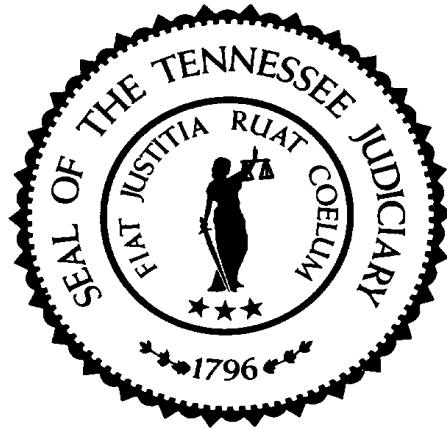


# CRIMINAL CASE REPORTING GUIDELINES



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

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April 1, 2025

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 occur. 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 Information Technology Services Division of the AOC at 1-800-448-7980 or e-mail at [tjis.reporting@tncourts.gov](mailto:tjis.reporting@tncourts.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Brandon L. Bowers', with a long horizontal line extending to the right.

Brandon L. Bowers

Chief Technology Officer (CTO), ITSD  
TN Administrative Office of the Courts

## Preparation of Records and Reporting:

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Please find the clerk manuals and forms online:

<http://www.tncourts.gov/courts/court-clerks/clerks-manuals-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.

Counties that report electronically are required to notify the AOC, by memorandum or filing form that there were no filings/dispositions for a given month.

Email to [TJIS.Reporting@tncourts.gov](mailto:TJIS.Reporting@tncourts.gov)

All corrections must be submitted on paper forms except for judicial diversions. These are automatically corrected via disposition.

## 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.

**NOTE: Email all memorandum or TJIS filing and/or correction forms to:**

[TJIS.Reporting@tncourts.gov](mailto:TJIS.Reporting@tncourts.gov)

## Electronic Reporting:

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

'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.

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 '\*'.

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 obtain the correct judge code by calling the AOC.

**Note:**

The AOC maintains the most current judge code listing which is also located at the following location:

<https://cms.tncourts.gov/StaffSearch>

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.

Filename 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](mailto:TJIS.Reporting@tncourts.gov) by submitting a filing form marked "No Data for Month of (specify month)".

Please Contact [TJIS.Reporting@tncourts.gov](mailto: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.

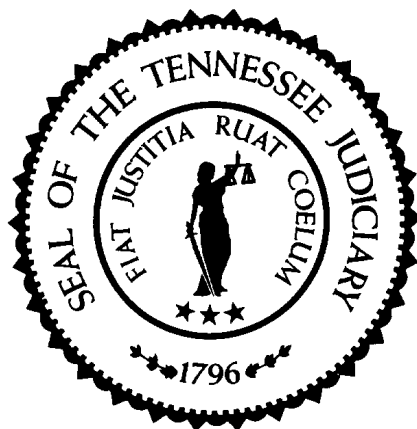
T.C.A. codes should be in the format 39-17-417 rather than 39-17-0417, leading zeros on three digit codes should not be submitted.

'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 *Offense 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) <b>mmddyyyy</b>	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) <b>(see page 10 for listing)</b>	X	X
175-182	Disposition Date (8) <b>mmddyyyy</b>		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) <b>J for Jury or C for Court</b>		X
211	Source Code (1) <b>1 for Filing or 2 for Disposition</b>	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		







## 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:

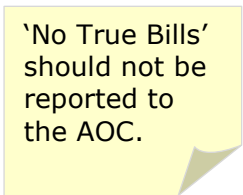
<u>Defendant 1 (1234A)</u>	<u>Defendant 2 (1234B)</u>
Count 1	Count 1
Count 2	Count 2
Count 3	Count 3

### 2. As it appears in the indictment:

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

## 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 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 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 10 for type of filing definitions.

<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><b>‘0’ count should not be used.</b></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"> <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</p> <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 Class</p> <p>There is an exception to this Offense Class rule for some TCA's: If unknown, submit as 'U'.</p>	<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 will always have a class designation of "A" through "E".</p> <p>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><b>Note: According to T.C.A. §39-11-117(a)(1), first degree murder is one class above A.</b></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)	Any case that is brought to a higher court from a lower court for review of the lower court's decision. <div> <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, M/U.</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.
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.

### **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.

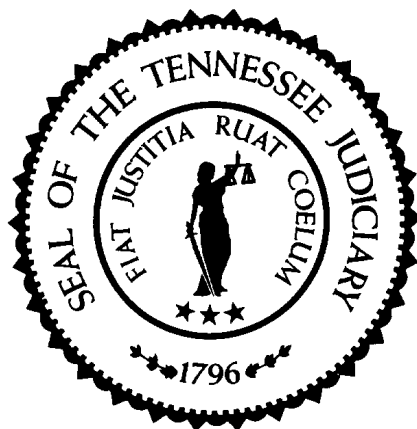
### **Offense ‘Class’ exceptions:**

There are exceptions to the ‘Class’ rule with some T.C.A. codes having ‘U’ for the Class. NOTE: If unknown, submit as ‘U’.

## **Entering Remanded Charge(s) on a Criminal Case for TJIS:**

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.).





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

	Final T.C.A. section		Final Offense*		Manner of Disposition**		Hearing	
	Type (M/F)	Class (A-E)	Type (M/F)	Class (A-E)	Disposition**		(Jury)	(Court)
Count ( )	<input type="checkbox"/> - <input type="checkbox"/>	- . -	<input type="checkbox"/> - <input type="checkbox"/>	- <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Count ( )	<input type="checkbox"/> - <input type="checkbox"/>	- . -	<input type="checkbox"/> - <input type="checkbox"/>	- <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Count ( )	<input type="checkbox"/> - <input type="checkbox"/>	- . -	<input type="checkbox"/> - <input type="checkbox"/>	- <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Count ( )	<input type="checkbox"/> - <input type="checkbox"/>	- . -	<input type="checkbox"/> - <input type="checkbox"/>	- <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Count ( )	<input type="checkbox"/> - <input type="checkbox"/>	- . -	<input type="checkbox"/> - <input type="checkbox"/>	- <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<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).

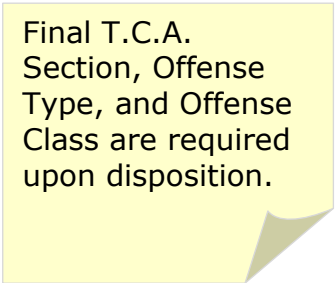
\*\* For "Manner of Disposition", please enter one of the following codes: 1-Acquittal, 2-Conviction, 3-Dismissal/Nolle Prosequi, 4-Guilty Plea-As Charged, 5-Guilty Plea-Lesser Charge, 6-Transfer to Another Court/Remanded, 7-Pre-Trial or Judicial Diversion, 8-Retired/Unapprehended Defendant, 9-Other

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.

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

Item	Instruction
<p>Final T.C.A. Section</p> 	<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</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"><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)	Enter the appropriate manner of disposition from the definitions on page 17.
Hearing: <input type="checkbox"/> Jury <input type="checkbox"/> Court	<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>
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 'not-guilty by reason of insanity'.
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 'mistrial'.
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 the date the defendant was arrested.</b>
9.Other	<ul style="list-style-type: none"> <li>•Any manner of disposition that does not fit into one of the other listed categories.</li> <li>•Use this code when a petition to Declare a Habitual Motor Vehicle Offender, filed prior to July 1, 2019 is disposed.</li> <li>•Use this code for Abatement by death.</li> </ul>

### 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 26 for line-by-line instructions.

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

### Expungements:

**A disposition date is required to expunge a record.** 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 docket number, filing date at the top of the form. The count numbers (charges) for the original case 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 Plea-As Charged", or "Dismissal/Nolle Prosequi".

### **OPMW or PCR Dispositions:**

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

### **Habitual Motor Vehicle Offender Dispositions:**

When a petition to Declare a Habitual Motor Vehicle Offender, filed prior to July 1, 2019 is disposed, the Manner of Disposition (Type) should be checked "9-Other".

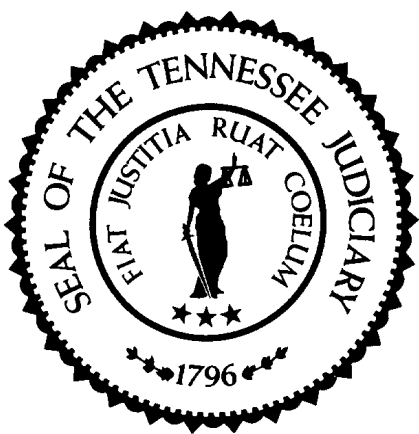
### **Sealed Indictments:**

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.

Unless otherwise stated or juvenile status the defendants name must be put on the disposition.

### **Abated by Death:**

Dispose the case (charges) as a 9-Other.



CRIMINAL CASE COVER SHEET \*CORRECTIONS\*

Delete this docket number

Location Code

Sealed Indictment

Juvenile

Yes

No

Yes

No

Correct Docket Number

Incorrect Docket Number

Correct Filing Date

Incorrect Filing Date

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)	Final T.C.A section	Final Offense* Type Class (M/F) (A-E)
			Manner of Disposition** (Jury) (Court)
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:



## **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.**

Please enter your location code or county number.

See page 39-45.

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.

## **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.

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

### 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	<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	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.	<p>Use the correct docket number.</p> <p><b>This field MUST be provided to ensure that the correct case information is updated.</b></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><b>This field MUST be provided to ensure that the correct case information is updated.</b></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.  <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	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"> <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> 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 (M/F)	Enter "M" for <i>Misdemeanor</i> or an "F" for <i>Felony</i> , for each count to indicate the type of charge.

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

<p>Offense Class</p> <div data-bbox="203 262 535 604"> <p>There is an exception to this Offense Class rule for T.C.A. 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>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>
<p>Final T.C.A. Section</p>	<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>
<p>Final Offense Type (M/F)</p>	<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>
<p>Final Offense Class (A-E)</p>	<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> </ul>

Manner of Disposition (Type)	Enter the appropriate highest manner of disposition. *See page 17-18 for 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](mailto:TJIS.Reporting@tncourts.gov).

## TJIS Reports for Data Verification

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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 disposition dates 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.

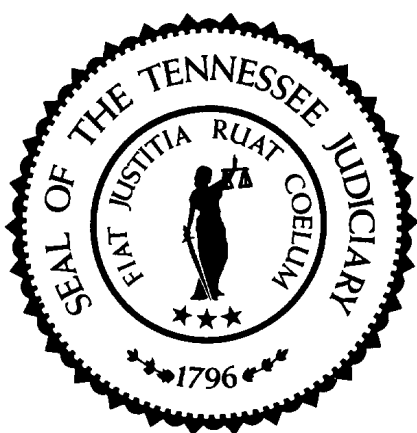
1. Look over each docket number carefully.

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 Reporting Problems**

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### **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.**

- Case filed as docket number V23499 and disposed as docket number 23499.
- Case filed as 24CR234A and disposed as 24CR234.

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 19 for detailed explanations.

### **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 9 for a detailed explanation.
- All "Appeals from Lower Court" must have a T.C.A. code, offense type and class. Appeals from Lower Court MUST be reported as misdemeanors.

### **Electronic Media submitted with inaccurate data.**

- Please verify that the 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.

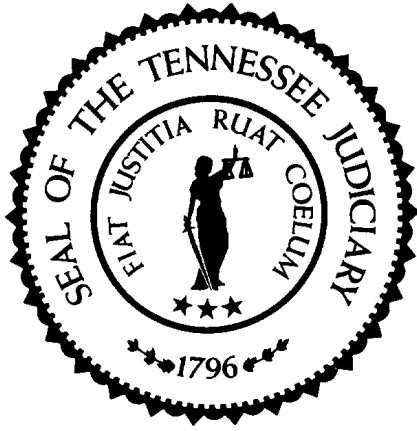
## **Glossary**

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The following is 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

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

## **RULE 11: SUPERVISION OF THE JUDICIAL SYSTEM**

### **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, (Tenn. Code. Ann. § 16-3-803(g)), that the collection of statistical data by the AOC is specifically authorized by statute (Tenn. Code. Ann. § 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 Tenn. Code. Ann. § 16-1-117.

**(1) Responsibility for Submission of Data.** Each clerk of a circuit, criminal, chancery, probate, general sessions, or municipal court with general sessions jurisdiction is responsible for submitting the data

required by this rule to the Technology Services Division of the Administrative Office of the Courts. Submission of data 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.

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, 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. For clerks who report electronically, all initial filings, reopens and the subsequent dispositions shall be reported in the monthly data file to the AOC accordingly to the specifications provided by the AOC. For clerks who cannot report electronically, a copy 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 reported to the AOC accordingly to the specifications provided by the AOC (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 report electronically the disposition for each docket number and all related charges according to the specifications provided by the AOC.

Clerks' offices that are automated shall report statistical information monthly to the AOC by submitting an electronic file according to the specification provided by the AOC. 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 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 data files or, if for those who cannot report electronically, cover sheets within the fifteen (15) day time frame, submitting data every month, submitting data according to specifications provided by the AOC, 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 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 data dictionary outlining data to be submitted and format for that data.

**(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 must 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 submit data monthly according to specifications provided by the AOC.

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 electronic data file submission.

## Location Codes

County	Location		Address
	Code	Court	
Anderson	01A1	Circuit Court	100 N. Main St. Suite 101, Clinton, TN 37716
	01A2	Chancery Court	100 N Main St. Suite 308, Clinton, TN 37716
Bedford	02A1	Circuit Court	108 North Creek Drive, Suite 6, Shelbyville, TN 37160
	02A2	Chancery Court	108 North Creek Drive, Suite 155 Shelbyville, TN 37160
Benton	03A1	Circuit Court	1 East Court Square Room 210, Camden, TN 38320
	03A2	Chancery Court	1 East Court Square Room 206, Camden, TN 38320
Bledsoe	04A1	Circuit Court	Courthouse Second Floor, Pikeville, TN 37367
	04A2	Chancery Court	Courthouse First Floor, Pikeville, TN 37367
Blount	05A1	Circuit Court	926 Blount County Justice Center, Maryville, TN 37804
	05A2	Chancery Court	930 E. Lamar Alexander Pkwy, Maryville, TN 37804
Bradley	06A1	Circuit Court	155 North Ocoee Street, Rm. 104, Cleveland, TN 37311
	06A2	Chancery Court	Chancery, Courthouse Room 203, Cleveland, TN 37311
	06A4	Chancery Court	Probate, Courthouse Room 203, Cleveland, TN 37311
Campbell	07A1	Circuit Court	Courthouse Second Floor, Jacksboro, TN 37757
	07A2	Chancery Court	Courthouse Room 110, Jacksboro, TN 37757
Cannon	08A1	Circuit Court	Courthouse Basement, Woodbury, TN 37190
	08A2	Chancery Court	200 West Main Street, Woodbury, TN 37190
Carroll	09A1	Circuit Court	99 Court Square Suite 103, Huntingdon, TN 38344
	09A2	Chancery Court	99 Court Square Suite 105, Huntingdon, TN 38344
Carter	10A1	Circuit Court	Courthouse Annex 900 E Elk Avenue #906, Elizabethton, TN 37643
	10B1	Chancery Court	Courthouse 801 E.Elk Avenue, Elizabethton, TN 37643
Cheatham	11A1	Circuit Court	Criminal Justice Center Room 225, Ashland City, TN 37015
	11A2	Chancery Court	Criminal Justice Center Room 106, Ashland City, TN 37015
Chester	12A1	Circuit Court	333 Eric Bell Drive, Suite D, Henderson, TN 38340
	12A2	Chancery Court	333 Eric Bell Drive, Suite C, Henderson, TN 38340
Claiborne	13A1	Circuit Court	415 Straight Creek Road Suite 5, New Tazewell, TN 37879
	13A2	Chancery Court	1740 South Main Street #201, Tazewell, TN 37879
Clay	14A1	Circuit Court	100 Courthouse Square Room 201, Celina, TN 38551
	14A2	Chancery Court	145 Cordell Hull Dr, Celina, TN 38551
Cocke	15A1	Circuit Court	111 Court Avenue Room 201, Newport, TN 37821
	15B1	Chancery Court	360 E Main St. Courthouse Annex Suite 103, Newport, TN 37821

Coffee	16A1	Circuit Court	300 Hillsboro Boulevard Second Floor, Manchester, TN 37349
	16A2	Chancery Court	County Office Building First Floor, Manchester, TN 37355
Crockett	17A1	Circuit Court	One South Bells Street Suite 6, Alamo, TN 38001
	17A2	Chancery Court	One South Bells Street Suite 5, Alamo, TN 38001
Cumberland	18A1	Circuit Court	60 Justice Center Drive, Suite 300, Crossville, TN 38555
	18A2	Chancery Court	60 Justice Center Dr., Suite 226, Crossville, TN 38555
Davidson	19A1	Circuit Civil Court	1 Public Square, Suite 302, Nashville, TN 37201
	19A2	Chancery Court	1 Public Square, Suite 308, Nashville, TN 37201
	19A3	Circuit Criminal Court	408 2nd Avenue North - Suite 2120 Nashville, TN 37201
	19A4	Probate Court	1 Public Square Suite 303, Nashville, TN 37201
Decatur	20A1	Circuit Court	52 West Main Courthouse, Decaturville, TN 38329
	20A2	Chancery Court	22 West Main Courthouse, Decaturville, TN 38329
DeKalb	21A1	Circuit Court	Dekalb County Courthouse Room 201, Smithville, TN 37166
	21A2	Chancery Court	Dekalb County Courthouse Room 302, Smithville, TN 37166
Dickson	22A1	Circuit Court	4 Court Square, Courthouse Annex, Charlotte, TN 37036
	22A2	Chancery Court	Courthouse Annex Room 229, Charlotte, TN 37036
Dyer	23A1	Circuit Court	Courthouse Room 203, Dyersburg, TN 38024
	23A2	Chancery Court	101 W. Court St. Room 201, Dyersburg, TN 38024
Fayette	24A1	Circuit Court	1 Court Square Room 104, Somerville, TN 38068
	24A2	Chancery Court	16775 Hwy 64, Room 210, Somerville, TN 38068
Fentress	25A1	Circuit Court	140 Justice Center Dr. Suite 126 Jamestown, TN 38556
	25A2	Chancery Court	Courthouse 101 S. Main Street, Jamestown, TN 38556
Franklin	26A1	Circuit Court	440 George Fraley Pkwy Room 157, Winchester, TN 37398
	26A2	Chancery Court	440 George Fraley Pkwy, Winchester, TN 37398
Gibson	27A1	Circuit Court	295 North College Street, Trenton, TN 38382
	27B1	Circuit Court	Humbolt City Hall, Humboldt, TN 38343
	27B2	Chancery Court	1421 Osborne St., Humboldt, TN 38343
	27C1	Chancery Court	204 North Court Square, Trenton, TN 38382
Giles	28A1	Circuit Court	Courthouse -- Circuit Office, Pulaski, TN 38478
	28A2	Chancery Court	Courthouse -- Clerk and Master, Pulaski, TN 38478
Grainger	29A1	Circuit Court	270 Justice Center Dr. Rutledge, TN 37861
	29A2	Chancery Court	270 Justice Center Drive, Suite 107, Rutledge, TN 37861
Greene	30A1	Circuit Court	101 South Main Street, Greeneville, TN 37743
	30A2	Chancery Court	101 S. Main Street, Lower Level, Greeneville, TN 37744
	30B1	Probate Court	204 North Cutler Street Suite 200, Greeneville, TN 37743

Grundy	31A1	Circuit Court	68 Cumberland St. Room 206, Altamont, TN 37301
	31A2	Chancery Court	68 Cumberland St. Room 200, Altamont, TN 37301
Hamblen	32A1	Circuit Court	510 Allison St., Morristown, TN 37814
	32B1	Chancery Court	511 West 2nd North St. Room 308, Morristown, TN 37814
Hamilton	33A1	Circuit Civil Court	625 Georgia Avenue Suite 500, Chattanooga, TN 37402
	33A2	Chancery Court	625 Georgia Avenue Suite 300, Chattanooga, TN 37402
	33B1	Circuit Criminal Court	600 Market Street Room 102, Chattanooga, TN 37402
Hancock	34A1	Circuit Court	Courthouse Upper Level, Sneedville, TN 37869
	34A2	Chancery Court	1237 Main Street, Suite 104, Sneedville, TN 37869
Hardeman	35A1	Circuit Court	505 S. Main Street Suite A, Bolivar, TN 38008
	35A2	Chancery Court	Hardeman County Courthouse, Bolivar, TN 38008
Hardin	36A1	Circuit Court	465 Main Street, Savannah, TN 38372
	36A2	Chancery Court	Courthouse 465 Main Street, Savannah, TN 38372
Hawkins	37A1	Circuit Court	115 Justice Center Drive, Suite 1237, Rogersville, TN 37857
	37A2	Chancery Court	100 E. Main Street Suite 316, Rogersville, TN 37857
	37B1	Circuit Court	150 South Central, Circuit Satellite Office, Church Hill, TN 37642
Haywood	38A1	Circuit Court	100 South Dupree Street, Brownsville, TN 38012
	38A2	Chancery Court	Haywood County Justice Complex, Brownville, TN 38012
Henderson	39A1	Circuit Court	170 Justice Center Drive, Lexington, TN 38351
	39A2	Chancery Court	17 Monroe Avenue, Suite 2, Lexington, TN 38351
Henry	40A1	Circuit Court	101 West Washington St. Room 201, Paris, TN 38242
	40A2	Chancery Court	Courthouse Room 101, Paris, TN 38242
	40A3	Chancery Probate Court	Probate Courthouse Room 101, Paris, TN 38242
Hickman	41A1	Circuit Court	104 College Street, Suite 204, Centerville, TN 37030
	41A2	Chancery Court	104 College Street, Suite 202, Centerville, TN 37033
Houston	42A1	Circuit Court	Courthouse Circuit Office, Erin, TN 37061
	42A2	Chancery Court	45 East Main Street, Erin, TN 37061
Humphreys	43A1	Circuit Court	100 North Court Square, Room 106, Waverly, TN 37185
	43A2	Chancery Court	100 North Court Square, Room 202, Waverly, TN 37185
Jackson	44A1	Circuit Court	Courthouse Second Floor, Gainesboro, TN 38562
	44A2	Chancery Court	101 East Hull Avenue, Gainesboro, TN 38562
Jefferson	45A1	Circuit Court	765 Justice Center Drive, Suite 2, Dandridge, TN 37725
	45A2	Chancery Court	Courthouse Room 207, Dandridge, TN 37725

Johnson	46A1	Circuit Court	222 West Main Street, Mountain City, TN 37683
	46A2	Chancery Court	202 West Main Street, Mountain City, TN 37683
Knox	47A1	Circuit Civil Court	400 West Main Street, Knoxville, TN 37902
	47A2	Chancery Court	Room 125, City-County Building, Knoxville, TN 37902
	47A3	Circuit Criminal Court	Room 149, City-County Building, Knoxville, TN 37902
	47A4	Circuit Civil Court	M-30 C/C Building, Knoxville, TN 37901
	47A6	Chancery Court	400 West Main Street, Knoxville, TN 37902
Lake	48A1	Circuit Court	229 Church St, Second Floor, Tiptonville, TN 38079
	48A2	Chancery Court	229 Church St, First Floor, Tiptonville, TN 38079
Lauderdale	49A1	Circuit Court	675 Hwy. 51 South, Ripley, TN 38063
	49A2	Chancery Court	100 Court Square, Ripley, TN 38063
Lawrence	50A1	Circuit Court	240 West Gaines Street, Lawrenceburg, TN 38464
	50A2	Chancery Court	240 West Gaines Street, Lawrenceburg, TN 38464
Lewis	51A1	Circuit Court	29 West Main Street, Hohenwald, TN 38462
	51A2	Chancery Court	Lewis County Justice Center, Hohenwald, TN 38462
Lincoln	52A1	Circuit Court	112 Main Avenue South, Room 203, Fayetteville, TN 37334
	52A2	Chancery Court	112 Main Avenue South, Room B-109, Fayetteville, TN 37334
Loudon	53A1	Circuit Court	601 Grove St, Loudon, TN 37774
	53A2	Chancery Court	201 Alma Place, Loudon, TN 37774
Macon	56A1	Circuit Court	904 Hwy. 52 Bypass East, Athens, TN 37303
	56A2	Chancery Court	Macon Co. Justice Center, Rm. 107, Athens, TN 37303
Madison	57A1	Circuit Court	515 S. Liberty St., Suite 200, Selmer, TN 38375
	57B1	Chancery Court	100 East Main Street 200, Selmer, TN 38375
Marion	58A1	Circuit Court	Marion County Justice Center, Lafayette, TN 37083
	58B1	Chancery Court	1 Courthouse Square, Suite 203, Lafayette, TN 37083
Marshall	59A1	Circuit Court	302 Marshall County Courthouse, Jackson, TN 38301
	59A2	Chancery Court	201 Marshall County Courthouse, Jackson, TN 38301
Maury	60A1	Circuit Court	1115 S. Main St. Room 202, Columbia, TN 37347
	60A2	Chancery Court	1115 S. Main St. Room 304, Columbia, TN 37347
McMinn	54A1	Circuit Court	1317 S White St, Athens, TN 37091
	54A2	Chancery Court	6 East Madison Avenue, Athens, TN 37091
McNairy	55A1	Circuit Court	300 Industrial Park Drive, Selmer, TN 38401
	55B1	Chancery Court	170 West Court Ave Room 205, Selmer, TN 38401

Meigs	61A1	Circuit Court	17214 State Hwy. 58, 2nd Floor, Decatur, TN 37322
	61A2	Chancery Court	Courthouse 2nd Floor, Decatur, TN 37322
Monroe	62A1	Circuit Court	4500 New Hwy 68, Madisonville, TN 37354
	62A2	Chancery Court	105 College Street Suite # 2, Madisonville, TN 37354
Montgomery	63A1	Circuit Court	2 Millennium Plaza, Suite 115, Clarksville, TN 37040
	63A2	Chancery Court	2 Millennium Plaza, Suite 101, Clarksville, TN 37040
Moore	64A1	Circuit Court	196 Main Street, Suite 404, Lynchburg, TN 37352
	64A2	Chancery Court	196 Main Street, Suite 312, Lynchburg, TN 37352
Morgan	65A1	Circuit Court	Courthouse Second Floor, Wartburg, TN 37887
	65A2	Chancery Court	Courthouse First Floor, Wartburg, TN 37887
Obion	66A1	Circuit Court	7 Bill Burnett Circle, Union City, TN 38261
	66A2	Chancery Court	6 Bill Burnette Circle, Union City, TN 38261
Overton	67A1	Circuit Court	1000 John T. Poindexter Drive, Livingston, TN 38570
	67B1	Chancery Court	100 East Court Square, Suite 100, Livingston, TN 38570
Perry	68A1	Circuit Court	Courthouse Second Floor, Linden, TN 37096
	68A2	Chancery Court	Courthouse Second Floor, Linden, TN 37096
Pickett	69A1	Circuit Court	Courthouse Lower Floor, Byrdstown, TN 38549
	69A2	Chancery Court	1 Courthouse Square, Suite 203, Byrdstown, TN 38549
Polk	70A1	Circuit Court	164 Industrial Access Circle, Benton, TN 37307
	70A2	Chancery Court	Polk County Justice Center Room 110, Benton, TN 37307
Putnam	71A1	Circuit Court	421 East Spring Street, Suite 1C49A, Cookeville, TN 38501
	71A2	Chancery Court	421 East Spring Street, Suite 1C38, Cookeville, TN 38501
Rhea	72A1	Circuit Court	7824 Rhea Co Hwy, Dayton, TN 37321
	72A2	Chancery Court	1475 Market Street, Suite 301, Dayton, TN 37321
Roane	73A1	Circuit Court	200 East Race Street, Suite 11, Kingston, TN 37763
	73A2	Chancery Court	200 East Race Street, Suite 12, Kingston, TN 37763
Robertson	74A1	Circuit Court	501 S. Main Street Room 109, Springfield, TN 37172
	74A2	Chancery Court	501 Main Street Room 103, Springfield, TN 37172
Rutherford	75A1	Circuit Court	20 Public Square North Room 201, Murfreesboro, TN 37130
	75A2	Chancery Court	Judicial Building Room 302, Murfreesboro, TN 37130
	75A4	Probate Court	116 W. Lytle St., Suite 5101, Murfreesboro, TN 37130
Scott	76A1	Circuit Court	575 Scott High Drive, Huntsville, TN 37756
	76A2	Chancery Court	575 Scott High Drive Suite C, Huntsville, TN 37756

Sequatchie	77A1	Circuit Court	351 Fredonia Road Suite B, Dunlap, TN 37327
	77A2	Chancery Court	22 Cherry Street, Dunlap, TN 37327
Sevier	78A1	Circuit Court	125 Court Avenue Room 204E, Sevierville, TN 37862
	78A2	Chancery Court	125 Court Avenue Suite 108, Sevierville, TN 37862
	78A4	Circuit Court	125 Court Avenue Room 207E, Sevierville, TN 37862
	78A5	Probate Court	125 Court Avenue Suite 202E, Sevierville, TN 37862
Shelby	79A1	Circuit Civil Court	140 Adams Street, Room 324, Memphis, TN 38103
	79A2	Chancery Court	140 Adams Street, Room 308, Memphis, TN 38103
	79A3	Probate Court	140 Adams Street, Suite 124, Memphis, TN 38103
	79B1	Circuit Criminal Court	201 Poplar Avenue, Suite 401, Memphis, TN 38103
Smith	80A1	Circuit Court	322 Justice Drive, Suite 115, Carthage, TN 37030
	80A2	Chancery Court	322 Justice Drive, Suite 105, Carthage, TN 37030
Stewart	81A1	Circuit Court	225 Donelson Parkway, Dover, TN 37058
	81A2	Chancery Court	225 Donelson Parkway, Main Floor, Dover, TN 37058
Sullivan	82A1	Circuit Court	140 Blountville Bypass, Blountville, TN 37617
	82A2	Chancery Court	140 Blountville Bypass, Suite 201, Blountville, TN 37617
	82B1	Chancery Court	801 Anderson Street, Suite 239, Bristol, TN 37620
	82B2	Circuit Court	801 Anderson Street, Suite 131, Bristol, TN 37620
	82D1	Chancery Court	225 West Center Street, Kingsport, TN 37660
	82D2	Circuit Court	225 West Center Street, Kingsport, TN 37660
Sumner	83A1	Circuit Court	155 East Main St., Gallatin, TN 37066
	83A2	Chancery Court	155 E. Main St. Room 3600, Gallatin, TN 37066
Tipton	84A1	Circuit Court	1801 South College Street, Suite 102, Covington, TN 38019
	84A2	Chancery Court	1801 South College Street, Suite 110, Covington, TN 38019
Trousdale	85A1	Circuit Court	303 E. Main Street Room 2, Hartsville, TN 37074
	85A2	Chancery Court	303 E. Main Street Room 1, Hartsville, TN 37074
Unicoi	86A1	Circuit Court	100 N. Main Ave, Erwin, TN 37650
	86A2	Chancery Court	100 North Main Ave. Room 102, Erwin, TN 37650
Union	87A1	Circuit Court	901 Main Street, Suite 201, Maynardville, TN 37807
	87A2	Chancery Court	901 Main Street, Suite 215, Maynardville, TN 37807
Van Buren	88A1	Circuit Court	179 Veterans Square, Spencer, TN 38585
	88A2	Chancery Court	179 Veterans Square, Spencer, TN 38585

Warren	89A1	Circuit Court	111 South Court Square, Suite 102, McMinnville, TN 37111
	89A2	Chancery Court	111 South Court Square, Suite 105, McMinnville, TN 37111
Washington	90A1	Circuit Court	108 West Jackson Blvd. Suite 1210, Jonesborough, TN 37659
	90A2	Chancery Court	108 West Jackson Blvd., Suite 2157, Jonesborough, TN 37659
	90B1	Chancery Court	101 East Market Street, Jonesborough, TN 37659
	90B2	Circuit Court	101 East Market Street, Johnson City, TN 37604
Wayne	91A1	Circuit Court	Justice Center Circuit Court Suite 202, Waynesboro, TN 38485
	91A2	Chancery Court	1016 Andrew Jackson Drive, Waynesboro, TN 38485
Weakley	92A1	Circuit Court	116 West Main Street Room 203, Dresden, TN 38225
	92A2	Chancery Court	116 West Main Street Room 300, Dresden, TN 38225
White	93A1	Circuit Court	111 Depot Street, Suite 1, Sparta, TN 38583
	93A2	Chancery Court	1 East Bockman Way, Room 303, Sparta, TN 38583
Williamson	94A1	Circuit Court	135 Fourth Avenue South, Room 203, Franklin, TN 37064
	94A2	Chancery Court	135 Fourth Avenue South, Room 236, Franklin, TN 37065
	94A3	Circuit Court	135 Fourth Avenue South, Room 203, Franklin, TN 37065
Wilson	95A1	Circuit Civil Court	228 East Main Street, Room 207, Lebanon, TN 37088
	95A2	Chancery Court	134 South College Street, Lebanon, TN 37088
	95A3	Probate Court	228 East Main Street, Room 203, Lebanon, TN 37088
	95B2	Circuit Criminal Court	115 East High, Lebanon, TN 37087

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