

What To Do if They Don't Pay or Won't Comply?

Collecting Court Debt & Remedies

Learning Objectives:

1. Review the statute of limitations, appeal considerations and understand difference between Department of Safety considerations vs. debt to city.
2. Explore the use of and limits to continuances and tools to gain compliance.
3. Understand proper setting of court costs, contrasted with litigation tax or fees.
4. Become familiar with options for collection, the pros and cons for each, and their statutory requirements.

Important Times

1) When is payment due?

- 10 business days to appeal
 - \$250 Appeal bond: payable to **municipal court**
- Payment plans
 - Interest

2) When is reporting to the state due?

Appeals

Appealed cases are heard in the circuit court, but city court should get the bond or a pauper's oath to perfect the appeal.

[Tubwell v. Memphis](#), 413 S.W.3d 77, 79-80 (Tenn. Ct. App. 2013), appeal denied (Aug. 13, 2013).

City of Red Boiling Springs v. Whitley, 777 S.W.2d 706 (1989)

City of Brentwood v. Roberts, Not Reported in S.W.2d (1994)

City of Gatlinburg v. Bell, Not Reported in S.W.2d (1995)

Payment Plans/Interest

Indigent defendants (found upon affidavit and after hearing) do not have to pay court costs.

<http://www.tsc.state.tn.us/sites/default/files/docs/uniformaffidavitofindigency.pdf>

Court may establish a payment plan.

Payment Plans/Interest

Court may charge interest on payment due. For current post-judgment interest rate (5.25%) see AOC website:

<http://www.tsc.state.tn.us/node/1232344>

- Self-effectuating statute (T.C.A. 47-14-121)
- Policy
- 6 month intervals, may change
- If you have court software, talk to your vendor

Important Times

- 1) When is payment due?
 - 10 business days to appeal
 - \$250 Appeal bond: payable to municipal court
- 2) When is reporting judgment to the state Department of Safety due?
 - **30 days** after *conviction*
 - BUT need to report within 6 months of CITATION DATE for DOS to take action. *TCA §55-50-502(a)(1)(I)*
 - Important: watch continuances!

55-10-306. Record of traffic cases — Report of convictions to department. —

(b) (1) Within thirty (30) days after the conviction or forfeiture of bail of a person upon a charge of violating any provision of chapter 8, parts 1-5 of this chapter and § 55-12-139 or other law regulating the operation of vehicles on highways, every such magistrate or judge of the court or clerk of the court of record in which such conviction was had or bail was forfeited **shall prepare and immediately forward** to the department an abstract of the record of the court covering the case in which the person was so convicted or forfeited bail, which abstract must be certified by the person so required to prepare the same to be true and correct. Report need not be made of any conviction involving the illegal parking or standing of a vehicle.

Commercial Drivers

Effective January 1, 2011, the State reporting requirement for commercial vehicle convictions was **changed from 10 days to 5 days** (Tenn. Code Ann. § 55-50-409) to comply with federal law.

- <https://courtreport.safety.tn.gov/> will allow your clerk to report CDL violations online in order to comply. ("The Portal")
- See also, <https://www.tn.gov/safety/driverlicense/cdlcitation.shtml>

New Uniform Traffic Citation



L.E.A. _____ COURT ORI #: _____ AGENCY TRACKING # _____

VIOLATION DATE _____ AT LOCATION _____ M.M. _____ CITY/COUNTY OF _____
 ON OR ABOUT _____ REF. TRAFFICWAY _____ BLOCK # _____

THE UNDERSIGNED CERTIFIES AND SAYS THAT IN THE STATE OF TENNESSEE

DRIVER'S LICENSE NO. _____ STATE: _____ EXPIRES _____ CLASS _____ CDL YES NO PHOTO ID YES NO MATCHED _____ NAME: LAST _____ FIRST _____ MIDDLE _____ SFX _____

ADDRESS _____ IF NEW ADDRESS VIOLATOR _____ CITY _____ STATE _____ ZIP CODE _____
 PASSENGER

EMPLOYER _____ EMP LOCATION _____
 DATE OF BIRTH _____ AGE _____ RACE _____ SEX _____ HEIGHT _____ WEIGHT _____ EYES _____ HAIR _____ BAC _____ RESIDENTIAL PHONE NO. _____ CELL/PAGER PHONE NO. _____ WORK PHONE NO. _____

DID OPERATE THE FOLLOWING VEHICLE/MOTOR VEHICLE ON A PUBLIC HIGHWAY AND

VEH LIC NO _____ STATE _____ EXPIRES _____ VEH YR _____ MAKE _____ MODEL _____ STYLE _____ COLOR _____
 TR #1 LIC NO _____ STATE _____ EXPIRES _____ TR #2 LIC NO _____ STATE _____ EXPIRES _____ US DOT # _____

OWNER/COMPANY IF OTHER THAN _____ ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____ 16+ PASSENGER
 SCHOOL ZONE

CRASH YES NO IN-CAR YES NO VIDEO? VEH SPEED _____ IN A _____ ZONE _____ RADAR YES NO PACE _____ LIDAR YES NO OTHER _____ COMMERCIAL YES NO VEHICLE _____ HAZMAT YES NO Involved? _____ HAZMAT YES NO Placard Required? CONSTRUCTION ZONE WORKERS PRESENT

DID THEN AND THERE COMMIT EACH OF THE FOLLOWING OFFENSES

1. VIOLATION/STATUTE CODE _____	AMOUNT \$ _____	In consideration of my not appearing in Court, I the undersigned, do hereby enter my appearance on the Affidavit for the offense charged on this notice and WAIVE the reading of the Affidavit in the above named cause and the right to be present at the trial of said action. I hereby enter a plea of Guilty and waive the right to presocute, appeal or error proceedings. I understand the nature of the charge(s) against me; I understand my right to have counsel and I waive this right and the right to a continuance. I waive my right to trial before a judge or jury. I plead GUILTY to the charge(s), being fully aware that my signature to this plea will have the same effect as a judgment of this court and that a record of it will be sent to the Tennessee Department of Safety Records Section. Check one of the 2 boxes below, sign, date, and mail this form to: Court _____ Address: _____ _____ _____ _____ ON _____ THE _____ DAY OF _____ AT _____
2. VIOLATION/STATUTE CODE _____	AMOUNT \$ _____	
3. VIOLATION/STATUTE CODE _____	AMOUNT \$ _____	
4. VIOLATION/STATUTE CODE _____	AMOUNT \$ _____	
5. VIOLATION/STATUTE CODE _____	AMOUNT \$ _____	

YOU MUST APPEAR IN COURT, THE OFFENSE FOR WHICH YOU HAVE BEEN CHARGED CAN NOT BE PAID BY MAIL. FAILURE TO APPEAR CONSTITUTES THE SEPARATE OFFENSE OF CONTEMPT OF COURT. FAILURE TO APPEAR TO ANSWER OF SATSIFY THIS CITATION WILL BE THE SAME AS A CONVICTION AND WILL RESULT IN THE SUSPENSION OF YOUR LICENSE.

YOU MAY PAY BY MAIL. IF YOU WISH TO PLEAD GUILTY TO THE OFFENSE CHARGED AGAINST YOU, YOU MUST SIGN THE WAIVER PRINTED BELOW AND MAIL THIS COPY OF THE CITATION AND THE PRESCRIBED AMOUNT SET BY THE COURT.

My mailing address is: (PLEASE PRINT) _____ Telephone: Home: _____
 Name: _____ Work: _____
 Street or PO Box _____ Apt: _____
 City: _____ State: _____ Zip Code: _____

SERVED ON VIOLATOR SENT TO COURT FOR MAILING REFERRED TO PROSECUTOR

NOTICE OF CITATION FAILURE TO APPEAR IN COURT ON THE DATE ASSIGNED BY THIS CITATION OR AT THE APPROPRIATE POLICE STATION FOR BOOKING AND PROCESSING WILL RESULT IN YOUR ARREST FOR A SEPARATE CRIMINAL OFFENSE WHICH IS PUNISHABLE BY A JAIL SENTENCE OF ELEVEN (11) MONTHS AND TWENTY-NINE (29) DAYS AND/OR A FINE OF UP TO TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500).

NOTICE THE COURT WILL ISSUE A WARRANT FOR THE ARREST OF ANY DEFENDANT WHO HAS FAILED TO RESPOND TO A TRAFFIC NOTICE DULY SERVED UPON HIM/HER AND UPON WHICH AN AFFIDAVIT HAS BEEN FILED.

I UNDERSTAND THE ABOVE NOTICE AND THAT MY SIGNATURE IS NOT AN ADMISSON OF GUILT.

X _____
 (VIOLATOR'S SIGNATURE):

X _____
 (SIGNATURE):

Traffic School

Submit Court Action Reports for cases dismissed upon completion of traffic school.

No points will be applied to driver's history.

This database is for YOU to see who has already attended traffic school and when.

Again, watch continuances.

- Policy (1 free)?
- (+)Court cost?
- both?

Costs and Fees

The city can only do things the state has **authorized the city** to do.

The state authorizes cities to establish and collect court costs.

The court cost ordinance should include all the “fees” or other charges charged by the court

- Continuance fee v. “administrative fees”
- MTAS can perform a study and give survey results



Failure to Pay (Satisfy)

Judgment=Debt owed to city. Collect as any other civil debt.

1) **Warning letter**

Sometimes Failure to Appear

-Reset

-Contempt on citation or

if Separate FTA Ordinance,
separate \$50 offense + cc

2) **Report to DOS**

License suspension

Interstate Compact means effective in other
states.

3) **Aggregate, Turn over to City Attorney**

-Warning letter, certified mail

Failure to Pay (Satisfy)

- 4) **Turn over to Collections Agent**
 - Parking tickets have special requirements
- 5) **Garnishment**
 - Wages, Accounts, Items
- 6) **Convert to judgment**
 - Lien, Foreclosure, Sheriff's Sale



**DO NOT ADD TO PROPERTY TAX
BILL NO AUTHORITY**

Partial Payment

1. First credited to **litigation taxes (State gets paid first)**.
2. Next amount credited to **costs**,
3. Any additional money credited to **fines**.

TCA§ 40-24-105(a), TN AG Opin. 12-52

Collecting Court Fines & Costs

Order: Collect State Tax, Court Costs, then Fines

- TCA §40-24-105

Manner: same manner as civil judgments

State Litigation Tax/Fees	\$13.75 ➤ TBI fees "only if Ordered"
City Litigation Tax	Up to \$13.75 (state); suggest \$13.25
Court Costs	➤ \$1 of court costs → Education fee ➤ Reasonable; adopted in ordinance
Fine	Max \$50



Apply partial payments
in this order

Applying payment to multiple citations

Reasonableness standard

If \$300 applied to 3 outstanding citations?

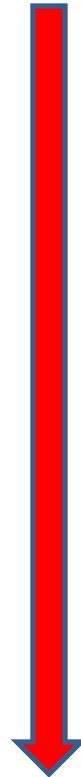
State Tax	\$13.75	State Tax	\$13.75	State Tax	\$13.75
City Tax	\$ 13.75	City Tax	\$ 13.75	City Tax	\$ 13.75
City Court costs	\$76.00	City Court costs	\$76.00	City Court costs	\$76.00
Fines	\$50.00	Fines	\$50.00	Fines	\$50.00

Defendant owes \$460.50, but doesn't have enough...

FIRST IN, FIRST OUT

\$300

State Tax	\$13.75
City Tax	\$ 13.75
City Court costs	\$76.00
Fines	\$50.00
TOTAL	\$153.50

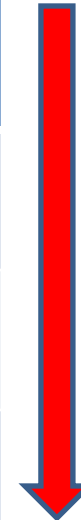


$$\$300 - 153.50 = \$146.50$$

Ticket is disposed

\$146.50

State Tax	\$13.75
City Tax	\$ 13.75
City Court costs	\$76.00
Fines	\$50.00
TOTAL	\$153.50



$$\$146.50 - \$153.50 =$$

\$7 in fines still due

State Tax	\$13.75
City Tax	\$ 13.75
City Court costs	\$76.00
Fines	\$50.00

STILL DUE

Collections Agent

d) (1) The governing body of any municipality may **by ordinance** authorize the employment of a collection agency to collect fines and costs assessed by the municipal court where the fines and costs have not been collected within **sixty (60) days after they were due**. The authorizing ordinance shall include the requirement that the contract between the municipality and the collection agency be **in writing**.

(2) The collection agency may be paid an amount not exceeding forty percent **(40%)** of the sums collected as consideration for collecting the fines and costs. 🕒

NEW 2014 ACT (Pub. Ch. 737)

Effective Jan. 1, 2015

Collections agency fees can be added **on top of amount due and paid out first.**

-after 6 months can begin to use agent, RFP

-when paid into court, up to 40% of total can be withheld for agent

Collections Agent

(3) The written contract between the collection agency and the municipality shall include a provision specifying **whether the agency may institute an action** to collect fines and costs in a judicial proceeding.

(4) Nothing in this subsection (d) shall be interpreted to permit a municipality to employ a collection agency for the collection of **unpaid parking tickets** in violation of § 6-54-513.

Collections Agent: Parking

6-54-513. Notice to owner of motor vehicle before forwarding unpaid parking tickets to collection agency.

A municipality shall have no authority to forward to a collection agency unpaid parking tickets for collection without **notifying the owner of record** of the motor vehicle for which the parking ticket was issued. The notification shall be sent by **postal mail** to the owner of record of such motor vehicle that such action will occur unless the owner pays the unpaid tickets **within thirty (30) days from the date the letter is mailed** to the owner. The municipality shall also include in the **notification** a statement that, if the ticket is forwarded to a collection agency for collection, the agency may notify the credit bureau or credit agency of such fact, which **could affect the owner's credit rating**.

We have a sample letter.

THE UNIVERSITY of TENNESSEE 

MUNICIPAL TECHNICAL ADVISORY SERVICE

Collections Agent

Summary

You need:

- 1. an Ordinance**
- 2. an RFP**
- 3. a written contract**
- 4. after 6 mo. elapsed, can use**
- 5. for no more than ____% paid first**
- 6. a separate collections letter to owner for parking violations with proper notice requirements after ____ days overdue.**

Contempt for FTP?

“When a defendant willfully fails to pay a fine “as directed,” Tenn. Code Ann. § 40-24-104(a), the court may enforce the order assessing the *fine* by contempt, but **no person may be imprisoned for failure to pay litigation taxes or costs**, Tenn. Code Ann. § 40-24-105(a).

Because Section 40-24-105(a) expressly sets forth the manner in which partial payments are to be allocated, **trial courts are not free to alter the allocation by order or to “show cause” a defendant for failure to promptly pay the fine.** Courts have considerable **discretion**, however, in ordering both **the amount of payments and the dates** on which they fall due. See Tenn. Code Ann. § 40-24-101(a)(3).Such circumstances might give rise to confusion where the defendant complies with the plan but the payments under it are allocated by operation of law to taxes and costs. **Courts can avoid this confusion by issuing payment orders that also address litigation taxes and court costs** pursuant to Tenn. Code Ann. § 40-24-105(b)(4).”

City Attorney

T.C.A. 40-24-105(b) The...municipal attorney...may, in that person's discretion, and shall, upon order of the court, institute proceedings to collect the fine, costs and litigation taxes as a civil judgment.

Garnishment

The court may take action to garnish **wages**:
Through general sessions, circuit or chancery court

1. Must be filed in county where *employer* located.
2. Up to 25% of disposable income (take home pay) may be garnished, but get in line behind others. Child support takes priority.
3. Costs of garnishment added to amount collected from wages.

Garnishment

Accounts

Exemptions from garnishment action:

- most retirement funds, including public pension funds paid to government retirees
- insurance funds, social security funds, disability payments, unemployment compensation, veterans benefits, child support payments
- personal property up to \$4000
- real property up to \$5000

Garnishment

Expires 6 months after service on employer

- - if max. 25% already garnished, 6 months does not run until earlier garnishment expires

Employer sends funds every 30 days

Garnishment of wages may be stayed by defendant entering payment plan

- - if default, stay is immediately nullified

Clerk must keep record of all payments and disbursements

IN THE GENERAL SESSIONS COURT FOR WILLIAMSON COUNTY
FRANKLIN, TENNESSEE

Plaintiff (Creditor)

Vs.

Docket # _____

Defendant (Debtor)
SS# _____

STATEMENT FOR JUDGMENT CREDITOR REQUESTING
GARNISHMENT, EXECUTION, OR BANK LEVY
STATE OF TENNESSEE, WILLIAMSON COUNTY

_____, Judgment Creditor, makes oath that the
following is the Debtors last known address:

and the Judgment Creditors address for mailing any notice required by Title 26, Chapter 2, Part 4 of
Tennessee Code Annotated is:

Judgment Creditor (Plaintiff)

Judgment:

Date _____ Amount _____

Amount paid on Judgment _____

Balance of Judgment _____

Cost \$ _____ Interest \$ _____

Place of employment or type of execution requested

Requested by:

Phone: _____

If issuing a personal property levy, request must be accompanied by a responsibility of levy form signed by
the plaintiff.

FOR A.D.A. assistance, please call _____.

NOTICE TO JUDGMENT DEBTOR [TCA 26-2-404(a)]

To collect a judgment against you in this lawsuit, your money or other property has been seized by execution or garnishment. An execution allows the sheriff to sell the property levied upon. A garnishment requires your bank (or other person holding your money or property) to transfer your property to the court or to hold it to satisfy the judgment. **READ THIS CAREFULLY. YOU MAY BE ABLE TO KEEP YOUR MONEY OR PROPERTY OR GET IT BACK.**

State and federal laws prevent certain types of money or property from being used to pay a judgment. Such money or property is "exempt." Examples of exempt money are: Social Security benefits, SSI, unemployment benefits, Veterans' benefits, AFDC, and most government pensions. Examples of exempt property are certain health care aids and tools of trade. These examples of exempt money and property constitute only a partial list, and you may have other exemptions.

If you think you have exempt money or property that has been seized, you have the right to file a motion with the court clerk's office identified below claiming your exemption and asking for the release or return of your money or property.

You can get a form for filing this motion at the clerk's office below, or the clerk may have supplied such a form on the back of this notice. **YOU SHOULD ACT QUICKLY.** If you file a motion within twenty (20) days from the date this notice was mailed to you or was given to you, the court must hear and decide your motion promptly, and in no event later than fourteen (14) days from filing. The clerk will notify you of the time, date, and place of the hearing.

IF YOU DO NOT UNDERSTAND YOUR RIGHTS OR HOW TO EXERCISE THEM, YOU MAY WISH TO CONSULT WITH A LAWYER. IF YOU CANNOT AFFORD A LAWYER, YOU MAY BE ELIGIBLE FOR FREE LEGAL ASSISTANCE.

The court clerk's office can provide you with forms and with information about legal services in your area, but the clerk cannot give you legal advice.

NOTICE TO THE DEBTOR (EMPLOYEE) [TCA 26-2-216(b)(2)]: Your earnings have been subjected to a garnishment which has been served upon your employer. The garnishment creates a lien on a portion of your wages until the judgment is satisfied, or for six (6) months, whichever occurs first. You have the following rights:

Some of your wages are protected by state and federal law from garnishment. See the notices below [OR ON REVERSE] to the employer to find out how much of your wages are protected from garnishment.

IF YOUR EMPLOYER IS TAKING TOO MUCH MONEY FROM YOUR WAGES:

You may apply to the court at the clerk's office shown below within twenty (20) days from any improper withholding of your wages for a motion to stop the garnishment. The court clerk identified below shall provide you with a form for making such a motion, or may have supplied a form motion on the back of this notice. You may wish to seek the counsel of a lawyer. If you are unable to afford an attorney, you may be eligible for free legal services to assist you.

PLEASE NOTE: If you file a motion, the court must hear and decide your motion promptly, and in no event later than fourteen (14) days from filing. The clerk will notify you of the time, date, and the place of hearing. The court clerk's office can provide you with forms and with information about legal services in your area, but the clerk cannot give you legal advice.

IF THE RIGHT AMOUNT OF MONEY IS BEING TAKEN FROM YOUR WAGES BUT YOU WANT TO GET THE GARNISHMENT STOPPED THROUGH A PAYMENT PLAN:

You may apply to the court for an order suspending further garnishments by the same creditor upon your paying a certain sum of money weekly, biweekly, or monthly, to pay the judgment. If you file this motion, the garnishment of your wages will stop for as long as you make the payments ordered by the court.

The court clerk shall provide you with the necessary forms to make this application, or you may seek the counsel of an attorney. If you are unable to afford an attorney, you may be eligible for free legal services to assist you.

NAME: _____, Clerk
 _____, Court
 ADDRESS: _____
 TELEPHONE: _____

**TO ALL FINANCIAL INSTITUTIONS:
 THESE FUNDS ARE ATTACHED AND SHALL
 BE PAID INTO COURT WITHOUT FURTHER
 ORDER.**

OFFICER'S RETURN (other than wage garnishment), executed as follows:

[OR] executed by LEVYING on the following described property:

On this _____ day of _____, 20____.

Deputy Sheriff/Constable

OFFICER'S RETURN (on wage garnishment) [TCA 26-2-216(b)(1)(A)]

I acknowledge receipt of 3 copies of the garnishment summons on the abovementioned employee on _____ day of _____, 20____.

Executed by serving _____
 Employer or Employer's Agent

On this _____ day of _____, 20____.

Deputy Sheriff/Constable

AFFIDAVIT FOR EXECUTION

Having first been duly sworn according to law, I hereby make oath that the following information is true to the best of my knowledge and belief:

Judgment Creditor's Address for mailing notices required by TCA 26-2-402:

Telephone No.: _____

Judgment Debtor's Name and Last Known Address:

Telephone No.: _____

Balance on Judgment including original Cost \$ _____

By: _____

Judgment Creditor/Agent

Sworn to and subscribed before me on _____ day of _____, 20____

Deputy Clerk/Notary Public

My Commission Expires: _____

Application for Execution

The Judgment Creditor hereby makes application to the Clerk of the _____ Court to have an Execution in the above styled case to satisfy a judgment against the Judgment Debtor(s) herein:

Date of Judgment _____
 Judgment Balance \$ _____
 Pre-Paid Cost \$ _____
 Interest \$ _____
 Clerk's Fees \$ _____
 Officer's Fee \$ _____
 Total \$ _____

Judgment Creditor/Agent

Issued this _____ day of _____, 20____

By _____

Case/Docket No. _____

EXECUTION

COUNTY _____ COURT _____

Garnishment Levy
 on Financial Institution/Bank

Plaintiff

VS.

Defendant

Judgment Debtor's SSN/EDN: _____

To:

Employer (if wage garnishment) or other garnishee

Address: _____

To:

Financial Institution/Bank

Account No: _____

Address: _____

Levy On: _____

AFFIDAVIT FOR OFFICER**WAGE GARNISHMENT**

I, _____, Deputy Sheriff/Constable after being sworn, make oath that:

A garnishment summons was served on _____ employer garnishee, on _____ day of _____, 20____, and that the employer garnishee refused to sign a receipt acknowledging service of said summons.

[TCA 26-2-216(b)(1)(B)]

RE: COPY FURNISHED JUDGMENT DEBTOR.

A copy of the execution by levy was mailed to the judgment debtor at the address provided pursuant to TCA 26-2-402 or was provided by actual hand delivery. [TCA 26-2-405]

Deputy Sheriff/Constable

Commission Exp: _____

My

Notary

My Commission Exp _____

Liens

If defendant is a property owner, a lien may be assessed against his/her property

General Sessions judgments in excess of \$500 become automatic liens, *all others require judgment from court of record*

- File suit in Circuit or Chancery court
- Exception – certain code enforcement actions (e.g., grass)

After obtain judgment from court of record, file certified judgment with register of deeds

Liens

Drawbacks:

- Only paid if property sells
- If lien is paid, must release lien with the register of deeds ASAP, or face potential liability (criminal and civil)

How Long Do We Have to Collect?

Citations – misdemeanors must be prosecuted within **12 months**, or expire

- If not heard, invalid after 1 year (T.C.A. 40-2-102)
Cf. DOS-6 months or no suspension

Judgments – good for **10 years**

- T.C.A. 25-5-105(b) and T.C.A. 28-3-110

May still receive payment, but no garnishment or collection action should be taken after 10 years

NON-COMPLIANCE

Often comes up in Code Enforcement cases.

- 1) Use of continuance for compliance
- 2) Contempt (next session)
- 3) Injunctive relief (turn over to City Attorney)
Policy? (3 strikes? Serious harm?)

ONLY ONE EXCEPTION TO MONEY JUDGMENTS

Administrative Inspection Warrants

See § 68-120-117.

Go to MTAS-1081, Administrative Inspection Warrants

[Who May Use Warrant Process?](#)

[What Courts May Issue Warrants?](#)

[Proof Needed to Apply for a Warrant](#)

[How Long Must a City Wait for a Warrant?](#)

[What Must the Warrant State?](#)

[How Long is the Warrant Active?](#)

[Administrative Inspection Warrant Issues](#)

[Sample Administrative Inspection Warrant](#)

[Sample Affidavit and Administrative Inspection](#)

See also, http://tmaa.us/contributions/admin_warrants.htm

Municipal Technical Advisory Service

in cooperation with the Tennessee Municipal League

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Courts

This page provides materials for court clerks in Tennessee cities.

[Report a broken link or problem with this page.](#)

Contact Us

[Karen Blake](#), Municipal Court Specialist | 615.532.7108
Registration questions? Contact [Doug Brown](#), Administrative Specialist II | 865.974.9140.

MTAS Resources

How to Register for an MTAS Course - Click on Solution Point on the HOME page above, create an account, and sign up.
Child Restraint and Seatbelt Law Fines and Costs Flowchart
Daily Cash Transaction Report Form
ISpeak Cards 2004: Language Identification Flashcards
Municipal Courts Manual
Open Records: A Guide for Municipal Officials

State Resources

Acceptable Forms of Identification - Examples of TN Citizenship Documents, if address shows TN address
Accessibility to the Courts: ADA Policy
Fines and Fees Report: Seatbelt and Child Restraint Violations Form (TDOS)
Foreign Language Interpreters
Internet Court Action Report Instructions (TDOS)
Litigation Fines and Fees Return: Education Fee Form (TDR)
Litigation Tax Return: Litigation Tax Form (TDR)
Tennessee Office of Open Records Counsel
Uniform Disposition of Unclaimed Property Act Reporting Forms & Instructions 2014 - Use this manual for unclaimed refunds and overpayments
Uniform Traffic Citation (TN)

Federal Resources

49 C.F.R. Part 284 Section 284.226 - (Prohibition on Masking Convictions. State Compliance with Commerical Driver's License Program.)

General Resources

Department of Safety Information for Customers - Provides links to information on Reinstatement Centers and Financial Responsibility FAQs

MTAS: Promoting better city government through direct assistance to city officials and their associations

MTAS Courts Link

Search for MTAS COURTS

CONTACTS:

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Courts Consultant

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REX BARTON

Police Management Consultant

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