

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

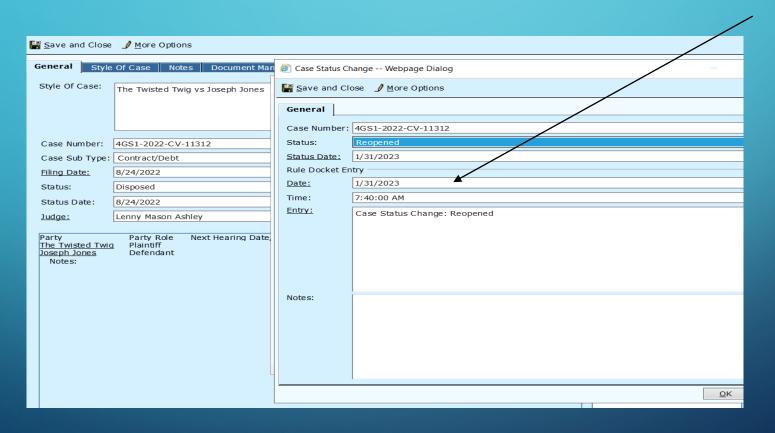
Conservatorship

Guardianship

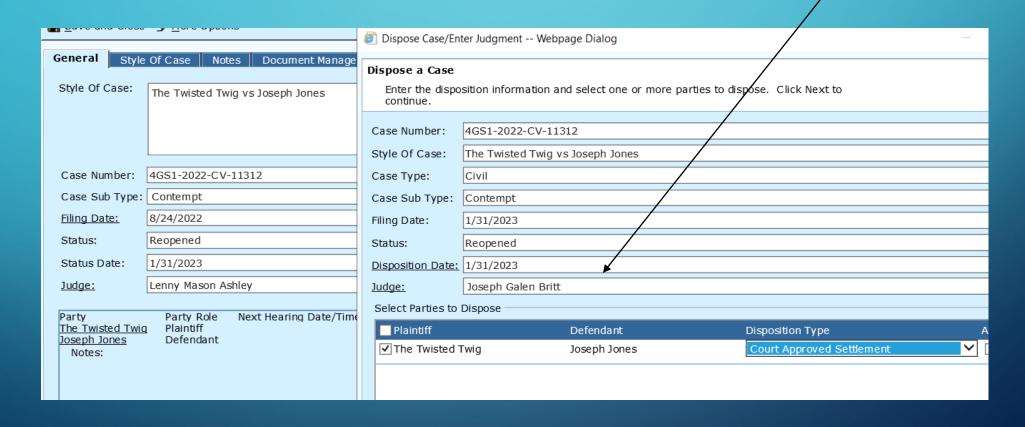
Trust

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.



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



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

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!!!!!

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!!!!! 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

As-Of Date:

1/31/2023

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:

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)
Number of Civil Cases Selected	1	0
Number of Criminal Charges Selected	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

