1	Criminal Justice Center Room 225 Ashland City, TN 37015
	11A2	Criminal Justice Center Room 106 Ashland City, TN 37015
	11B1	Town Of Ashland City Ashland City, TN 370150036
Chester	12A1	Po Box 133 Henderson, TN 38340
	12A2	Po Box 262 Henderson, TN 38340
Claiborne	13A1	1740 South Main Street Tazewell, TN 37879
	13A2	1740 South Main Street Second Floor Tazewell, TN 37879

Clay	14A1	100 Courthouse Square Room 201 Celina, TN 38551
	14A2	100 Courthouse Square Celina, TN 38551
Cocke	15A1	Courthouse Room 201 Newport, TN 37821
	15A2	Second Floor Newport, TN 37821
	15B1	Courthouse Annex Suite 103 Newport, TN 37821
Coffee	16A1	300 Hillsboro Boulevard Manchester, TN 37349
	16A2	300 Hillsboro Boulevard Manchester, TN 37355
Crockett	17A1	One South Bells Street Alamo, TN 38001
	17A2	One South Bells Street Alamo, TN 38001
Cumberland	18A1	2 North Main Street Crossville, TN 38555
	18A2	2 North Main Street Crossville, TN 38555
Davidson	19A1	506 Metro Courthouse Nashville, TN 37201
	19A2	2 Metro Courthouse Nashville, TN 37201
	19A3	309 Metro Courthouse Nashville, TN 37201
	19A4	105 Metro Courthouse Nashville, TN 37201
Decatur	20A1	52 West Main Courthouse Decaturville, TN 38329
	20A2	Courthouse -- Clerk And Master Decaturville, TN 38329
DeKalb	21A1	Courthouse Room 303 Smithville, TN 37166
	21A2	Courthouse Room 302 Smithville, TN 37166
Dickson	22A1	Courthouse Annex Room 221 Charlotte, TN 37036
	22A2	Courthouse Annex Room 229 Charlotte, TN 37036
	22B1	1 Court Square Charlotte, TN 37036
	22C1	County Clerk Charlotte, TN 37036
	22D1	202 South Main Street Dickson, TN 37055
	22E1	1020 Taylor Town Road White Bluff, TN 37187
Dyer	23A1	Courthouse Room 203 Dyersburg, TN 38024
	23A2	Courthouse Room 201 Dyersburg, TN 38024
	23B1	Dyersburg City Court Dyersburg, TN 38024
	23C1	22 Main Street Trimble, TN 38259
	23D1	Town Hall P.O. Box 460 Newbern, TN 38059
Fayette	24A1	1 Court Square Room 210 Somerville, TN 38068
	24A2	1 Court Square Room 104 Somerville, TN 38068
Fentress	25A1	Courthouse 101 Main Street Jamestown, TN 38556
	25A2	Courthouse 101 Main Street Jamestown, TN 38556
Franklin	26A1	Franklin County Courthouse - Circuit Winchester, TN 37398
	26A2	Franklin County Courthouse - Clerk And Master Winchester, TN 37398
Gibson	27A1	295 North College Trenton, TN 38382
	27B1	Humbolt City Hall Humboldt, TN 38343
	27B2	Humbolt City Hall Humboldt, TN 38343
	27C1	204 North Court Square Trenton, TN 38382
	27D1	106 South Main Street Milan, TN 38358
	27E1	309 College Street Trenton, TN 38382

Giles	28A1	Courthouse -- Circuit Office Pulaski, TN 38478
	28A2	Courthouse -- Clerk And Master Pulaski, TN 38478
Grainger	29A1	Courthouse Second Floor Rutledge, TN 37861
	29A2	Courthouse First Floor Rutledge, TN 37861
Greene	30A1	Courthouse Suite 302 Greeneville, TN 37743
	30A2	Courthouse Lower Level Greeneville, TN 37744
	30B1	204 North Cutler Street Greeneville, TN 37743
Grundy	31A1	Courthouse Room 206 Altamont, TN 37301
	31A2	Courthouse Room 200 Altamont, TN 37301
Hamblen	32A1	Justice Center Morristown, TN 37814
	32B1	Courthouse Room 303 Morristown, TN 37814
Hamilton	33A1	201 Seventh Street Chattanooga, TN 37402
	33A2	201 East Seventh Street Chattanooga, TN 37402
	33B1	600 Market Street Chattanooga, TN 37402
	33B2	600 Market Street Chattanooga, TN 37402
	33B3	600 Market Street Chattanooga, TN 37402
	33C1	City Of East Ridge East Ridge, TN 37412
	33D1	City Of Red Bank Red Bank, TN 37415
	33E1	City Of Signal Mountain Signal Mountain, TN 37377
Hancock	34A1	Courthouse Upper Level Sneedville, TN 37869
	34A2	Courthouse Lower Level Sneedville, TN 37869
Hardeman	35A1	Courthouse Room 2-S Bolivar, TN 38008
	35A2	Courthouse Lower Level Bolivar, TN 38008
Hardin	36A1	Courthouse Circuit Office Savannah, TN 38372
	36A2	Courthouse Clerk And Master Savannah, TN 38372
Hawkins	37A1	115 Justice Center Drive Rogersville, TN 37857
	37A2	100 East Main Street, Room 316 Rogersville, TN 37857
	37B1	300 East Main Street Church Hill, TN 37642-0366
	37B2	300 East Main Street Church Hill, TN 37642-0366
Haywood	38A1	Courthouse Circuit Office Brownsville, TN 38012
	38A2	1 North Washington Brownville, TN 38012
Henderson	39A1	17 Monroe Avenue Lexington, TN 38351
	39A2	17 Monroe Avenue Lexington, TN 38351
Henry	40A1	101 West Washington Street Paris, TN 38242
	40A2	100 Washington Street, Suite 101 Paris, TN 38242
	40A3	100 Washington Street, Suite 101 Paris, TN 38242
Hickman	41A1	104 College Street Centerville, TN 37030
	41A2	104 College Street Centerville, TN 37033
	41B1	102 East Swan Centerville, TN 370330238
Houston	42A1	Courthouse Circuit Office Erin, TN 370610414
	42A2	Courthouse Clerk And Master Erin, TN 37061

Humphreys	43A1	106 Court Square Waverly, TN 37185
	43A2	202 Court Square Waverly, TN 37185
	43C1	323 Long Street New Johnsonville, TN 37134
Jackson	44A1	Courthouse Second Floor Gainesboro, TN 38562
	44A2	101 East Hull Avenue Gainesboro, TN 38562
Jefferson	45A1	Courthouse Room 202 Dandridge, TN 37725
	45A2	Courthouse Room 207 Dandridge, TN 37725
Johnson	46A1	222 West Main Street Circuit Office Mountain City, TN 37683
	46A2	222 West Main Street Clerk And Master Mountain City, TN 37683
Knox	47A1	400 West Main Street Knoxville, TN 37902
	47A2	400 West Main Street Knoxville, TN 37902
	47A3	400 West Main Street Knoxville, TN 37902
	47A4	400 West Main Street Knoxville, TN 37901
	47A5	400 West Main Street Knoxville, TN 37902
	47A6	400 West Main Street Knoxville, TN 37902
	47B1	Old Courthouse Room 318 Knoxville, TN 37902
Lake	48A1	229 Church Street Tiptonville, TN 38079
	48A2	229 Church Street Tiptonville, TN 38079
Lauderdale	49A1	100 Court Square Ripley, TN 38063
	49A2	100 Court Square Ripley, TN 38063
Lawrence	50A1	240 West Gains Street Lawrenceburg, TN 38464
	50A2	240 West Gains Street Lawrenceburg, TN 38464
Lewis	51A1	110 Park Avenue North Hohenwald, TN 38462
	51A2	110 Park Avenue North Hohenwald, TN 38462
Lincoln	52A1	112 Main Avenue South Fayetteville, TN 37334
	52A2	112 Main Avenue South Fayetteville, TN 37334
Loudon	53A1	Courthouse Circuit Office Loudon, TN 37774
	53A2	Courthouse Clerk And Master Loudon, TN 37774
	53B1	Justice Center Lenoir City, TN 37771
	53C1	City Court Clerk Lenoir City, TN 37771
McMinn	54A1	6 East Madison Avenue Athens, TN 37303
	54A2	6 East Madison Avenue Athens, TN 37303
McNairy	55A1	300 Industrial Park Drive Selmer, TN 38375
	55B1	Courthouse Room 205 Selmer, TN 38375
Macon	56A1	Justice Center Circuit Office Lafayette, TN 37083
	56A2	Justice Center Clerk And Master Lafayette, TN 37083
	56B1	Justice Center Clerk And Master Lafayette, TN 37083
Madison	57A1	515 South Liberty Street Jackson, TN 38301
	57B1	100 East Main Street Jackson, TN 38301
	57C1	101 E. Lafayette Jackson, TN 38301
	57D1	101 Irby Street, Room 201 Jackson, TN 38301

Marion	58A1	5 Oak Street Jasper, TN 37347
	58A2	Not Reported
	58B1	5 Oak Street Jasper, TN 37347
Marshall	59A1	302 Marshall County Courthouse Lewisburg, TN 37091
	59A2	201 Marshall County Courthouse Lewisburg, TN 37091
	59A3	301 Marshall County Courthouse Lewisburg, TN 37091
Maury	60A1	41 Public Square Columbia, TN 38401
	60A2	41 Public Square Columbia, TN 38401
	60B1	115 North Main Street Mt. Pleasant, TN 38474
Meigs	61A1	17214 State Highway 58 Decatur, TN 373220205
	61A2	17214 State Highway 58 Decatur, TN 373220005
Monroe	62A1	105 College Street Madisonville, TN 37354
	62A2	105 College Street Madisonville, TN 373542400
	62B1	300 Tellico Street Madisonville, TN 37354
Montgomery	63A1	2 Millennium Plaza Clarksville, TN 370400384
	63A2	2 Millennium Plaza Clarksville, TN 37040
	63B1	120 Commerce Street Clarksville, TN 37040
Moore	64A1	196 Main Street, Suite 404 Lynchburg, TN 37352
	64A2	196 Main Street, Suite 312 Lynchburg, TN 37352
Morgan	65A1	Courthouse Second Floor Wartburg, TN 37887
	65A2	Courthouse First Floor Wartburg, TN 37887
	65B1	701 Main Street Oliver Springs, TN 37840
Obion	66A1	7 Bill Burnett Circle Union City, TN 38261
	66A2	6 Bill Burnett Circle Union City, TN 38261
	66A4	Courthouse,#10 Union City, TN 38261
Overton	67A1	1000 John Tom Poindexter Drive Livingston, TN 38570
	67B1	100 East Court Square Livingston, TN 38570
Perry	68A1	123 West Main Street Linden, TN 37096
	68A2	Courthouse Clerk And Master Linden, TN 37096
Pickett	69A1	Courthouse Circuit Office Byrdstown, TN 38549
	69A2	1 Courthouse Square Byrdstown, TN 38549
Polk	70A1	6239 Highway 411 Benton, TN 37307
	70A2	161 Industrial Access Circle Benton, TN 37307
Putnam	71A1	421 East Spring Street Cookeville, TN 38501
	71A2	421 East Spring Street Cookeville, TN 38501
Rhea	72A1	1475 Market Street Dayton, TN 37321
	72A2	1475 Market Street Dayton, TN 37321
	72A3	1475 Market Street Dayton, TN 37321
Roane	73A1	200 East Race Street, Suite 11 Kingston, TN 37763
	73A2	200 East Race Street Kingston, TN 37763
	73B1	701 Main Street Oliver Springs, TN 37840
	73C1	200 East Race Street Kingston, TN 37763

Robertson	74A1	501 Main Street Springfield, TN 37172
	74A2	501 Main Street Springfield, TN 37172
	74C1	529 South Brown Street Springfield, TN 37172
Rutherford	75A1	20 Public Square North Murfreesboro, TN 37130
	75A2	20 Public Square North Murfreesboro, TN 37130
	75A3	Judicial Building, Room 101 Murfreesboro, TN 37130
	75C1	315 S. Lowry Street Smyrna, TN 37167
Scott	76A1	575 Scott High Drive Huntsville, TN 37756
	76A2	575 Scott High Drive Huntsville, TN 37756
Sequatchie	77A1	Sequatchie County Justice Center Dunlap, TN 37327
	77A2	Courthouse, Suite 5 Dunlap, TN 37327
	77B1	119 Church Street Dunlap, TN 37327
Sevier	78A1	125 Court Square Sevierville, TN 37862
	78A2	125 Court Avenue, Suite 108W Sevierville, TN 37862
	78A3	125 Court Avenue, Room 104 Sevierville, TN 37862
	78A4	125 Court Avenue Sevierville, TN 37862
Shelby	79A1	140 Adams Street Memphis, TN 38103
	79A2	140 Adams Street Memphis, TN 38103
	79A3	140 Adams Street Memphis, TN 38103
	79A4	140 Adams Street Memphis, TN 38103
	79B1	201 Poplar Avenue Memphis, TN 38103
	79B2	201 Poplar Avenue, Room Ll-81 Memphis, TN 38103
	79C1	3730 Appling Road Bartlett, TN 38133
	79D1	156 North Rowlett Collierville, TN 38017
	79E1	4836 Navy Road Millington, TN 38053
	79F1	1930 S. Germantown Road Germantown, TN 38138
Smith	80A1	211 North Main Street Carthage, TN 37030
	80A2	211 North Main Street Carthage, TN 37030
Stewart	81A1	Courthouse Circuit Office Dover, TN 37058
	81A2	Courthouse Clerk And Master Dover, TN 37058
Sullivan	82A1	140 Blountville Bypass Blountville, TN 37617
	82A2	140 Blountville Bypass, Suite 201 Blountville, TN 37617
	82B1	801 Anderson Street Bristol, TN 37620
	82B2	801 Anderson Street Bristol, TN 37620
	82C1	200 Shelby Street Kingsport, TN 37660
	82D1	225 West Center Street Kingsport, TN 37660
Sumner	83A1	100 Public Square Gallatin, TN 37066
	83A2	100 Public Square Gallatin, TN 37066
	83B1	117 West Smith Street Gallatin, TN 37066
Tipton	84A1	1801 South College Street Covington, TN 38019
	84A2	1801 South College Street Covington, TN 38019

Trousdale	85A1	200 East Main Street Hartsville, TN 37074
	85A2	200 East Main Street Hartsville, TN 37074
Unicoi	86A1	Courthouse Circuit Office Erwin, TN 37650
	86A2	Courthouse Clerk And Master Erwin, TN 37650
Union	87A1	901 Main Street Maynardville, TN 37807
	87A2	901 Main Street Maynardville, TN 37807
Van Buren	88A1	Courthouse Circuit Office Spencer, TN 38585
	88A2	Courthouse Clerk And Master Spencer, TN 38585
Warren	89A1	111 South Court Square, Suite 102 McMinnville, TN 37111-0639
	89A2	111 South Court Square, Suite 101 McMinnville, TN 37111-0639
Washington	90A1	Courthouse Second Floor Jonesborough, TN 37659
	90B1	108 West Jackson Blvd. Jonesborough, TN 37659
Wayne	91A1	Justice Center Circuit Court Suite 202 Waynesboro, TN 38485
	91A2	Justice Center Clerk & Master Suite 201 Waynesboro, TN 38485
	91B1	Wayne County Clerk's Office Waynesboro, TN 38485
Weakley	92A1	Courthouse Room 203 Dresden, TN 38225
	92A2	116 Main, Suite 301 Dresden, TN 38225
White	93A1	111 Depot Street Sparta, TN 38583
	93A2	1 East Bockman Way Sparta, TN 38583
Williamson	94A1	135 Fourth Avenue South Franklin, TN 37064
	94A2	135 Fourth Avenue South, Room 236 Franklin, TN 37065
	94A3	135 Fourth Avenue South Franklin, TN 37065
	94A4	135 Fourth Avenue South Franklin, TN 37064
	94A5	135 Fourth Avenue South Franklin, TN 37064
	94B1	City Of Fairview Fairview, TN 37062
Wilson	95A1	228 East Main Street, Room 207 Lebanon, TN 37088
	95A2	228 East Main Street, Room 203 Lebanon, TN 37088
	95A3	228 East Main Street, Room 203 Lebanon, TN 37088
	95B1	105 East High Lebanon, TN 37087
	95B2	115 East High Lebanon, TN 37087