

# TJIS REPORTING

Tennessee Judicial Information System

Civil and Criminal Court Data Reporting

State Court Clerk Conference  
Spring 2025  
Knoxville

4/28/2025

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## Supreme Court Rule 11

According to Supreme Court Rule 11:

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.

This data is reported to the Tennessee Judicial Information System (TJIS)

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What is the  
TJIS Data  
Used For?

- Annual Statistical Reporting
- Judge Weighted Caseload
- Legislative Requests
- Additional Requests

### STATEWIDE CRIMINAL COURT SUMMARY

FILINGS AND DISPOSITIONS		
Case Type	Filings	Dispositions
Arrest	1,117	1,117
Warrant/Check	14,980	14,980
Drug	27,139	25,144
Sex	4,976	3,960
Domestic	1,131	2,211
Robbery	1,801	880
Offense Against Adults of Commission	11,411	4,854
Offense Against the Family/Children	10,981	6,241
Other	4,117	1,796
Offense Against Public Property	39,031	11,014
Offense Against Public Welfare	3,180	3,110
Offense Against a Person	4,111	4,111
Post Conviction	100	100
Posthumous Verdict	24,884	24,480
Replevin	11,010	10,980
Seized Offense	4,110	1,108
TOTAL:	149,279	145,494

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## Criminal Case Reporting

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## Criminal Filing Types

### **PII: Presentment, Indictment, or Information**

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).

### **ALC: Appeal from Lower Court**

Any case that is brought to a higher court from a lower court for review of the lower court's decision.

### **RHC: Remanded from Higher Court**

A higher court sending a case to a lower court for the purpose of requiring further action to be taken.

### **EXP: Expungement**

The destruction of public records of a criminal charge including the fact of the arrest.

### **PCR: Post-Conviction Relief**

A petition whereby the lawfulness of the conviction and/or sentence of an offender may be challenged.

### **PV: Probation Violation**

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.

### **OPMW: Other Petition, Motion, or Writ**

Any case filed that does not fit into one of the type of filing definitions. This includes habeas corpus, and suspended sentence.

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## Criminal Disposition Types

**Acquittal:** Either a judge or jury finds a defendant not-guilty.

**Conviction:** Either a judge or jury finds a defendant guilty.

**Dismissal/Nolle Prosequi:** A formal entry upon the record disposing of an action, suit, or motion, etc., without trial of the issues involved. (It is a final action). Includes a 'mistrial'.

**Guilty Plea-As Charged:** The defendant pleads guilty to committing the offense with which he/she is charged.

**Guilty-Plea-Lesser Charge:** The defendant pleads guilty to committing a lesser offense than to which he/she is charged.

**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.

**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. NOTE: These cases should be disposed at the time the defendant is put on diversion, not after the probationary period has expired.

**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. (It is left up to the discretion of the judge as to when to eliminate such cases from the system.) 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. The filing date should be the date the defendant was arrested. Note: If put on an existing case, this new filing date will make this a new filing for weighted case loaded purposes.

**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. Also, use this code for Abatement by death.

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## TJIS Criminal Errors/ Error Reports

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## Common Circuit Criminal Errors

- Different disposition already exists
- No-Filings
  - file date that we have does not match the file date in the disposition record submitted
  - file date is left blank in the disposition record
  - filing was never received by TJIS
  - count number does not match
- Multiple PV, OPMW, and PCR filings are not allowed on same date
- Expungement docket number must match original filing
- Invalid judge
- File date is greater than disposition date
- TCA blank or not in table
- Type of filing blank or not valid
- Type of Filing/TCA or amended TCA inconsistent. For example: OPMW TCA filed as a PII.
- Please do not report:
  - T.C.A. 39-12-101 Criminal Attempt
  - T.C.A. 39-12-102 Solicitation
  - T.C.A. 39-12-103 Criminal Conspiracy
  - T.C.A. 39-17-432 Drug Free School Zone Enhancement

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## Example Criminal Error Report

### Docket 68708

#### TJIS DOCKET HISTORY

Count	Filing Date	Disp Date	Type	Original TCA Type	Class	Amended TCA Type	Class	Location	Defendant Name	Judge	Dispo Type	Hearing Type	
1	10-01-2012	10-01-2012	PS	39-14-101	F	D	39-14-101	N	A	15A1	WATSON, AUSTIN	10CF W. KERRY EDDY	C

**ERROR TYPE: DIFFERENT DISPOSITION ALREADY EXISTS**

Count	Filing Date	Disp Date	Type	Original TCA Type	Class	Amended TCA Type	Class	Location	Defendant Name	Judge	Dispo Type	Hearing Type	
1	10-01-2012	10-01-2012	PS	39-14-101	F	D	39-14-101	N	A	15A1	WATSON, AUSTIN	10CF ROYCE TAYLOR	C

#### ERROR TYPE: DIFFERENT DISPOSITIONS ALREADY EXISTS

JUDGE DOCKET HISTORY													
Count	Filing Date	Dispo Date	Type	Original TCA Type	Class	Amended TCA Type	Class	Location	Defendant Name	Judge	Dispo Type	Hearing Type	
1	10-01-2012	10-01-2014	PS	39-14-101	F	D	39-14-101	N	A	15A1	WATSON, AUSTIN	10CF ROYCE TAYLOR	C
2	10-01-2012	10-01-2014	PS	40-14-201	F	E	40-14-201	N	A	15A1	WATSON, AUSTIN	10CF ROYCE TAYLOR	C
3	10-01-2012	10-01-2014	PS	40-14-201	F	E	40-14-201	N	A	15A1	WATSON, AUSTIN	10CF ROYCE TAYLOR	C

#### Docket 68728

#### TJIS DOCKET HISTORY

Count	Filing Date	Disp Date	Type	Original TCA Type	Class	Amended TCA Type	Class	Location	Defendant Name	Judge	Dispo Type	Hearing Type
1	10-01-2012	10-01-2012	PS	39-14-102	F	S	15A1	BEAVER, JAMES	1010 DAWSON, BRAD	4	C	

Docket 70259

TJIS DOCKET HISTORY

Count	Filing Date	Disp Date	Type	Original TCA Type	Class	Amended TCA Type	Class	Location	Defendant Name	Judge	Dispo Type	Hearing Type	
1	10-01-2012	10-01-2012	PS	39-14-102	F	S	15A1	BEAVER, JAMES	1010 DAWSON, BRAD	4	C		
2	10-01-2012	10-01-2012	PS	40-04-018	F	S	15A1	BEAVER, JAMES	1010 DAWSON, BRAD	4	C		
3	10-01-2012	10-01-2012	PS	40-04-018	F	S	15A1	BEAVER, JAMES	1010 DAWSON, BRAD	3	C		
4	10-01-2012	10-01-2012	PS	39-14-101	F	D	39-14-101	N	A	15A1	BEAVER, JAMES	1010 DAWSON, BRAD	C

#### ERROR TYPE: NO-FILINGS

3	08-01-2010	10-01-2010	PS	39-14-101	F	D	39-14-101	N	15A1	JOHNEL WALTER	RODRIGUEZ TAYLOR	4	C
3	08-01-2010	10-01-2010	PS	39-14-101	F	D	39-14-101	N	15A1	JOHNEL WALTER	RODRIGUEZ TAYLOR	3	C
3	08-01-2010	10-01-2010	PS	39-14-101	F	D	39-14-101	N	15A1	JOHNEL WALTER		0	

**ERROR TYPE: NO FILING**

Case	Filing Date	Disp Date	Type	Original TCA Type	Class	Amended TCA Type	Class	Location	Defendant Name	Judge	Dispo Type	Hearing Type	
3	08-01-2010	10-01-2010	PS	39-14-101	F	D	39-14-101	N	15A1	JOHNEL WALTER	RODRIGUEZ TAYLOR	4	C

#### Docket 70258

#### TJIS DOCKET HISTORY

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#### ERROR TYPE: NO-FILINGS

Count	Filing Date	Disp Date	Type	Original TCA Type	Class	Amended TCA Type	Class	Location	Defendant Name	Judge	Dispo Type	Hearing Type	
4	10-01-2014	10-01-2014	PS	39-14-101	F	D	39-14-101	N	A	15A1	JOHNSON, TAYLOR	C	

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CRIMINAL TIS Q & A

1. A person violated their judicial diversion, losing the diversion. How should this be reported to TIS?

It should be sent in as a correction with the original change, original file date and corrected disposition date, manner of disposition (JIS) and judge name. Changes in the Trial and Judicial Diversion dispositions is the ONLY disposition that may be sent in electronically to TIS.

2. How do we dispose of a case where the defendant is deceased?

Dispose with a (J) Other.

3. A case was filed and then was later retried because they could not find the defendant. They just arrested him and wanted to reopen the case and add a few more counts to his docket number. How should this be reported?

The case is retried or dismissed by the court because the defendant cannot be found or there is not affirmative action by the district attorney (it is left up to the discretion of the judge as to when to eliminate such cases from the system). 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 if it was originally filed (probably as a presentment) with either the same docket number or a different one. The filing date should be the date the defendant was arrested. Note: If not in an existing case, this new filing date will make this a new filing for weighted case loaded purposes.

4. A case was disposed of last year and they just got a birthdate and SSN on the person. They entered it into their case management system and got a message that they may need to send a correction to the AGC. What does this message mean?

This is a TrCS specific message. If anything gets changed in TrCS that is part of the TIS reporting data and that case data has been previously reported to us, the clerk will get a message that they MAY need to send a correction. We would only need correction for certain fields that directly affect the case such as Filing Date, Disposition Date, Disposition, Judge, Docket/Reference Number.

5. Criminal Court sent in a filing for a violation of bond supervision...before the case even went to court. Should they be sending this or if so, what should they send it as when the PS has not been heard, but the defendant has violated his bond supervision?

This should be entered into your case management system rule entries only. This would not be sent to TIS. The case has not been closed. This is an interim filing.

6. A clerk said they have a defendant who has 4 counts. Count 2 is Aggravated Rape, Count 3 is Aggravated Assault. The judge is merging count 3 into count 2 as Aggravated Rape. How do they report that to us?

Dispose of count 3 as (J) Other. Then, dispose of count 2, per final order. For TrCS courts you have a disposition of "Merged Count" that reports as a (J) Other to TIS.

7. Superseding Indictment: How to report them to TIS.

The clerk should send a TIS Correction form to [TIS.Support@courts.gov](mailto:TIS.Support@courts.gov) filing the charges on the superseding indictment. Do not create a new case. The superseding indictment replaces the original indictment.

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Civil Case Reporting

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Civil Filing Type Categories

Type suit #	Case Type (as reported by the Clerk's office)	Original	Reopen	Annual Report Category	Weighted Case/Load Category
363	Adoption	Y	N	Adoption/Emancipation	Protection of Children
513	Appeal- Administrative Hearing	Y	N	Appeal from Administrative Hearing	Administrative Hearings (Appeals)
385	Child Support	Y	Y	Residential Parenting/Child Support	Child Support, Wage Assignment, Interstate Support
571	Conservatorship	Y	Y	Conservatorship/Guardianship	Conservatorship/Guardianship
382	Contract	Y	Y	Residential Parenting/Child Support	Contract
461	Contract/Delict	Y	N	Contract/Delict/Specific Performance	Contract/Delict/Specific Performance
471	Damages/Torts	Y	N	Damages/Torts	Damages/Torts
371	Divorce with Minor Children	Y	N	Divorce with Minor Children	Divorce with Minor Children
572	Divorce without Minor Children	Y	N	Divorce without Minor Children	Divorce without Minor Children
572	Guardianship	Y	Y	Conservatorship/Guardianship	Conservatorship/Guardianship
361	Interstate Support/Incoming	Y	N	Interstate Support	Child Support, Wage Assignment, Interstate Support
392	Interstate Support/Outgoing	Y	N	Interstate Support	Child Support, Wage Assignment, Interstate Support
541	Judicial Hospitalization	Y	Y	Judicial Hospitalization	Judicial Hospitalization
511	Juvenile Court Appeal	Y	N	General Sessions/Juvenile Appeal	Juvenile Court Appeal
362	Legitimation	Y	N	Legitimation/Paternity	Protection of Children
451	Medical Malpractice	Y	N	Medical Malpractice	Medical Malpractice
581	Miscellaneous General Civil	Y	N	Miscellaneous General Civil	Other General Civil
381	Order of Protection	Y	Y	Orders of Protection	Orders of Protection
551	Other	N	Y	Miscellaneous General Civil	Other General Civil
401	Other Domestic Relations	Y	N	Other Domestic Relations	Other Domestic Relations
361	Paternity	Y	N	Legitimation/Paternity	Protection of Children
501	Probate	Y	Y	Probate/Trust	Probate/Trust
481	Real Estate Matter	Y	N	Real Estate Matter	Real Estate Matter
384	Residential Parenting/Child Support	Y	Y	Residential Parenting/Child Support	Residential Parenting/Child Support
383	Residential Parenting/No Child Support	Y	Y	Residential Parenting/Child Support	Residential Parenting/Child Support
462	Specific Performance	Y	N	Contract/Delict/Specific Performance	Contract/Delict/Specific Performance
364	Stipulate	Y	N	Adoption/Stipulate	Protection of Children
514	Three Judge Panel Hearing	Y	N		
573	Trust	Y	Y	Probate/Trust	Probate/Trust
367	Wage Assignment Hearing	Y	Y	Residential Parenting/Child Support	Child Support, Wage Assignment, Interstate Support
491	Workers Compensation	Y	N	Workers Compensation	Workers Compensation

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# TJIS Case Filing Types and Case Weights

General Civil/Other Case Types		Domestic Relations	
Classification	Weight	Classification	Weight
Medical Malpractice	1,320	Residential Parenting	108
Juvenile Court Appeal (Civil)	287	Divorce with Children	106
Real Estate	259	Other Domestic Relations	73
Administrative Hearings	204	Protection of Children (Paternity, Adoption, Legitimation, Surrender, TPR)	65
Damages/Tort	135	Divorce without Children	40
Contract/Debt/Specific Performance	104	Orders of Protection	32
Guardianship/Conservatorship	70	Child Support	20
Other General Civil	58	Contempt	14
Probate/Trust	24		
Judicial Hospitalization	19		

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# Civil Disposition Types

Case	Definition
1. Withdrawn/Voluntary Remedy	When the plaintiff abandons his case, and consents that judgment go against him for costs.
2. Compromise/Settlement - no court hearing	A settlement that does not necessarily involve both parties appearing before the judge. Includes dismissals initiated by one of the parties for failure to prosecute; reconciliation orders; workers' compensation settlements; compromise and settlement orders. Agreed Orders of Dismissal or Compromise/Agreed Settlements should be reported as 'Compromise/Settlements' not as 'Dismissals'. Typically, the parties have reached an agreement and the attorney or parties have brought the order for the judge to sign. Note that a judge may swear in a witness and hear testimony, as long as the parties or parties have come before the judge to have a compromise or settlement finalized by order, this is still reported as a Compromise/Settlement - no court hearing, not as a Non-Jury Trial.
3. Court Approved Settlement	The parties have reached an agreement and appear before the judge. The judge signs the agreement order after hearing whatever evidence he/she deems necessary. The judge may swear in witnesses and hear evidence to satisfy the court that the settlement is valid. This swearing in and presentation of evidence does not constitute a Non-Jury Trial.
4. Uncontested/Default	A defendant either chose not to or failed to contest the plaintiff's allegation.
5. Transferred	The removal of a case from the jurisdiction of one court or judge to another by lawful authority. This does not include cases transferred to another judge within the same judicial district and court, but only those transferred to another district or from circuit to chancery, etc. Always put the judge.
6. Dismissal	An order or judgment entered by the judge finally disposing of an action, suit, motion, etc., without trial of the issues involved. Terminates the jurisdiction of a trial court before a judgment is reached. Such may be either voluntary or involuntary.
7. Trial Non-Jury (Bench)	A trial is held before a judge. The party or parties have come before the judge seeking a decision based on the merits of their case. Witnesses and evidence are presented and the judge renders a final decision in the case. When at least one witness has been sworn under this scenario, the case is to be reported as disposed by Trial - Non-Jury even if the parties reach a compromise or settlement.
8. Trial-Jury	Trial is held before a judge with a jury impaneled. The party or parties appear in court seeking a jury verdict on the merits of their case. Please note that under this scenario once a jury is impaneled, whether they render a verdict or not, the case is to be reported as disposed by Trial-Jury even if the parties reach a compromise or settlement.
9. Other	Any case disposed in a manner not specifically described in one of the other categories.

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# TJIS Civil Errors/ Error Reports

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## Common Civil Errors

1. Unknown or Blank County – Missing County Number
2. No Filing – TJIS does not have a filing with the file date and case filing type to match your disposition.
3. File Date – Missing File Date or Invalid Date
4. Filing Typesuit is Blank or Not Valid – See list for accurate case filing types.
5. Filing Duplicate in Main Table – TJIS already has a filing with the file date and case filing type.
6. Invalid Typesuit for This Source Code – Check reopen case filing type.
8. Different Disposition Already Exists – TJIS already has the filing with the file date and case filing type disposed.
9. Invalid Judge Code – Incorrect information is entered. Please check the judge code for the judge who heard the case. **If unsure of the jcode, please email Cindy.Trey@tncourts.gov.**
10. Filing Date is Greater Than the Disposition Date – The disposition date can't be before the file date. Check the filing and disposition dates.
11. Missing Dispo – Manner of disposition (1-9) is blank

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## Example Civil Error Report

<b>Docket V223658</b>											
COURT ERROR TYPE: INVALID TYPESUIT FOR THIS FILING DATE											
Typesuit	Source	Filing Date	Dispo Date	Dispo	Judge	Location	D&T	Disposgr Amt	Add Reunit	Admstr Amt	Remittstr Amt
171	3	09/18/2024		8	10C3 J. MICHAEL SHARP	62A1		0.00	0.00	0.00	0.00
TJIS DOCKET HISTORY											
Typesuit	Source	Filing Date	Dispo Date	Dispo	Judge	Location	D&T	Disposgr Amt	Add Reunit	Admstr Amt	Remittstr Amt
171	1	10/04/2022	01/30/2023	3	10C3 J. MICHAEL SHARP	62A1	NO	0.00	0.00	0.00	0.00
384	3	04/26/2023	01/10/2024	7	10C3 J. MICHAEL SHARP	62A1		0.00	0.00	0.00	0.00
COURT ERROR TYPE: INVALID TYPESUIT FOR THIS SOURCE CODE											
Typesuit	Source	Filing Date	Dispo Date	Dispo	Judge	Location	D&T	Disposgr Amt	Add Reunit	Admstr Amt	Remittstr Amt
171	3	09/18/2024		8	10C3 J. MICHAEL SHARP	62A1		0.00	0.00	0.00	0.00
TJIS DOCKET HISTORY											
Typesuit	Source	Filing Date	Dispo Date	Dispo	Judge	Location	D&T	Disposgr Amt	Add Reunit	Admstr Amt	Remittstr Amt
171	1	10/04/2022	01/30/2023	3	10C3 J. MICHAEL SHARP	62A1	NO	0.00	0.00	0.00	0.00
384	3	04/26/2023	01/10/2024	7	10C3 J. MICHAEL SHARP	62A1		0.00	0.00	0.00	0.00
<b>Docket V240196J</b>											
COURT ERROR TYPE: DIFFERENT DISPOSITION ALREADY EXISTS											
Typesuit	Source	Filing Date	Dispo Date	Dispo	Judge	Location	D&T	Disposgr Amt	Add Reunit	Admstr Amt	Remittstr Amt
181	2	05/11/2024	06/11/2024	7	10MF MIKE JENNE	62A1	NO	0.00	0.00	0.00	0.00
TJIS DOCKET HISTORY											
Typesuit	Source	Filing Date	Dispo Date	Dispo	Judge	Location	D&T	Disposgr Amt	Add Reunit	Admstr Amt	Remittstr Amt
181	1	05/11/2024	06/06/2024	3	10MF MIKE JENNE	62A1		0.00	0.00	0.00	0.00

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### Civil TJS-Q & A

1. The Child Support Magistrate signs the order, and the judge signs a confirmation. The Magistrate's name is used for all the dismissals. Whose name should be reported to us?  
*The trial judge has to sign an order of confirmation. The judge who signed the final order is who should be reported to us. That would be the trial court judge.*
2. What is the correct way to re-open a case, when multiple filings are filed throughout the life of the case?  
*For each docket number, there can only be one re-open or original case pending at any given time. Until the original filing is disposed, do not report additional filings to the AOC. Once re-opened do not file subsequent filings until the original reopened filing is disposed.*
3. For child support contempt cases - When the contempt is heard that filing should be disposed for TJS purposes. You can still set a review hearing for the child support, without the TJS case being open. This allows other matters, when they arise, such as modifications, etc., to be reopened and reported correctly.
4. A case was sent to TJS by a county in as a Reopened "Other" Type filing. The original child support case was disposed in a different county and transferred only for child support payment review. There has been no petition filed in the county that the case was transferred to. Should this be reported by the county that got the transferred case?  
*No, this case was transferred for Child Support Payment Review only. If there is no other activity on the case in the county where it was transferred, enter into your case management system and unmark the TJS filing and disposition, so they do NOT report to TJS.*
5. A young lady had a baby and does not know who the father is. She is terminating her parental rights. The grandmother is going to adopt the baby. How do you report the case, as a surrender, termination of parental rights or adoption?  
*SR&D Surrender*
6. In a Circuit Civil Court, they have type suit (451-Medical Malpractice) cases that are closed as a minor settlement (x3), the insurance company's attorney later files an order of dismissal (x4) once monies are paid. Do we send in a correction for the original disposition?  
*No, the case was disposed of as a court approved settlement (x3). For TJS purposes, that case is now disposed. If they enter a dismissal for insurance purposes once the monies have been paid, this entry would only be made on your case management system and not re-reported to TJS.*
7. How should multiple petitions being filed at the same time be reported to TJS?  
*One petition should be filed to open the case. All other petitions would be part of that filing to open the case. For weighted caseload purposes, you should choose the petition with the most case weight as the initial filing to open the case.*
8. How do we dispose a case that was moved to Federal Court.  
*If the judge heard anything on the case, he/she should be the judge disposing the case. If the case was moved before it came to trial, it should not be reported to TJS. Just enter a close date on the date you transferred it. Make notes in the Rule Docket Entry as to what happened. Uncheck the box to report to TJS. If we already have the case in TJS send Cindy the docket number and she will remove it.*

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## Case Corrections

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## Case Correction Reporting

- Corrections should be sent in for previously reported data.
- If the docket number is being corrected, list the correct docket number as well as the incorrect docket number.
- If the filing date is being corrected, write the incorrect filing date as well as the correct filing date in the appropriate spaces provided 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 on the correction sheet. This sheet can also be used to report an additur or remittitur to a previously disposed medical malpractice or damages/torts case.
- Corrections can be done for both CV and CR cases and there is a correction sheet for Civil and one for Criminal.
- Correction sheets should be filled out completely, making notes if necessary. Please use the fillable correction sheets we have on our website. Here is the link: <https://www.tncourts.gov/courts/court-clerks/clerks-manuals-reporting>
- Email corrections to: [TJIS.Reporting@tncourts.gov](mailto:TJIS.Reporting@tncourts.gov)

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## Pending Reports

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## Pending Reports Information

1. If a case is on the pending report, but it is disposed of in your system, please write the disposition information on the report: Disposition Date, Manner of Disposition (#1-9), Judge Name.
  2. If a case on the pending report is still pending (open) in your system, but should have been disposed of, please dispose the case and it will report with your next month data.
  3. Do not mark through a docket number. If it is incorrect, please write the correct one beside it.
  4. If there is a case number that is not yours, please write 'delete' beside it.
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1. If a case (count and/or charges) is on the pending report, but it is disposed of in your system, please write the disposition information on the report: Disposition Date, Manner of disposition (#1-9), Judge Name.
  2. If a case on the pending report is still pending (open) in your system, but should have been disposed of, please dispose the case and it will report with your next month data.
  3. Note: If a charge has a disposition of 5-guilty lesser charge, please put the Amended TCA, Type/Class.
  4. If there is a count and/or charge that should not be on a case, please write 'delete' beside it.

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### Administrative Office of the Courts

Nashville City Center, Suite 600  
511 Union Street  
Nashville, Tennessee 37219  
615.253.3000 or 615.253.3400  
FAX 615.253.3141

MICHELLE J. LONG  
Director

RACHEL HARRISON  
Deputy Director

#### MEMORANDUM

TO: All Clerks of Court  
FROM: Cindy Tiney<sup>CAT</sup>  
DATE: Friday, February 21, 2025  
RE: 2nd Qtr. TJS Civil Pending Case Report – as of December 31, 2024

We now have the 2<sup>nd</sup> Qtr. TJS Civil Pending Reports online at 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/1687305>. 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.

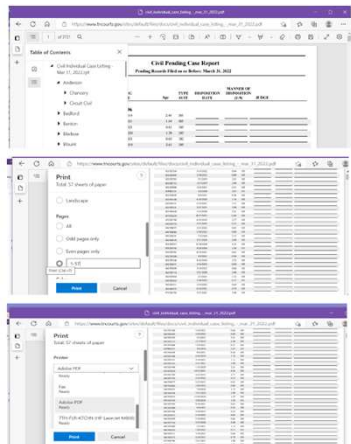
Please go to the AOC link to print your courts pending report (Individual Case Listing) for your court with the (December 31, 2024) date and you will see your county's bookmarks on the left hand side. The screen may look a little different, depending on the browser you use. For Civil Pending Reports, 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 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 1-57. Print. See screenshot on next page.

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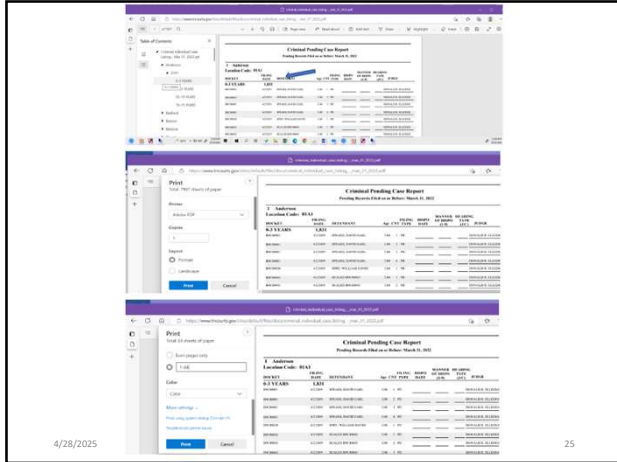


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## Key Information




Data is due to the AOC by the 15<sup>th</sup> of every month. Example: December 1<sup>st</sup> to 31<sup>st</sup> data is due on or before January 15<sup>th</sup>.




Be sure to use the last day of the month, not the current day, when you are pulling the TJIS data.



Data reporting information can be found on our website at the following link:  
<https://www.tscourts.gov/courts/courts-clerks/clerks-manuals-reporting>



When you are sending expungements, please use the docket number that was reported to TJIS. This will help us process these expungements more quickly.



Diversion cases should be disposed at the time the defendant is put on diversion, not after the probationary period has expired.

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## TJIS Deadlines

### TJIS DEADLINE DATES

November 15 <sup>th</sup>	Data from July 1 <sup>st</sup> through September 30 <sup>th</sup> complete
23 <sup>rd</sup>	Cindy at the AOC runs pending reports and report verification, sends to webmaster. Sends memos to webmaster and emails clerks.
December 18 <sup>th</sup>	Pending reports due back to AOC
February 15 <sup>th</sup>	Data from October 1 <sup>st</sup> through December 31 <sup>st</sup> complete
23 <sup>rd</sup>	Cindy at the AOC runs pending reports and report verification, sends to webmaster. Sends memos to webmaster and emails clerks.
March 18 <sup>th</sup>	Pending reports due back to AOC
May 15 <sup>th</sup>	Data from January 1 <sup>st</sup> through March 31 <sup>st</sup> complete
23 <sup>rd</sup>	Cindy at the AOC runs pending reports and report verification, sends to webmaster. Sends memos to webmaster and emails clerks.
June 18 <sup>th</sup>	Pending reports due back to AOC
August 1 <sup>st</sup>	Cindy at the AOC reviews missing data and makes phone calls to the clerks
August 15 <sup>th</sup>	Data from April 1 <sup>st</sup> through June 30 <sup>th</sup> complete
23 <sup>rd</sup>	Cindy at the AOC runs pending reports and report verification, sends to webmaster. Sends memos to webmaster and emails clerks.
September 18 <sup>th</sup>	Pending reports due back to AOC Changes/corrections to preliminary numbers due back to AOC

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## Please Help us Stay Current

- ☐ AOC needs a contact person for each office to act as a main point of contact for TJIS to help work corrections, work error reports, etc.
- ☐ Please make sure it that person leaves or you change the TJIS point of contact, you email  
Cindy.Tirey@tncourts.gov

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## Our Contact Information

### **Cindy Tirey**

Lead Statistical Clerk  
Cindy.Tirey@tncourts.gov  
615-532-7327 (Ext. 2200)  
Toll Free: 1-800-448-7980

### **Lisa McClendon**

Application Support Manager/Court Clerk Liaison  
Lisa.McClendon@tncourts.gov  
615-532-7327 (Ext. 2025)

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