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# Tennessee Judicial Information Systems (TJIS)

## CRIMINAL

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Administrative Office of the Courts  
Technology Services Division  
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### 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:

2. As it appears in the indictment:

Defendant 1 (1234A)

Defendant 2 (1234B)

Defendant 1 (1234A)

Defendant 2 (1234B)

Count 1

Count 1

Count 1

Count 2

Count 2

Count 2

Count 3

Count 4

Count 3

Count 3

## Line-by-Line Instructions for Filing Cover Sheet:

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 TJIS Reporting Guidelines manual. Contact the AOC if a location code cannot be found).</i>
Docket No.	Enter the docket number assigned to the particular case.
Filing Date <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">“No True Bills” should be reported to the AOC</div>	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 Only check the juvenile box if the defendant is <u>NOT</u> being tried as an adult.	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 3 for type of filing definitions.
Count <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">The Disposition count number must match the count number used when the charge was filed.</div>	Enter the count number for each charge.  <b>‘0’ count should not be used.</b>
T.C.A. Section	Enter the appropriate code section for each count. Do NOT use General Offenses <ul style="list-style-type: none"> <li>• Attempt - 39-12-101      • Solicitation - 39-12-102</li> <li>• Conspiracy -39-12-103    • Criminal Responsibility - 39-11-401</li> <li>• Facilitation 39-11-403</li> </ul> Please see Tennessee Title 39 Criminal Offenses for appropriate T.C.A. code. Offenses for Criminal Responsibility should not be adjusted per TCA 39-11-401.

Offense Type	Enter "M" for <i>Misdemeanor</i> , "F" for <i>Felony</i> , for each count to indicate the type of charge.
Offense Class  <div>There is an exception to this Offense Class rule for some TCA's: If unknown, submit as 'U'</div>	Enter the letter corresponding to the class of the offense, "A" through "E".  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".  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).  <b>Note: According to T.C.A. §39-11-117(a)(1), first degree murder is a class above A.</b>

## 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)	Any case that is brought to a higher court from a lower court for review of the lower court's decision. <div>In the case where a PV is appealed to a higher court, the ALC should be reported using T.C.A. 40-35-311, M/U</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.
Expungement (EXP)	The destruction of public records of a criminal charge including the fact of the arrest.
Post-Conviction Relief (PCR)	A petition whereby the lawfulness of the conviction and/or sentence of an offender may be challenged. <u>Each PCR case, with a single filing date, will only have one count.</u>
Probation Violation (PV)	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. <u>Each PV case, with a single filing date, will only have one count.</u>
Other Petition, Motion, or Writ (OPMW)	Any case filed that does not fit into one of the "type" of filing definitions. This includes habeas corpus, and suspended sentence. <u>Each OPMW case, with a single filing date, will only have one count.</u>

## **Habitual Motor Vehicle Offender (HMVO):**

Petition for reinstatement of license by habitual motor vehicle offender prior to July 1, 2019 should be filed as an "OPMW" - Other Petition, Motion or Writ.

## **Superseding Indictments:**

NOTE: AS OF 10/10/2024: When the clerks get the superseding indictments from the DA, correct the counts and/or charges. Send a correction form to TJIS. Write Superseding Indictment on the form. The superseding indictment replaces the original indictment. Do not create a new case.

## **Entering Remanded Charge(s) from Higher Court on a Criminal Case:**

1. If a charge was remanded for a new proceeding.
  - a. Enter the charge as a new count.
  - b. Select the TJIS case type of Remanded from Higher Court.
  - c. The filing date is the date remanded.
  - d. Change the disposition on the original charge to be Transfer to Another Court/Remand on the charge(s) remanded.
  - e. Send a manual correction sheet to TJIS transfer disposition.
  - f. Once the new count has been disposed.
    - i. Enter the disposition.
    - ii. Enter the disposition date.
2. If the charge was dismissed by the higher court
  - a. Change the disposition on the original charge to be Dismissed.
  - b. Change the disposition date to be the remanded date.
  - c. Send a manual correction sheet to TJIS.
3. If the charge was remanded back and the original decision was upheld, then no changes need to be made.

Note: There are various scenarios that can happen to a charge when it is remanded back to the original court. Counts can be remanded back for a new proceeding. Some counts on a case can be remanded for a new proceeding and the others could remain the same. Some counts on a case can be remanded for a new proceeding and others can be dismissed. Some cases can be remanded back simply for changes to sentencing or adding attorney fees. It is important that you only add new counts when that count is going to have a new proceeding. It is also important to make sure you send a manual correction to TJIS if something has changed on the original data (i.e. disposition, disposition date, etc.).

## 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.

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

Item	Instruction
Final T.C.A. Section  <div>Final T.C.A. Section, Offense Type, and Offense Class are required upon disposition.</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"><li>• Attempt - 39-12-101,</li><li>• Solicitation - 39-12-102,</li><li>• Conspiracy - 39-12-103,</li><li>• Criminal Responsibility - 39-11-401, or</li><li>• Facilitation 39-11-403</li></ul> <p>Please see Tennessee Title 39 Criminal Offenses for appropriate T.C.A. code. Offenses for Criminal Responsibility should NOT be adjusted per TCA 39-11-401.</p>
Final Offense Type (M/F)	<p>Enter the Offense Type as disposed.</p> <ul style="list-style-type: none"><li>• If, upon disposition, the Offense Type is the same as the Offense Type charged, enter the original Offense Type.</li><li>• If the Offense Type is changed upon disposition enter the modified Offense Type.</li><li>• 'M' is only for first-degree murder Offense Type and Offense Class should be blank if Type of Filing is PV, OPMW or PCR.</li></ul>
Final Offense Class (A-E)	<p>Enter the Offense Class as disposed.</p> <ul style="list-style-type: none"><li>• If, upon disposition, the Offense Class is the same as the Offense Class charged, enter the original Offense Class.</li><li>• If the Offense Class is changed upon disposition enter the modified Offense Class.</li><li>• Felony = A-E, Misdemeanor = A-C</li></ul>
Manner of Disposition (Type)	<p>Enter the appropriate disposition manner from the definitions (see page 6).</p>

Hearing: <input type="checkbox"/> Jury <input type="checkbox"/> Court	Check the box to identify whether the hearing was 'Jury' or 'Court'.  <input type="checkbox"/> <b>Jury</b> - If impaneled prior to defendant changing to guilty plea, case should be listed as jury.  <input type="checkbox"/> <b>Court</b> - Non-jury case or bench trial.
Disposition Date	Enter the date the disposing order was signed by the judge.
Judge	Write the full name of the judge who heard the case, even if he/she sat for another judge.

## 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 ' <b><u>not-guilty</u></b> '. Includes ' <b><u>not-guilty by reason of insanity</u></b> '.
2. Conviction	Either a judge or jury finds a defendant ' <b><u>guilty</u></b> '.
3. Dismissal/Nolle Prosequi	A formal entry upon the record disposing of an action, suit, or motion, etc., ' <b><u>without trial</u></b> ' of the issues involved. (It is a final action.) Includes a ' <b><u>mistrial</u></b> '.
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.  <b>NOTE:</b> These cases should be disposed at the time the defendant is <b>put on diversion</b> , 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. <b>(It is left up to the discretion of the judge as to when to eliminate such cases from the system.)</b> 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 the same docket number. <b>The filing date should be changed to the date the defendant was arrested.</b>
9. Other	Any manner of disposition that does not fit into one of the other listed categories. Use this code when a petition to Declare a Habitual Motor Vehicle Offender, filed prior to July 1, 2019 is disposed. Use this code for Abatement by death.

## Pre-Trial or Judicial Diversion:

Upon the completion of the terms of Pre-Trial or Judicial Diversion, a corrected disposition will be reported. See page 5 for line-by-line instructions.

If diversion is lost, and the defendant is re-sentenced, fill out a TJIS Correction form with corrected disposition and report it to: [TJIS.Reporting@tncourts.gov](mailto:TJIS.Reporting@tncourts.gov)

## Expungements:

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

Write the docket number, filing date for the original case at the top of the form. The count numbers (charges) being expunged must be provided.

Expungements will only be used to remove information from the database. They will not be counted as a new filing. All copies of Expungement forms will be destroyed after the information has been removed.

## Probation Violation Dispositions:

In most cases, probation violations should be disposed as either "Conviction", "Guilty", or "Dismissal/Nolle Prosequi".

## OPMW or PCR Dispositions:

Petitions: Denied-dispose as 3-dismissal; Granted-dispose as 9-Other.

## Correction 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

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 the website:

<https://www.tncourts.gov/courts/court-clerks/clerks-manuals-reporting>

Report Correction forms to: [TJIS.Reporting@tncourts.gov](mailto:TJIS.Reporting@tncourts.gov)

### 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.
Location Code	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>
Sealed Indictment	Check either Yes or No.



Juvenile	Check either Yes or No.
Correct Docket No.	Use the correct docket number. <b>This field MUST be provided to ensure that the correct case information is updated.</b>
Incorrect Docket Number	Enter the docket number as it was previously reported. If the docket number is being corrected, this field <u>MUST</u> be completed.
Correct Filing Date	Enter the <u>correct filing date</u> . <b>This field MUST be provided to ensure that the correct case information is updated.</b>
Incorrect Filing Date	Enter the incorrect filing date as it was previously reported. *If the filing date is being corrected, this field <u>MUST</u> be completed.
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.
Count <div style="border: 1px solid black; padding: 5px; margin-top: 10px; width: fit-content;">         The Disposition count number must match the count number used when that charge was filed.       </div>	Enter the count number for each charge.  <b>'0' count should not be used.</b>  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	<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"> <li>• Attempt - 39-12-101,</li> <li>• Solicitation - 39-12-102,</li> <li>• Conspiracy -39-12-103,</li> <li>• Criminal Responsibility - 39-11-401, or</li> <li>• Facilitation 39-11-403</li> </ul> <p>Please see <b><u>Tennessee Title 39 Criminal Offenses</u></b> for appropriate T.C.A. code</p> <p>Offenses for Criminal Responsibility should NOT be adjusted per TCA 39-11-401.</p>
Offense Type (M/F)	Enter "M" for <i>Misdemeanor</i> or an "F" for <i>Felony</i> , for each count to indicate the type of charge.
Offense Class	<p>Enter the letter corresponding to the class of the offense, "A" through "E".</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>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><b>Note: According to T.C.A. §39-11-117(a)(1), first degree murder is one class above A.</b></p>
Final T.C.A. Section	<p>Enter the TCA as disposed.</p> <ul style="list-style-type: none"> <li>• If, upon disposition, the TCA is the same as the TCA charged, enter the original TCA.</li> <li>• If the TCA is changed upon disposition enter the modified TCA.</li> </ul>
Final Offense Type (M/F)	<p>Enter the Offense Type as disposed.</p> <ul style="list-style-type: none"> <li>• If, upon disposition, the Offense Type is the same as the Offense Type charged, enter the original Offense Type.</li> <li>• If the Offense Type is changed upon disposition enter the modified Offense Type.</li> </ul>

Final Offense Class (A-E)	Enter the Offense Class as disposed. <ul style="list-style-type: none"> <li>• If, upon disposition, the Offense Class is the same as the Offense Class charged, enter the original Offense Class.</li> <li>• If the Offense Class is changed upon disposition enter the modified Offense Class.</li> </ul>
Manner of Disposition	Enter the appropriate highest manner of disposition (Disposition Type) *See definitions
Hearing:  <input type="checkbox"/> Jury <input type="checkbox"/> Court	Check the appropriate box to identify whether the hearing was 'Jury' or 'Court'.  <input type="checkbox"/> <b>Jury</b> - If impaneled prior to defendant changing to guilty plea, case should be listed as jury. <input type="checkbox"/> <b>Court</b> - Non-jury case or bench trial.
Disposition Date	Enter the date the disposing order was signed by the judge.
Judge	Write the full name of the judge who heard the case, even if he/she sat for another judge.

## 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.

## Severed Charges:

When charges are severed, fill out a TJIS Criminal Corrections form for the case number, counts/charges severed. If the DA creates a new case/docket number for the severed charges, the new case will have a new file date, charges/counts, etc. Report the correction on the severed charges to TJIS.Reporting@tncourts.gov.

## Please see AOC forms on our website:

<https://www.tncourts.gov/courts/court-clerks/clerks-manuals-reporting>