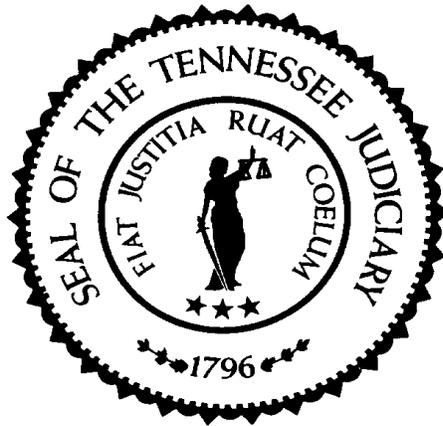


CRIMINAL CASE REPORTING GUIDELINES



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

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June 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

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 with the exception of judicial diversions. These are automatically corrected via disposition.

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

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

All corrections must be submitted on paper forms excluding judicial diversions.

Additional line by line instructions for each of these forms are detailed beginning on page 8.

Electronic Reporting

Cases filed and disposed in the same month should be reported as two records; one filing record and one disposition record.

All corrections must be submitted on paper forms.

Filing records must include County Number, Location Code, Docket Number, Date of Filing, Defendant's name, Type of Filing (PII, PV, etc.), Count Number, TCA Code (for PV, OPMW, PCR, and EXP, enter 11-11-1111), Offense Type, Offense Class, Source Code, Sealed indictment (yes or no), and Juvenile case (yes or no).

Disposition records must include the County Number, Location Code, Docket Number, Date of Filing, Defendant's Name, Type of Filing, Disposition Date, Judge Code, Count Number, TCA Code (for PV, OPMW, PCR, and EXP, enter 11-11-1111), Offense Type, Offense Class, Disposition Type, Hearing Type, Source Code, Final TCA, Final Offense Type, Final Offense Class, Sealed Indictment (yes or no), and Juvenile case (yes or no).

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.

Docket numbers should not contain any spaces or '/' or '-' or '*'.

'No True Bills' should **not** be reported to the AOC. If for any reason they are reported, please notify the AOC to delete these docket numbers.

Note:

The AOC maintains the most current judge code listing.

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.

Special Rules for PV's, OPMW's, and PCR's are:

- TCA codes should be reported as **11-11-1111**.
- **Offense type and offense class is not sent through this section.**
- Only report one count per defendant per filing date.

A disposition date is required to expunge a record. Thus, send a disposition record prior to sending expungements. Doing so will reduce Clerk office work during the pending report process and provide the most accurate data possible.

Filenames should identify location and if it is a disposition.

(i.e., filename-CR-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.

Valid Type of Filing codes are as follows:

- PII- Presentment, Indictment, Information;
- ALC- Appeal from Lower Court;
- RHC- Remand from Higher Court;
- PCR- Post Conviction Relief;
- OPMW-Other Petition, Motion, or Writ;
- EXP- Expungement;
- PV- Probation Violation.

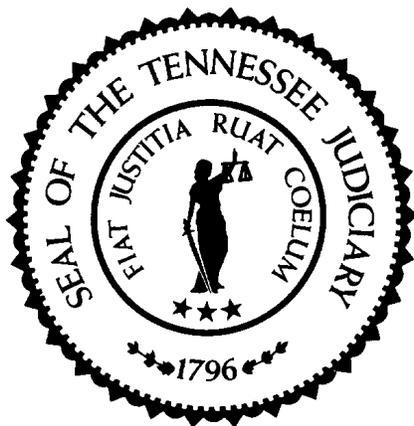
T.C.A. codes should be in the format 39-17-417 rather than 39-17-0417, leading zeros on three digit codes should not be submitted.

'Type of Filing' codes and definitions can be found on page 10. PV's, OPMW's, and PCR's with the same docket number and same filing date should only be submitted as one count.

Expungement records should include the original filing date, the type of filing as "EXP" and a source code of 2.

Criminal File Format: - single line record delimited format

Required = X *Offensive type blank if PV, OPMW, PCR		Filing Record	Disposition Record
1-2	County Number (2)	X	X
3-6	Location Code (4)	X	X
7-36	Docket Number (30)(all spaces, /, -, ', and * will be stripped)	X	X
37-44	Date of Filing (8) mmddyyyy	X	X
45-94	Defendant's Name (50)	X	X
95-144	Alias (50)		
145-155	Social Security Number (11)		
156-170	State Control Number (15)		
171-174	Type of filing code (4) (see page 10 for listing)	X	X
175-182	Disposition Date (8) mmddyyyy		X
183-186	Judge Code (4)		X
187-190	Count Number (4)	X	X
191-205	TCA code section for offense (15)	X	X
206	Offense Type (1)	X *	X *
207	Offense Class (1)	X *	X *
208-209	Disposition Type (2)		X
210	Hearing Type (1) J for Jury or C for Court		X
211	Source Code (1) 1 for Filing or 2 for Disposition	X	X
212-226	Final TCA (15)		X
227	Final Offense Type (1)		X
228	Final Offense Class (1)		X
229	Sealed indictment (1) Y for Yes, N for No	X	X
230	Juvenile case (1) Y for Yes, N for No	X	X
231-264	Blank filler space		



CRIMINAL CASE COVER SHEET

Location Code _____
 Docket Number _____ Filing Date _____ Sealed Indictment Juvenile
 Defendant's Name _____ Alias _____
 Social Security Number _____ State Control No. _____

TYPE OF FILING:

- Presentment, Indictment, or Information Appeal from Lower Court Remanded from Higher Court Post-Conviction Relief
- Probation Violation Other (Petition, Motion, or Writ) Expungement

T.C.A. Section

	Offense*	Type Class (M/F) (A-E)
Count () _____ - _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Count () _____ - _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Count () _____ - _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Count () _____ - _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Count () _____ - _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

**For "Type of Offense", please enter one of the following: in the first block, please enter an "M" or a "F" to indicate if the charge is a Misdemeanor or a Felony. In the second block, please enter the letter corresponding to the class of the offense, "A" through "E". If the charge is First Degree Murder, enter an "M" in this block. (e.g., for First Degree Murder, you would enter "F" in the first block and "M" in the second block).*

Filing Instructions -

Do not report records to the AOC when cases are returned from the Grand Jury as “No True Bill.”

Cases which are indicted under seal should be reported. Identifying information will be kept confidential until the case is disposed, provided the sealed box has a check mark.

Multiple Defendants:

In criminal cases, each defendant should be assigned a separate case (docket) number. If a single docket number must be used, separate defendant identifiers (such as letters) should be added **to the end of the original docket number** (not beside the defendants' names). If two defendants are on the same indictment, and the counts alternate between them, they can be reported to the AOC in one of two ways: each defendant can have consecutive counts or the counts can alternate between the two defendants, as it appears in the indictment.

Example:

1. Different than it appears in the indictment:

<u>Defendant 1</u> (1234A)	<u>Defendant 2</u> (1234B)
Count 1	Count 1
Count 2	Count 2
Count 3	Count 3

2. As it appears in the indictment:

<u>Defendant 1</u> (1234A)	<u>Defendant 2</u> (1234B)
Count 1	Count 2
Count 3	Count 4
Count 5	

Line-by-Line Instructions for Filing

A separate form should be used for each case number.

Item	Instruction
Location Code	Fill in the designated location code. <i>(Refer to the location code list in the Appendix for the correct code. Contact the AOC if a location code cannot be found).</i>
Docket No.	Enter the docket number assigned to the particular case.
Filing Date	Enter the date at which time the case is physically filed and docketed with the clerk. <u>Presentment, Indictment, or Information (PII) should be filed after return of formal indictment by the Grand Jury.</u>
Defendant's Name	Enter the defendant's full name.
Alias	Enter any known alias for the defendant.
Sealed Indictment	If this case is a sealed indictment, check this box. (Identifying information will be removed.)
Juvenile	If this case is an Appeal from a Lower Court (only) and involves a Juvenile, check this box. (Identifying information will be removed and never recorded.)
Social Security Number	Enter the defendant's social security number.
State Control Number	Enter the TBI identification number from the fingerprint card.
Type of Filing	Check the appropriate type of filing. *Note: see page 10 for type of filing definitions.

'No True Bills' should not be reported to the AOC.

<p>Count</p> <p>The Disposition count number must match the count number used when that charge was filed.</p>	<p>Enter the count number for each charge.</p> <p>'0' count should not be used.</p>
<p>T.C.A. Section</p>	<p>Enter the appropriate code section for each count.</p> <p>Do NOT use General Offenses</p> <ul style="list-style-type: none"> • Attempt - 39-12-101, • Solicitation - 39-12-102, • Conspiracy -39-12-103, • Criminal Responsibility - 39-11-401, or • Facilitation 39-11-403 <p>Offenses for Criminal Responsibility should not be adjusted per TCA 39-11-401.</p>
<p>Offense Type</p>	<p>Enter "M" for <i>Misdemeanor</i> or an "F" for <i>Felony</i>, for each count to indicate the type of charge.</p> <p>Offense Type and Offense Class should be black if Type of Filing is PV, OPMW or PCR.</p>
<p>Offense Class</p> <p>There is an exception to this Offense Class rule like T.C.A. 55-10-403 and 55-10-406. If unknown, submit as 'U'.</p>	<p>Enter the letter corresponding to the class of the offense, "A" through "E".</p> <p>Offense Type and Offense Class should be black if Type of Filing is PV, OPMW or PCR.</p> <p>With the exception of First Degree Murder, Felony offenses will always have a class designation of "A" through "E". Misdemeanor offenses will always have a class designation of "A" through "C".</p> <p>If the charge is First Degree Murder, enter an "M" in this box. (e.g., for First Degree Murder, you would enter an "F" in the offense type box, and "M" in the offense class box).</p> <p>Note: According to T.C.A. §39-11-117(a)(1), first degree murder is one class above A.</p>

Type of Filing Categories (Definitions)

Item	Definition
Presentment, Indictment, or Information (PII)	A formal written accusation submitted to a court by a Grand Jury or a prosecutor, alleging that a specified person(s) has committed a specified offense(s).
Appeal from Lower Court (ALC)	<p>Any case that is brought to a higher court from a lower court for review of the lower court's decision.</p> <div style="border: 1px solid black; background-color: #ffffcc; padding: 5px; margin-top: 10px;"> <p>In the case where a PV is appealed to a higher court, the ALC should be reported using T.C.A. 40-35-311.</p> </div>
Remanded from Higher Court (RHC)	A higher court sending a case to a lower court for the purpose of requiring further action to be taken. File an original case with original charges using a new file date.
Expungement (EXP)	The destruction of public records of a criminal charge including the fact of the arrest. Only use "EXP" to remove existing charge.
Post-Conviction Relief (PCR)	<p>A petition whereby the lawfulness of the conviction and/or sentence of an offender may be challenged.</p> <p><u>Each PCR case, with a single filing date, will only have one count.</u></p> <p>A PCR case will only have one count reported per filing date.</p>

<p>Probation Violation (PV)</p>	<p>A defendant violates the terms and conditions of probation. Probation violations should either be given a count of 1 or in the case of automated systems, may be given the subsequent count for that case.</p> <p><u>Each PV case, with a single filing date, will only have one count.</u></p>
<p>Other Petition, Motion, or Writ (OPMW)</p>	<p>Any case filed that does not fit into one of the type of filing definitions. This includes habeas corpus, suspended sentence, and habitual motor vehicle offenses.</p> <p><u>Each OPMW case, with a single filing date, will only have one count.</u></p>

Habitual Motor Vehicle Offender (HMVO):

- **Petitions to Declare:**

Please report a, "Petition to Declare a Habitual Motor Vehicle Offender" on the criminal 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. Petition to Declare a Habitual Motor Vehicle Offender is reported as "OPMW" - Other Petition, Motion or Writ.

- **Violations of Driving while Restriction:**

Violations of the restriction should be reported as T.C.A. §55-10-616, a Class E Felony. This type of filing is reported as a

Presentment, Indictment or Information (PII) since there will be an indictment.

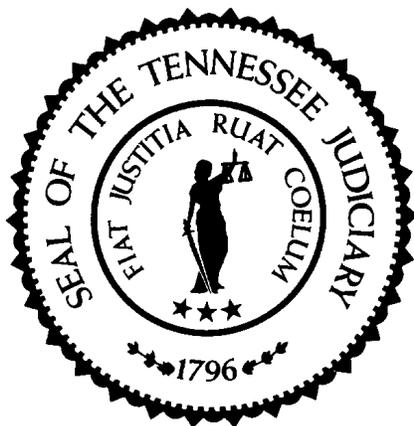
This is considered a new PII case either using the same case number with a new indictment date (filing date) or by assigning a new docket number using the new indictment date (filing date).

Sealed Indictments:

When a case is filed under a sealed indictment, it should be reported with other filings for the month. By checking the “sealed” box, the system will remove all identifying information.

Juvenile cases:

Only check the juvenile box if the defendant is NOT being tried as an adult.



Disposition Form

CRIMINAL CASE COVER SHEET

Location Code _____

Docket Number _____ Filing Date _____ Sealed Indictment Juvenile

Defendant's Name _____ Alias _____

Social Security Number _____ State Control No. _____

TYPE OF FILING:

Presentment, Indictment, or Information Appeal from Lower Court Remanded from Higher Court Post-Conviction Relief

Probation Violation Other (Petition, Motion, or Writ) Expungement

Count ()	<u>T.C.A. Section</u>		<u>Offense*</u> Type Class (M/F) (A-E)		<u>Final T.C.A. section</u>		<u>Final Offense*</u> Type Class (M/F) (A-E)		<u>Manner of Disposition**</u>	
	()	()	()	()	()	()	()	()	()	()
Count ()	()	()	()	()	()	()	()	()	()	()
Count ()	()	()	()	()	()	()	()	()	()	()
Count ()	()	()	()	()	()	()	()	()	()	()
Count ()	()	()	()	()	()	()	()	()	()	()
Count ()	()	()	()	()	()	()	()	()	()	()

*** For "Type of Offense", please enter one of the following: in the first block, please enter an "M" or a "F" to indicate if the charge is a Misdemeanor or a Felony. In the second block, please enter the letter corresponding to the class of the offense, "A" through "E". If the charge is First Degree Murder, enter an "M" in this block. (e.g., for First Degree Murder, you would enter "F" in the first block and "M" in the second block).*

*** For "Manner of Disposition", please enter one of the following codes: 1-Acquittal, 2-Conviction, 3-Dismissal/Nolle Prosequi, 4-Guilty Plea-As Charged, 5-Guilty Plea-Lesser Charge, 6-Transfer to Another Court/Remanded, 7-Pre-Trial or Judicial Diversion, 8-Retired/Unapprehended Defendant, 9-Other*

Disposition Date: _____ Judge: _____

DISPOSITION INSTRUCTIONS

In instances where multiple defendants are identified by adding a letter to the docket number, all dispositions must be filed in an identical manner.

When a petition to Declare a Habitual Motor Vehicle Offender is disposed, the Manner of Disposition (Disposition Type) should be reported as "9-Other".

Line-by-Line Instructions for Disposition

Item	Instruction
<p>Final T.C.A. Section</p> <div style="border: 1px solid gray; background-color: #ffffcc; padding: 5px; margin-top: 10px; width: fit-content;"> <p>Final T.C.A. Section, Offense Type, and Offense Class are required upon disposition.</p> </div>	<p>Enter the appropriate TCA code for each count. You MUST enter the final / amended TCA.</p> <p>Do NOT use General Offenses</p> <ul style="list-style-type: none"> Attempt - 39-12-101, Solicitation - 39-12-102, Conspiracy -39-12-103, Criminal Responsibility - 39-11-401, or Facilitation 39-11-403 <p>Please see Tennessee code annotated for appropriate T.C.A. code.</p> <p>Offenses for Criminal Responsibility should NOT be adjusted per TCA 39-11-401.</p>
<p>Final Offense Type (M/F)</p>	<p>Enter the Offense Type as disposed.</p> <ul style="list-style-type: none"> If, upon disposition, the Offense Type is the same as the Offense Type charged, enter the original Offense Type. If the Offense Type is changed upon disposition enter the modified Offense Type. 'M' is only for first-degree murder <p>Offense Type and Offense Class should be black if Type of Filing is PV, OPMW or PCR.</p>

<p>Final Offense Class (A-E, M)</p>	<p>Enter the Offense Class as disposed.</p> <ul style="list-style-type: none"> • If, upon disposition, the Offense Class is the same as the Offense Class charged, enter the original Offense Class. • If the Offense Class is changed upon disposition enter the modified Offense Class. • Felony = A-E, Misdemeanor = A-C <p>Offense Type and Offense Class should be black if Type of Filing is PV, OPMW or PCR.</p>
<p>Manner of Disposition (Disposition Type)</p>	<p>Enter the appropriate manner of disposition from the definitions on page 17.</p>
<p>Hearing: <input type="checkbox"/> Jury <input type="checkbox"/> Court</p>	<p>Check the box to identify whether the hearing was 'Jury' or 'Court'.</p> <p><input type="checkbox"/> Jury - If impaneled prior to defendant changing to guilty plea, case should be listed as jury.</p> <p><input type="checkbox"/> Court - Non-jury case or bench trial.</p>
<p>Disposition Date</p>	<p>Enter the date the disposing order was signed by the judge.</p>
<p>Judge</p>	<p>Write the full name of the judge who heard the case, even if they sat for another judge. If the person hearing the case is not a Judge with an assigned JCODE, use special judge.</p>

Manner of Disposition (Disposition Categories):

Field on Disposition Coversheet to categorize the disposition for the case

1.Acquittal	Either a judge or jury finds a defendant <u>not-guilty</u> .
2.Conviction	Either a judge or jury finds a defendant <u>guilty</u> .
3.Dismissal/Nolle Prosequi	A formal entry upon the record disposing of an action, suit, or motion, etc., <u>without trial</u> of the issues involved. (It is a final action.)
4.Guilty Plea-As Charged	The defendant pleads guilty to committing the offense with which he/she is charged. This may include nolo contendere.
5.Guilty-Plea-Lesser Charge	The defendant pleads guilty to committing a lesser offense than to which he/she is charged. This may include nolo contendere.
6.Transfer to Another Court / Remanded	A decision by a court that transfers or sends part or all of a case back to the original court or administrative agency from which it came, for the purpose of entry of a proper judgment or decision, further proceedings, or a new trial. This includes transferring cases to another county.
7.Pre-Trial or Judicial Diversion	A system whereby certain defendants in criminal cases are referred to community agencies prior to trial while their criminal complaints or indictments are held in abeyance. The defendant may be given job training, counseling, and/or education. If he/she responds successfully within a specified period (e.g., 90 days, more or less), the charges against him/her are commonly expunged. NOTE: These cases should be disposed at the time the defendant is put on diversion , not after the probationary period has expired.

8.Retired/ Unapprehended Defendant	The case is retired or dismissed by the court because the defendant cannot be found or there is not affirmative action by the district attorney. (It is left up to the discretion of the judge as to when to eliminate such cases from the system.) If the defendant is located at a later time, a case may be reinstated. When the case is reinstated and the defendant is arrested, the case should be filed as it was originally filed (probably as a presentment) with either the same docket number or a different one. The filing date should be the date the defendant was arrested.
9.Other	Any manner of disposition that does not fit into one of the other listed categories.

Pre-Trial or Judicial Diversion:

Upon the completion of the terms of Pre-Trial or Judicial Diversion, a corrected disposition must be reported. See page 23 for line-by-line instructions.

Probation Violation Dispositions:

In most cases, probation violations should be disposed as either “Conviction”, “Guilty Plea-As Charged”, or “Dismissal/Nolle Prosequi”.

Expungements:

A disposition date is required to expunge a record. Thus, send a disposition record prior to sending expungements. Doing so will reduce Clerk office work during the pending report process and provide the most accurate data possible.

Write the original filing date of the original case at the top of the form.

Instructions for expunging by correction can be found on page 26.

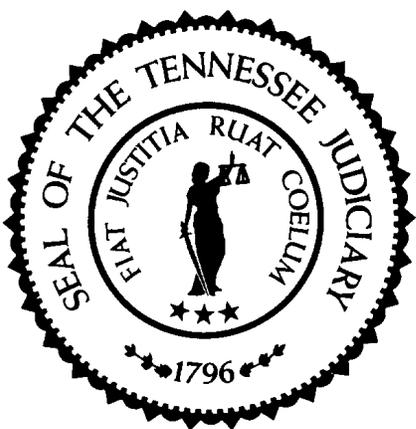
The docket number, filing date, and count numbers (charges) for the original case being expunged must be provided.

To ensure record accuracy, expungements should be submitted with the county’s monthly date file.

Sealed Indictments:

All cases originally filed as a sealed indictment will not be considered “sealed” upon disposition. This allows all identifying information to become public record once the case has been disposed.

The defendants name must be put on the disposition, unless the defendant is a juvenile or otherwise stated.



Correction Form

GENERAL SESSIONS CRIMINAL CASE CORRECTIONS COVER SHEET

Delete this docket number

Location Code _____ Incorrect Docket Number _____
 Correct Docket Number _____ Incorrect Filing Date _____
 Correct Filing Date _____
 Defendant's Name _____ District Attorney General
 Alias _____ Public Defender
 Social Security Number _____ SCN _____

TYPE OF FILING:

Warrant Citation Remanded from Higher Court Probation Violation Other (Petition, Motion, or Writ)
 Expungement

T.C.A. Section

Amended T.C.A. Section

Final Offense* Judgment**

Count	T.C.A. Section		Amended T.C.A. Section		Final Offense* Judgment**	
	Type (M/F)	Class (A-E)	Type (M/F)	Class (A-E)	Type (M/F)	Class (A-E)
Count _____	<input type="checkbox"/>	<input type="checkbox"/>				
Count _____	<input type="checkbox"/>	<input type="checkbox"/>				
Count _____	<input type="checkbox"/>	<input type="checkbox"/>				
Count _____	<input type="checkbox"/>	<input type="checkbox"/>				
Count _____	<input type="checkbox"/>	<input type="checkbox"/>				
Count _____	<input type="checkbox"/>	<input type="checkbox"/>				

*For "Type of Offense", please enter one of the following: in the first block, please enter an "M" or a "F" to indicate if the charge is a Misdemeanor or a Felony. In the second block, please enter the letter corresponding to the class of the offense, "A" through "E". If the charge is First Degree Murder, enter an "M" in this block. (e.g., for First Degree Murder, you would enter "F" in the first block and "M" in the second block). Note: Type and class of offense are not required on filing but are required upon disposition.

** For "Type of Judgment", please enter one of the following codes: 1-Acquittal, 2-Conviction After Trial, 3-Dismissal/Nolle Prosequi, 4-Guilty Plea-As Charged, 5-Guilty Plea-Lesser Charge, 6-Transfer to Another Court/Remanded, 7-Pre-Trial or Judicial Diversion, 8-Retired/Unapprehended Defendant, 9-Bound Over to Grand Jury, 10-Retired/Attended Course, 11-Other.

Disposition Date: _____ Judge: _____

(FORM NO:TJISGSCR1)

Correction Form Instructions

Use the 'Corrections' coversheet to make changes to previously filed cases. It is different from the Criminal Case coversheet, in that additional information may be required to process a correction.

All corrections must be submitted on paper except judicial diversion or pre-trial diversion.

Please enter your location code or county number.

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.

To correct a Docket number and/or Filing date include both the OLD and NEW information.

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

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.

A copy of the correction form is found on Page 21.

Line-by-Line Instructions for Correction

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>
Location Code	<p>Enter the designated location code. <i>(Refer to the location code list in the Appendix for the correct code. Contact the AOC if a location cannot be found).</i></p>
Sealed Indictment	<p>Check either Yes or No.</p>
Juvenile	<p>Check either Yes or No.</p>
Correct Docket No.	<p>Use the correct docket number.</p> <p>This field MUST be provided to insure that the correct case information is updated.</p>
Incorrect Docket Number	<p>Enter the docket number as it was previously reported.</p> <p>* If the docket number is being corrected, this field <u>MUST</u> be completed.</p>
Correct Filing Date	<p>Enter the <u>correct filing date</u>.</p> <p>This field MUST be provided to insure that the correct case information is updated.</p>
Incorrect Filing Date	<p>Enter the incorrect filing date as it was previously reported.</p> <p>* If the filing date is being corrected, this field <u>MUST</u> be completed.</p>

Defendant's Name	Enter the defendant's full name.
Alias	Enter any known alias for the defendant.
Social Security Number	Enter the defendant's social security number.
State Control Number	Enter the TBI identification number from the fingerprint card.
Type of Filing	Check the appropriate type of filing. See page 10 for Type of Filing descriptions.
Count	Enter the count number for each charge. '0' count should not be used. Five counts are available on each sheet. If there are more than 5 counts for a particular case, fill out a second sheet starting with count 6.
T.C.A. Section	Enter the appropriate TCA code for each count. You MUST enter the final / amended TCA. Do NOT use General Offenses <ul style="list-style-type: none"> • Attempt - 39-12-101, • Solicitation - 39-12-102, • Conspiracy -39-12-103, • Criminal Responsibility - 39-11-401, or • Facilitation 39-11-403 Please see Tennessee Code Annotated for appropriate T.C.A. code Offenses for Criminal Responsibility should NOT be adjusted per TCA 39-11-401.

The Disposition count number must match the count number used when that charge was filed.

Offense Type (M/F)	<p>Enter "M" for <i>Misdemeanor</i> or an "F" for <i>Felony</i>, for each count to indicate the type of charge.</p> <p>Offense Type and Offense Class should be black if Type of Filing is PV, OPMW or PCR.</p>
<p>Offense Class</p> <div data-bbox="126 470 545 764" style="background-color: #ffffcc; border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>There is an exception to this Offense Class rule like T.C.A. 55-10-403 and 55-10-406. If unknown submit as 'U'.</p> </div>	<p>Enter the letter corresponding to the class of the offense, "A" through "E".</p> <p>Offense Type and Offense Class should be black if Type of Filing is PV, OPMW or PCR.</p> <p>With the exception of First Degree Murder, Felony offenses have a class of "A" through "E". Misdemeanor offenses have a class designation of "A" through "C".</p> <p style="text-align: center;">If the charge is First Degree Murder, enter an "M" in this box. (e.g., for First Degree Murder, you would enter an "F" in the offense type box, and "M" in the offense class box).</p> <p>Note: According to T.C.A. §39-11-117(a)(1), first degree murder is one class above A.</p>
Final T.C.A. Section	<p>Enter the TCA as disposed.</p> <ul style="list-style-type: none"> • If, upon disposition, the TCA is the same as the TCA charged, enter the original TCA. • If the TCA is changed upon disposition enter the modified TCA.
Final Offense Type (M/F)	<p>Enter the Offense Type as disposed.</p> <ul style="list-style-type: none"> • If, upon disposition, the Offense Type is the same as the Offense Type charged, enter the original Offense Type. • If the Offense Type is changed upon disposition enter the modified Offense Type. <p>Offense Type and Offense Class should be black if Type of Filing is PV, OPMW or PCR.</p>

Final Offense Class (A-E)	<p>Enter the Offense Class as disposed.</p> <ul style="list-style-type: none"> • If, upon disposition, the Offense Class is the same as the Offense Class charged, enter the original Offense Class. • If the Offense Class is changed upon disposition enter the modified Offense Class. <p>Offense Type and Offense Class should be black if Type of Filing is PV, OPMW or PCR.</p>
Manner of Disposition (Disposition Type)	<p>Enter the appropriate highest manner of disposition</p> <p>*See page 17 for definitions.</p>
Hearing: <input type="checkbox"/> Jury <input type="checkbox"/> Court	<p>Check the appropriate box to identify whether the hearing was 'Jury' or 'Court'.</p> <p><input type="checkbox"/> Jury - If impaneled prior to defendant changing to guilty plea, case should be listed as jury.</p> <p><input type="checkbox"/> Court - Non-jury case or bench trial.</p>
Disposition Date	<p>Enter the date the disposing order was signed by the judge.</p>
Judge	<p>Write the full name of the judge who heard the case, even if he/she sat for another judge. Us the judges full name. If the person hearing the case is not a judge, please use special judge.</p>

Expungement:

Expungements may be reported on a correction form. Complete the Location code, Docket Number (Original), Filing Date (original), Count, Disposition Date (Original), and check the Type of Filing box for 'Expungement'.

Pre-Trial or Judicial Diversion:

Upon the completion of the terms of Pre-Trial or Judicial Diversion, a corrected disposition should be reported. This is the only correction accepted electronically through monthly data reporting.

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.

Instructions for Cleanup of TJIS Pending Reports:

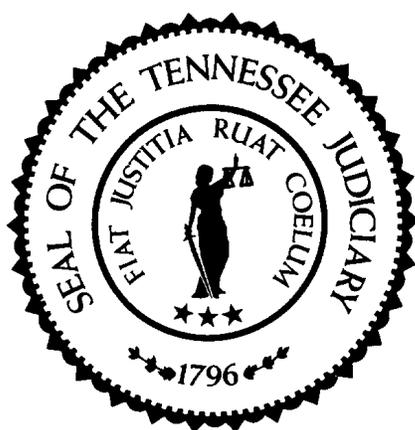
In an effort to make TJIS data as accurate as possible, please complete the following steps when correcting a pending report.

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, four pieces of information are required: disposition date, manner of disposition, hearing and judge's name (NOT Judge Code). This information should be written on the 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. Please do NOT draw a line through the docket number.



Frequent Asked Questions

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 of with docket number 23499.)

All cases should be reported with the exact same docket number and filing date.

Incorrectly Reporting Probation Violations, OPMW'S, and Post-Conviction Relief cases.

- Probation Violations, OPMW's, and Post-Conviction Relief cases must be reported.
- In most cases, Probation Violations should not be disposed as 'Other' (9). See page 17 for detailed explanations.
- Report "Petitions to Declare a Habitual Motor Vehicle Offender" as an OPMW, with TCA 11-11-1111. "Violations" of the restriction should be reported as a PII, with TCA 55-10-616, NOT with TCA 55-10-613.

Incorrect T.C.A. or Offense Class being submitted.

- First Degree Murder should be reported as a Felony, Offense Class (M), instead of a Felony, Offense Class (A).
- Do not report T.C.A. section for Attempt, Solicitation, Conspiracy, Facilitation, or Criminal Responsibility. See the line-by-line starting on page 8 for a detailed explanation.
- All "Appeals from Lower Court" must have a T.C.A. code, offense type and class. Appeals from Lower Court ARE reported as misdemeanors.

Electronic Media submitted with inaccurate data.

- Please verify that files contain information and accurate monthly data.
- Make sure that the County name, Court, Month of Data, and Filings and/or Disposition is stated in the subject line. (i.e.,filename-CV-Location_code-County_Name-Year-Month-Day.txt)

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

Contact the AOC prior to changing automated systems.

Glossary

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

AOC - Administrative Office of the Courts

TJIS - Tennessee Judicial Information System



County Numbers

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 05/23/2017

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 Huntington, 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 Tazewell, TN 37879
Clay	14A1	100 Courthouse Square Room 201 Celina, TN 38551
	14A2	100 Courthouse Square Celina, TN 38551

County	Location Code	Address
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
	22E2	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
	27E2	309 College Street Trenton, TN 38382

County	Location Code	Address
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
	33E2	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

County	Location Code	Address
Houston	42A1	Courthouse Circuit Office Erin, TN 370610414
	42A2	Courthouse Circuit Office Erin, TN 370610415
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

County	Location Code	Address
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

County	Location Code	Address
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 LI-81 Memphis, TN 38103
	79C1	3730 Appling Road Bartlett, TN 38133
	79D1	156 North Rowlett Collierville, TN 38017
	79E2	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
	82D2	225 West Center Street Kingsport, TN 37660

County	Location Code	Address
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