

2024  
Mini Judicial  
Academy  
Docket  
Management



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Judge J. Russell Parkes  
22nd Judicial District



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Is there a case backlog?  
  
If so, how bad is it?



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## AOC Quarterly Reports on Pending Cases by County

[Link to Instructions - Here](#)

### MEMORANDUM

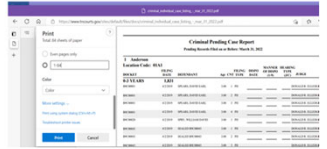
TO: All Clerks of Court  
FROM: Cindy Trey, CAT  
DATE: Thursday, February 22, 2024  
RE: 2nd Qtr. TJS Criminal Pending Case Report - as of December 31, 2023

\*\*\*\*\*  
We now have the 2nd Qtr. TJS Criminal Pending reports on the AOC website. We appreciate all the courts working to dispose older pending cases. For your convenience, here is the link for the detailed criminal reports: <https://www.tnscourts.gov/booker/5042500>. The password is "justice". This password is not to be shared with anyone outside your office.

Please work these reports per the instructions. We would like to have your reports returned by Monday, March 18, 2024.

Please go to the AOC link to print your courts pending report (Individual Case Listing) for your court with the December 31, 2023 date and you will see your county breakdowns on the left hand side. The screens may look a little different, depending on the browser you use. For Criminal Pending Reports: Double click on your county name. Choose your court by clicking on it.

Notice the page your report starts on and write the page number down. Arrow down until you find the last page and write it down. You may also click on the first page of the next report and subtract one page to find your end page. Click on the print button at the top of the page. Choose "Pages" and enter 1-64. Print. See the screenshot examples on the next page.



We ask that someone from your office verify the report and return all corrections on the report to us. Please include a contact name at the top of the pending report; this will expedite questions we may have, once the report is returned to our office.

Pages 4-6 have instructions for making corrections. The pending report serves to make sure your data is accurate.

**NOTE:** If a case is on our pending report and your system shows it disposed, please enter the disposition information on the report. Please **DO NOT** put dispositions after December 2023, as they should come in with your next TJS monthly data file.

We request that you only return the first page and any pages with corrections. Please scan and email to [Cindy.Trey@tnscourts.gov](mailto:Cindy.Trey@tnscourts.gov) or [TJS.Reporting@tnscourts.gov](mailto:TJS.Reporting@tnscourts.gov).

If you have any questions about your court's statistics or this report, please do not hesitate to contact Cindy Trey at 800-448-7960 or 615-741-2467, ext. 2260. Email: [Cindy.Trey@tnscourts.gov](mailto:Cindy.Trey@tnscourts.gov)

We appreciate your hard work and cooperation as we attempt to keep the statistics as accurate as possible.

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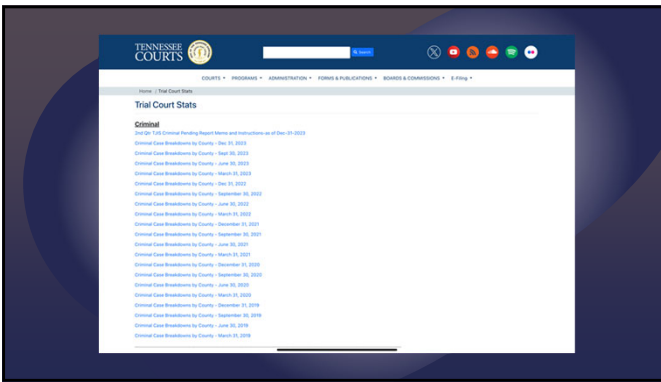
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## Trial Court Stats

[AOC Trial Court Stats Homepage](#)

[NEW - TJS Criminal Pending Report Memo and Instructions](#)

[Criminal Case Breakdowns by County - December 31, 2023](#)

[NEW - TJS Civil Pending Report Memo and Instructions](#)

[Civil Case Breakdowns by County - December 31, 2023](#)



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### A Trend Chart We Can Make

LAWRENCE COUNTY CRIMINAL COURT  
PENDING CASE REPORT BREAKDOWN  
12/31/2016 TO 12/31/2023

	Over 20 years	15-20 years	10-15 years	5-10 years	3-5 years	0-3 years	Total
12/31/16	1	2		5	38	920	966
6/30/17	1			1	11	1,050	1,033
12/31/17					40	945	985
6/30/18					5	1,121	1,126
12/31/18					6	1,082	1,088
6/30/19	1				1	1,070	1,074
12/31/19	1					1,176	1,179
6/30/20					1	883	884
12/31/20				20		881	901
3/31/21	0	0	0		26	844	870
6/30/21	0	0		1	32	788	821
12/31/21	0	2	0	0	38	940	980
6/30/22	0	0	0	0	60	978	1,038
12/31/22	1	0	0	3	21	821	846
6/30/23	0	0	0	1	6	719	726
12/31/23	1	0	0	6	33	702	742

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## Rule 2.11(C) Code of Judicial Conduct

(A) A judge shall disqualify himself or herself in any proceeding in which the judge's impartiality might reasonably be questioned, including but not limited to the following circumstances:

(C) A judge subject to disqualification under this Rule, other than for bias or prejudice under paragraph (A)(1) or for participation in a judicial settlement conference under paragraph (A)(6)(e), may disclose on the record the basis of the judge's disqualification and may ask the parties and their lawyers to consider, outside the presence of the judge and court personnel, whether to waive disqualification. If, following the disclosure, the parties and lawyers agree, without participation by the judge or court personnel, that the judge should not be disqualified, the judge may participate in the proceeding. The agreement shall be incorporated into the record of the proceeding.




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## Arraignment – Scheduling Order

IN THE CIRCUIT COURT FOR \_\_\_\_\_ COUNTY, TENNESSEE  
AT \_\_\_\_\_

STATE OF TENNESSEE  
VERSUS \_\_\_\_\_ NO. \_\_\_\_\_

DEFENDANT \_\_\_\_\_

**ARRAIGNMENT, SCHEDULING ORDER** \_\_\_\_\_

This case is before the Court on arraignment of the Defendant. After being informed of the substance of the indictment and entering a formal pleading, a plea of not guilty was entered. The Defendant denies Defendant's counsel of record acknowledged receipt of copies of the indictment in the captioned matter and this Order. The parties are now bound to the following schedule:

- Discovery request date:** \_\_\_\_\_ If the State files not voluntarily advised by the Defendant or defense entered a complete discovery package at arraignment, Defendant's request for discovery must be served upon the District Attorney General no later than three (3) days following arraignment, and the District Attorney General shall respond within ten (10) days thereafter.
- The Trial Date:** This trial date shall be fixed and entered upon completion later than five (5) days after the date of the criminal docket file, which is established as follows: \_\_\_\_\_
- Criminal Motions/Status Day: Hearings on P and R Issues:** \_\_\_\_\_ or A and C Motions: \_\_\_\_\_
- Status Conference:** If on the scheduled criminal Motion day as set forth above there are no Motions to be heard or if the Court announces a ruling on any Motions on said day, the Court will seek to continue the Status Conference during the business day that has been scheduled in the Case and Disposition Docket. The Status Conference will be held on the following day: \_\_\_\_\_
- Settlement Deadline Date:** The following settlement dates and plea deadlines are hereby established: **Motions on P and R Issues:** \_\_\_\_\_ **Plea Deadline:** \_\_\_\_\_ **Settlement Deadline:** \_\_\_\_\_

**NOTICE TO COUNSEL & DEFENDANTS:** Unless excused by Court Order the Defendant shall appear in person at the Court on the Motion day, Status Conference day and the settlement deadline date.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, CIRCUIT JUDGE

DOE \_\_\_\_\_ Attorney for State  
SS # \_\_\_\_\_  
Place of birth \_\_\_\_\_ Attorney for Defendant  
Reg. voter \_\_\_\_\_ Race \_\_\_\_\_ Defendant  
If yes, County of Registration \_\_\_\_\_

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## Case Management Status Order

### ORDER REGARDING CASE MANAGEMENT CONFERENCE

This matter came before the Court for a case management conference held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. As a result of the case management conference the Court finds the following:

- Written settlement offer ☐ has ☐ has not been made by the State to counsel for the Defendant.
- Written settlement offer ☐ has ☐ has not been conveyed by counsel for the Defendant to the Defendant personally.
- As a result of the settlement negotiations counsel certifies that there is a reasonable belief that settlement will occur and settlement will be entered \_\_\_\_\_, 20\_\_\_\_.
- Counsel agrees to a ☐ Jury ☐ Non-Jury trial. Date(s) of trial: \_\_\_\_\_.
- Counsel believes that \_\_\_\_\_ days shall be allocated for the trial of this matter.
- Counsel has announced that there appears to be no discovery disputes and that all discoverable materials, pursuant to Rule 16, have been exchanged.

IT IS SO ORDERED, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.




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