

A decorative graphic on the left side of the slide, consisting of white lines and circles on a blue gradient background, resembling a circuit board or a stylized tree structure.

# *TJIS*

*Troubleshooting and Reporting*

For those of you who do not have a copy of the laminate TJIS criminal / civil sheets in your office they can be found online @

- <http://www.tsc.state.tn.us/courts/court-clerks/clerks-manuals-reporting>

# When reopening a civil case, only reopen if the criteria for the case is listed as a reopened TJIS filing

Order of Protection

Contempt

Residential Parenting/no child Support

Child Support

Wage Assignment Hearing

Probate

Judicial Hospitalization

Conservatorship

Guardianship

Trust

Other (Reopened)

Reopened civil cases should always be reopened using current filing date. For each docket number, there can only be one reopened or original case pending at any time.

Save and Close More Options

General Style Of Case Notes Document Manager

Style Of Case: The Twisted Twig vs Joseph Jones

Case Number: 4GS1-2022-CV-11312

Case Sub Type: Contract/Debt

Filing Date: 8/24/2022

Status: Disposed

Status Date: 8/24/2022

Judge: Lenny Mason Ashley

Party	Party Role	Next Hearing Date
The Twisted Twig	Plaintiff	
Joseph Jones	Defendant	

Notes:

Case Status Change -- Webpage Dialog

Save and Close More Options

General

Case Number: 4GS1-2022-CV-11312

Status: Reopened

Status Date: 1/31/2023

Rule Docket Entry

Date: 1/31/2023

Time: 7:40:00 AM

Entry: Case Status Change: Reopened

Notes:

OK



# ALWAYS confirm judge and disposition dates are correct when disposing of case

**General** | Style Of Case | Notes | Document Manage

Style Of Case: The Twisted Twig vs Joseph Jones

Case Number: 4GS1-2022-CV-11312

Case Sub Type: Contempt

Filing Date: 8/24/2022

Status: Reopened

Status Date: 1/31/2023

Judge: Lenny Mason Ashley

Party	Party Role	Next Hearing Date/Time
The Twisted Twig	Plaintiff	
Joseph Jones	Defendant	

Notes:

**Dispose Case/Enter Judgment -- Webpage Dialog**

**Dispose a Case**

Enter the disposition information and select one or more parties to dispose. Click Next to continue.

Case Number: 4GS1-2022-CV-11312

Style Of Case: The Twisted Twig vs Joseph Jones

Case Type: Civil

Case Sub Type: Contempt

Filing Date: 1/31/2023

Status: Reopened

Disposition Date: 1/31/2023


Judge: Joseph Galen Britt

Select Parties to Dispose

<input type="checkbox"/> Plaintiff	Defendant	Disposition Type
<input checked="" type="checkbox"/> The Twisted Twig	Joseph Jones	Court Approved Settlement



**Use the 'CORRECTIONS' coversheet to make changes to previously filed cases.**

- Some of you may not have a paper copy, however it can be found online @
  - <http://www.tsc.state.tn.us/courts/court-clerks/clerks-manuals-reporting>
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All corrected dispositions must be submitted on paper forms with exception of judicial diversions.

- **Judicial Diversion are the ONLY disposition that will correct automatically when original disposition is changed!!!!**
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# *Now that we have discussed troubleshooting TJIS*

- Let's complete a TJIS monthly reporting interface and discuss the issue if any you are having in your office!!!!
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- 



Interface > TJIS > Items to report > TJIS interface type > As of date (always use the last day of the month working or none)

#### Enter Selection Criteria

Select a TJIS Interface Type, which will specify the types of cases you want to report: Criminal only, Civil only, or Both.

Enter the date of the latest TJIS-Reportable Event which should be selected for reporting. All unreported events on or before this date will be selected.

Click Next to Continue.

TJIS Interface Type:

Bledsoe TJIS - BOTH CV/CR



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As-Of Date:

1/31/2023

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# Number of civil / criminal cases to be selected are listed

## Review Number and Type of Items To Be Selected For TJIS Reporting

Review the number of Civil Cases and/or Criminal Charges which will be selected if you choose to complete the Selection process.

If you wish to complete the Selection process, choose Finish. If you wish to modify your selection criteria, choose Back.

### Summary

**Number of Civil Cases to be Selected:** 1

**Number of Criminal Charges to be Selected:** 7

# View / Correct errors will list all cases on the report with case status and TJIS event

## TJIS Items To Report Have Been Selected

Click the Task you wish to perform. Click Close to return to the main menu.

	Correct	Have Error(s)
<b>Number of Civil Cases Selected</b>	1	0
<b>Number of Criminal Charges Selected</b>	7	0

### Tasks

View / Correct Errors  
Print Civil Batch Contents  
Print Criminal Batch Contents  
Finalize Batch

When finalized, TJIS batch number is listed  
you can either click send / re-send batch or CLOSE and  
send from menu

**The Selected TJIS Items have been finalized, and are ready to be sent to AOC.**

The TJIS Batch Number has been created.

Click the Task you wish to perform. Click Close to return to the main menu.

**TJIS Batch Number(s):** 00141-CR, 00141-CV

Tasks

Send / Re-Send Batch



# Review batch history

## Options to Send / Re-send batch or Print Batch Contents

Search by:

From Date:

Thru Date:

As-Of Date	Batch Number
12/31/2021	00138-CV
1/30/2022	00139-CR
1/30/2022	00139-CV
1/31/2022	00140-CR
1/31/2022	00140-CV
1/31/2023	00141-CR
1/31/2023	00141-CV

TJIS Batch File Contents -- Webpage Dialog

TJIS Batch:

TJIS Batch Type:

Batch Filename:

Batch File Contents

Cty #	Loc Cd	Court Name	Docket #	Date of Filing	Type of Suit	Date
04	04A1	General Sessions	4GS12022CV11312	01312023	382	
04	04A1	General Sessions	4GS12022CV11312	01312023	382	01312023

Tasks

Send / Re-Send Batch

Rollback Batch

Print Batch Contents