



## *Administrative Office of the Courts*

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**MICHELLE J. LONG**  
Director

**RACHEL HARMON**  
Deputy Director

### **MEMORANDUM**

**TO: All Clerks of Court**

**FROM: Cindy Tirey<sup>CAT</sup>**

**DATE: Friday, February 21, 2025**

**RE: 2<sup>nd</sup> Qtr. TJIS Criminal Pending Case Report – as of December 31, 2024**



We now have the 2<sup>nd</sup> Qtr. TJIS 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 caseload reports: <https://www.tncourts.gov/node/3682300>. Depending on the browser you use, you may be able to click on it and the page will open for you to enter the password or you may have to right click and choose 'open hyperlink'.

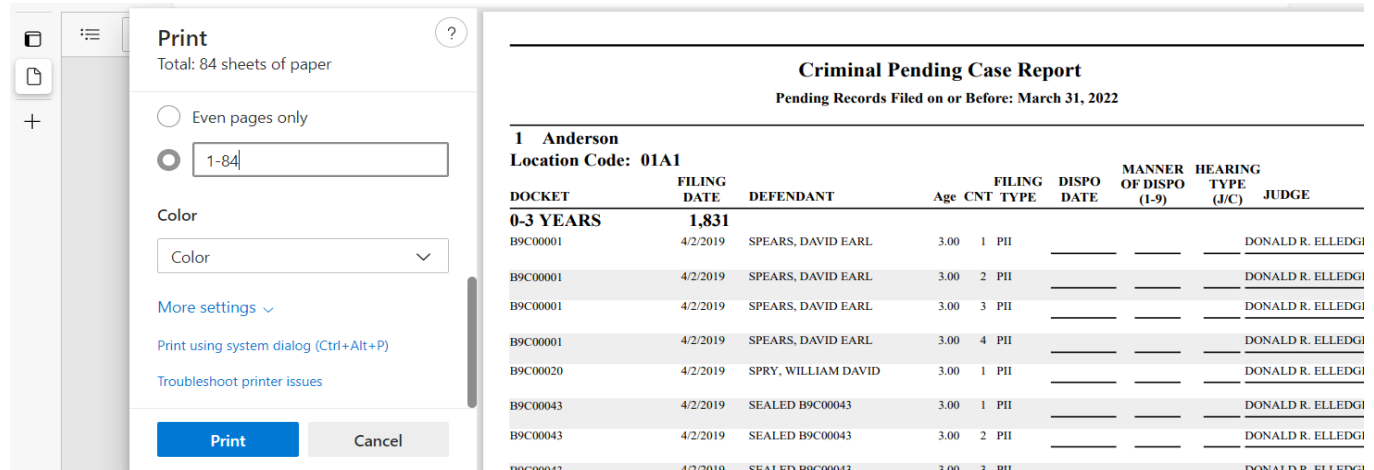
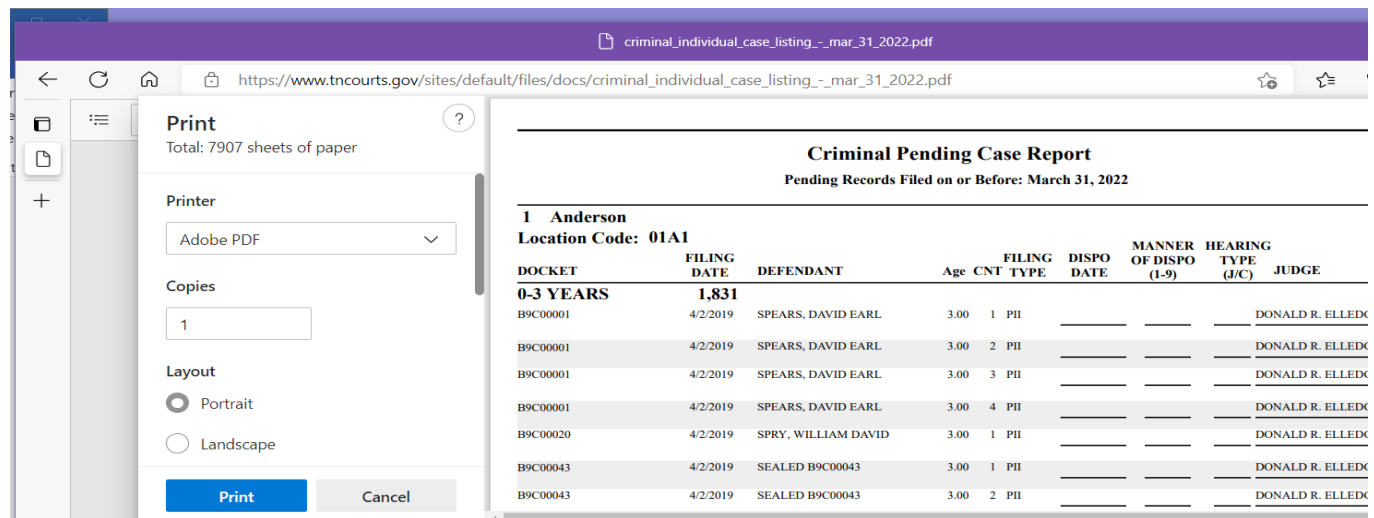
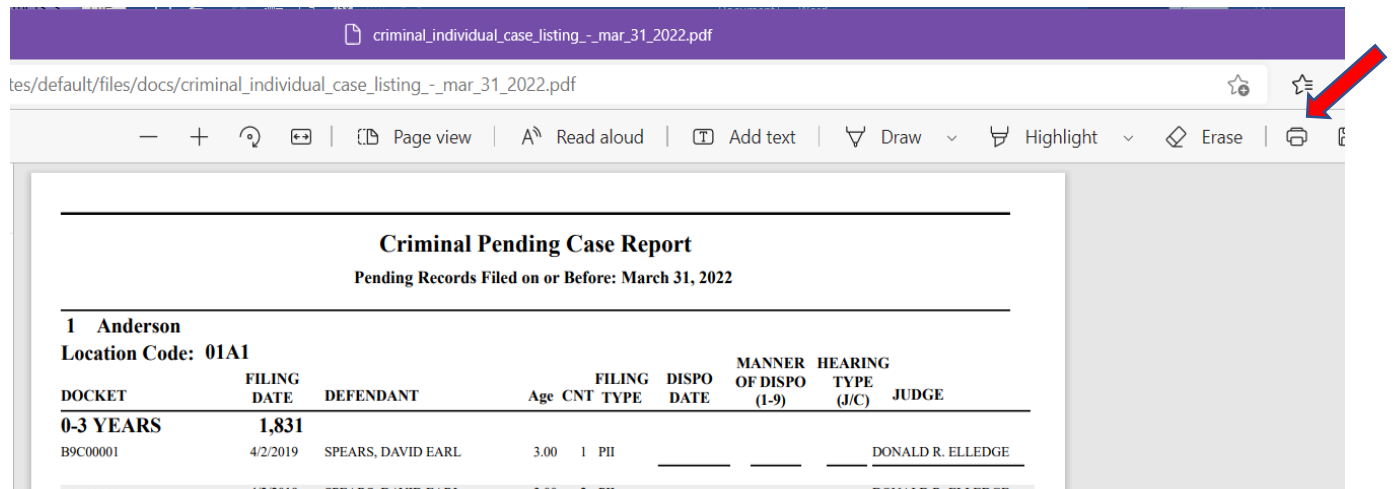
The password is "tnjustice". This password is not to be shared with anyone outside your office.

Please work these reports per the instructions. We would like to have your reports returned **by Tuesday, March 18, 2025**.

Please go to the AOC link to print your courts pending report (Individual Case Listing) for your court with the (December 31, 2024) date and you will see your county bookmarks on the left-hand side. The screen 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

the page to find your end page. Click on the print button at the top of the page. Choose 'Pages' and enter 1-84. 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.

NOTE: If there is nothing to correct, please write 'No Corrections' on the first page of the report, put the name of the clerk or contact, date it and email to: [TJIS.Reporting@tncourts.gov](mailto:TJIS.Reporting@tncourts.gov).

Please **Do Not** mail or fax the report.

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

If you have any questions about your court's statistics or this report, please do not hesitate to contact Cindy Tirey at 800-448-7980 or 615-741-2687, ext. 2200. Email: [Cindy.Tirey@tncourts.gov](mailto:Cindy.Tirey@tncourts.gov)

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

## CRIMINAL PENDING REPORT INSTRUCTIONS

1. Look over each docket number carefully.

**NOTE:** If a case is on our pending report and your system shows it closed before December 31, 2024, please enter the disposition information on the report. January 2025 dispos are reflected on the report.

**DO NOT** put dispositions after January 2024 on the report, as those will be reported in your next TJIS monthly data.

If a case has been disposed, please write the following information on this report.

- **Disposition Date**
- **Manner of Disposition**  
(1-9, definitions attached)
- **Judge's name** - Use first and last name on this report. **Do NOT use the judge code.**
- **Hearing** – Identify whether it was a jury trial or court trial.  
J – Jury                      C – Court

For PV, OPMW and PCR filings, the disposition date should be the date the PV, OPMW or PCR is disposed, **not the original filing disposition.**

2. Write all corrections on the report itself.
3. Do not cross out any docket numbers.
4. Do not write “delete” if the case has been disposed.

**If a case is disposed, we MUST have the disposition information.**  
**If a case has been ‘Expunged’, we MUST have the disposition information to remove the case from the pending report.**

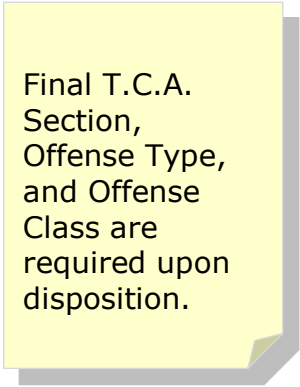
5. If a docket number does not belong to your county or court, **Do Not** mark through it.
  - Please write “not our number” next to the docket number.
6. If docket number is transposed or keyed incorrectly, please **write the correct number beside** of the incorrect docket number.
7. If a case is still pending you can write a “P” out beside the docket number leave blank.
8. If the disposition 5-guilty lesser charge, write the amended TCA, Type/Class on the report.

### Things to Remember:

- This report reflects cases filed as of the date listed at the top of this report. If the report shows pending cases that you are sure have been disposed **after** the period report, **do not** submit that disposition information on this report.
- If we are missing any key piece of information such as:  
Disposition date, Manner of Disposition, Hearing or Judge Name, we cannot process the disposition entry.

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

(This part is in the revised Criminal Reporting Guideline Manual 6/2021.)

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 <a href="#">Tennessee Title 39 Criminal Offenses</a> 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 (Disposition Type)	Enter the appropriate manner of disposition from the definitions on page 6.
<p>Hearing:</p> <p><input type="checkbox"/> Jury <input type="checkbox"/> Court</p>	<p>Check the box to identify whether the hearing was 'Jury' or 'Court'.</p> <p><input type="checkbox"/> <b>Jury</b> - If impaneled prior to defendant changing to guilty plea, case should be listed as jury.</p> <p><input type="checkbox"/> <b>Court</b> - 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 they sat for another judge.

### Manner of Disposition (Disposition Categories):

1. Acquittal	Either a judge or jury finds a defendant <b><u>not-guilty</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.)
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 either the same docket number or a different one. <b>The filing date should be the date the defendant was arrested.</b>
9 Other	Any manner of disposition that does not fit into one of the other listed categories.