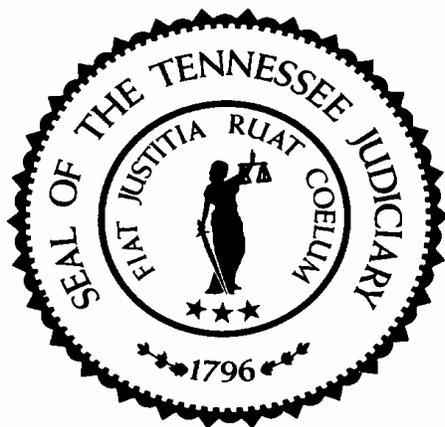


CRIMINAL CASE COVER SHEET REPORTING GUIDELINES



*Tennessee Judicial Information System
(TJIS)*

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Introduction to Criminal TJIS Reporting

Supreme Court Rule 11, Section II requires the Administrative Office of the Courts (AOC) to maintain statistics of case related information. The Tennessee Judicial Information System (TJIS) compiles data from across the state and produces statistical reports based on the compiled information.

The AOC compiles filing and disposition related data from the clerk's offices in each county. All filing records are matched with disposition records as disposed.

When the AOC receives a filing, disposition, or correction, it is logged, entered, checked for errors, and loaded directly into the centralized TJIS database. After the information is loaded, each disposition is matched to the appropriate filing record. If errors occur, the AOC may contact the clerk's office for assistance in completing or correcting the data.

In an effort to maintain accurate and complete statistics, 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.

Should you have any questions regarding TJIS reports, forms, or instructions, please contact the Technology Services Division of the Administrative Office of the Courts at 1-800-448-7980 or e-mail us at tjis.reporting@tscmail.state.tn.us

Reporting Requirements

Reporting requirements for TJIS are provided in Supreme Court Rule 11, see Appendix page 38.

Electronic Reporting

For counties that report electronically, a copy of the file layout is found on page 8.

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

All corrections must be submitted on paper forms.

Prior to sending Expungement records, a disposition record should be reported to the AOC. Expungement records should include the original filing date, the type of filing as "EXP" and a source code of 2.

Make sure that diskette labels include the county name, court, month of data, and if needed, whether the disk contains filing and/or disposition data.



Filenames must have an extension (i.e., *filename.txt*) and identify which are filings and/or dispositions, if necessary.

Disks should be placed in disk mailers before submitting to the AOC. If disk mailers cannot be purchased, please wrap the diskette in protective covering and write, "DISK(S) ENCLOSED, DO NOT SCAN" on the outside of the mailing envelope. It is important that the disks not be scanned. Magnetic scanners used by the postal service can strip data from diskettes.

Counties which report electronically are asked to contact the AOC, Technology Services Division by memorandum, or by submitting a filing form marked "No Data for Month of (*specify month*)", if there are no filing or disposition records for a given month. Please indicate County and Court.

If reporting data by e-mail attachment, please send to the following address: tjis.reporting@tscmail.state.tn.us. If connected to the state's network, the data can be sent to "TJIS Reporting" in the GroupWise Address book. The e-mail should include the County, Court, Month for data being submitted in the subject line, and identify which files are filings and dispositions, if necessary.

Criminal File Format:

All ASCII text files should conform to this single line record delimited format. The following details what each range of the 264 character line means.

		Filing Record	Disposition Record
1-2	County Number (2)	Required	Required
3-6	Location Code (4)	Required	Required
7-36	Docket Number (30)(all spaces, /, -, ', and * will be stripped)	Required	Required
37-44	Date of Filing (8) mmddyyyy	Required	Required
45-94	Defendant's Name (50)	Required	Required
95-144	Alias (50)		
145-155	Social Security Number (11)		
156-170	State Control Number (15)		
171-174	Type of filing code (4) (see page 14 for listing)	Required	Required
175-182	Disposition Date (8) mmddyyyy		Required
183-186	Judge Code (4)		Required
187-190	Count Number (4)	Required	Required
191-205	TCA code section for offense (15)	Required	Required
206	Offense Type (1)	Required*	Required*
207	Offense Class (1)	Required*	Required*
208-209	Disposition Type (2)		Required
210	Hearing Type (1) J for Jury or C for Court		Required
211	Source Code (1) 1 for Filing or 2 for Disposition	Required	Required
212-226	Final TCA (15)		Required
227	Final Offense Type (1)		Required
228	Final Offense Class (1)		Required
229	Sealed indictment (1) Y for Yes, N for No	Required	Required
230	Juvenile case (1) Y for Yes, N for No	Required	Required
231-264	Blank filler space		

Valid Type of Filing codes are as follows:

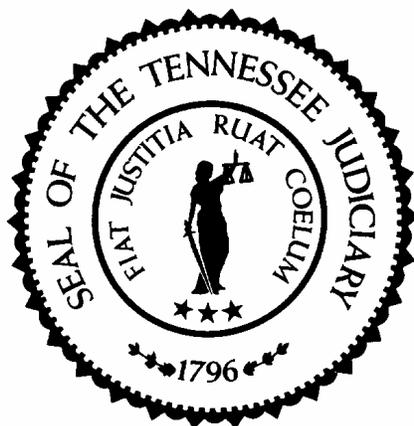
- PII- Presentment, Indictment, Information;
- ALC- Appeal from Lower Court;
- RHC- Remand from Higher Court;
- PCR- Post Conviction Relief;
- OPMW-Other Petition, Motion, or Writ;
- EXP- Expungement;
- PV- Probation Violation.

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.

- Cases filed and disposed in the same month should be reported as two records; one filing record and one disposition record.
- All filenames must include an extension (ie *filename.txt*).
- 'Type of Filing' codes and definitions can be found on page 14.
- 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.

* Offense Type and Offense Class should be blank if Type of Filing is PV, OPMW or PCR.



FILING INSTRUCTIONS

The filing portion of the Criminal Case Coversheet should be filled out for each case. (A separate coversheet is used for each case number).

The white copy of the Criminal Case Coversheet should be completed as the case is filed and submitted to the AOC at the end of the month. When the case is disposed, the yellow copy should be completed and submitted to the AOC. The pink and goldenrod copies should be retained by the clerk's office.

When cases are returned from the Grand Jury as a "No True Bill", they should not be reported to the AOC.

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</u> (1234A)	<u>Defendant 2</u> (1234B)
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	Count 6

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	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.

Count	En Fi co co
-------	----------------------

T.C.A. Section

Enter

code section for each count.

--

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.
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)	<p>The destruction of public records of a criminal charge including the fact of the arrest.</p> <p>* See page 43 in Appendix for an example of the Order for the Expungement of Criminal Offender Records form.</p>
Post-Conviction Relief (PCR)	<p>A petition whereby the lawfulness of the conviction and/or sentence of an offender may be challenged.</p> <p><u>Only one count for a single case should be reported on the same filing date.</u></p>
Probation Violation (PV)	<p>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.</p> <p><u>Only one count for a single case should be reported on the same filing date.</u></p>

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, suspended sentence, and habitual motor vehicle offenses. <u>Only one count for a single case should be reported on the same filing date.</u>
--	---

Habitual Motor Vehicle Offender (HMVO):

- **Petitions to Declare:**

For statistical purposes, please report a "Petition to Declare a Habitual Motor Vehicle Offender" on a criminal cover sheet. While these are technically civil cases, they are generally heard in criminal court and are cases initiated at the request of the district attorney. "Petition to Declare a Habitual Motor Vehicle Offender" should be reported as the Type of Filing OPMW ("Other Petition, Motion or Writ").

- **Violations after Restriction:**

After a violation, the Type of Filing should be reported as "Presentment, Indictment or Information" since there will be an indictment. This is considered a new PII case either using the same case number with a new indictment date (filing date) or by assigning a new docket number using the new indictment date (filing date). Violations of the restriction should be reported as T.C.A. §55-10-616.

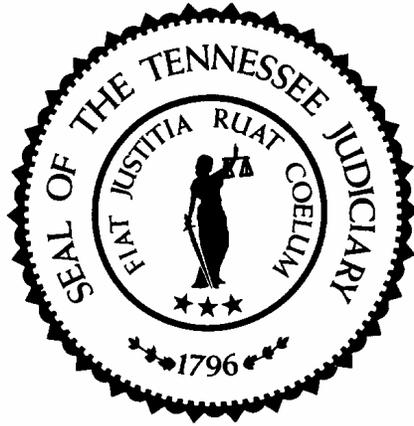
As per T.C.A. §55-10-616, an individual that has been declared a habitual motor vehicle offender that is found in violation of the restriction has committed a Class E Felony.

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.



Disposition Form

Offense		Type Class		Disposition	
Type (M/F)	CA-E (A-E)	Type (M/F)	Class (A-E)	(M/F)	(Court)
Count ()	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> A <input type="checkbox"/> E	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Court
Count ()	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> A <input type="checkbox"/> E	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Court
Count ()	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> A <input type="checkbox"/> E	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Court
Count ()	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> A <input type="checkbox"/> E	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Court
Count ()	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> A <input type="checkbox"/> E	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Court

**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 "M" in the second block. 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/Remand, 7-Pre-Trial or Judicial Diversion, 8-Retired/Unapprehended Defendant, 9-Other*

Disposition Date: _____ Judge: _____

(FORM NO: TJIS/CR1 revised 4/2007) White-AOC filing copy; Yellow-AOC disposition copy; Pink & Goldenrod-clerk's copies

CRIMINAL CASE COVER SHEET

Location Code _____ Date _____ Sealed Indictment Juvenile

Docket Number _____ Filing J _____ Alias _____

Defendant's Name _____ State Control No. _____

Social Security Number _____

TYPE OF FILING:

Presentment, Indictment, or Information Appeal Remanded from Higher Court Post-Conviction Relief
 Probation Violation Other (Petition, Mot* Final T.C.A. section) Expungement Manner of Hearing

DISPOSITION INSTRUCTIONS

The disposition portion of the *Criminal Case Coversheet* should be filled out for each original or reopened disposition of a case. (A separate coversheet is used for each case number).

When the case is disposed, the yellow copy of the coversheet should be completed and sent to the AOC. The pink and goldenrod copies should be retained by the clerk's office.

Item	Instruction
Final Offense Type (M/F)	Enter the Offense Type as disposed. <ul style="list-style-type: none"> • If, upon disposition, the Offense Type is the same as the Offense Type charged, enter the original Offense Type. • If the Offense Type is changed upon disposition enter the modified Offense Type.
Final Offense Class (A-E)	Enter the Offense Class as disposed. <ul style="list-style-type: none"> • If, upon disposition, the Offense Class is the same as the Offense Class charged, enter the original Offense Class. • If the Offense Class is changed upon disposition enter the modified Offense Class.
Manner of Disposition (Disposition Type)	Enter the appropriate manner of disposition from the definitions on page 20.
Hearing Jury Court	Check the box to identify whether the hearing was 'Jury' or 'Court'. <p style="text-align: center;"><i>Jury</i> - If impaneled prior to defendant changing to guilty plea, case should be listed as jury.</p> <p style="text-align: center;"><i>Court</i> - 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. <p style="text-align: center;">Do not use judge codes on paper forms.</p>

Manner of Disposition (Disposition Categories):

Field on Disposition Coversheet used to categorize the disposition for the case.

1. Acquittal	Either a judge or jury finds a defendant <u>not-guilty</u> .
2. Conviction	Either a judge or jury finds a defendant <u>guilty</u> .
3. Dismissal/Nolle Prosequi	A formal entry upon the record disposing of an action, suit, or motion, etc., <u>without trial</u> 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	<p>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.</p> <p>NOTE: These cases should be disposed at the time the defendant is put on diversion, not after the probationary period has expired.</p>

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. **(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

The docket number, filing date, and 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.

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.



CRIMINAL CASE COVER SHEET CORRECTIONS

Location Code _____ Sealed Indictment Juvenile Yes No
 Correct Docket Number _____ Incorrect Docket Number _____
 Correct Filing Date _____ Incorrect Filing Date Number _____

Defendant's Name _____ State Court _____ Alias _____
 Social Security Number _____ Court No. _____

TYPE OF FILING:
 Presentment, Indictment, or Information Appeal from Lower Court Remanded from Higher Court Post-Conviction or Relief
 Probation Violation Other (Petition, Motion, or Writ) Court Expungement

Count ()	T.C.A. Section		Final T.C.A. section		Final Offense* Type Class (M/F) (A-E)		Manner of Disposition**		Hearing (Jury) (Court)	
	(M/F)	(A-E)	(M/F)	(A-E)	(M/F)	(A-E)	(M/F)	(A-E)	(Jury)	(Court)
Count ()	<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"/>				
Count ()	<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"/>				
Count ()	<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 "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" enter an "M" or a "F" in the first block and "A" through "E" in the second block. 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 "A" 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 Diversion, 8-Retired/Unapprehended Defendant, 9-Other

Disposition Date: _____ Judge: _____
 (FORM NO-TJIS/CRI revised 4/2007) White-AOC filing copy; Yellow-clerk's copy
 Delete this docket number

CORRECTION 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 forms.

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.

If the filing date

Item	Instruction
Correct Docket No.	Use the <u>correct docket number</u> . <div data-bbox="1045 212 1529 359" style="border: 2px solid black; border-radius: 15px; padding: 10px; margin-top: 10px;"> This field must be provided to insure that the correct case information is updated. </div>
Incorrect Docket Number	Enter the docket number as it was previously reported. * If the docket number is being corrected, this field <u>must</u> be completed.
Correct Filing Date	Enter the <u>correct filing date</u> . <div data-bbox="878 604 1484 751" style="border: 2px solid black; border-radius: 15px; padding: 10px; margin-top: 10px;"> This field must be provided to insure that the correct case information is updated. </div>
Incorrect Filing Date	Enter the incorrect filing date as it was previously reported. * If the filing date is being corrected, this field <u>must</u> be completed.
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 14 for Type of Filing descriptions.
Count	Enter the count number for each charge. 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. <div data-bbox="1068 1451 1541 1747" style="border: 2px solid black; border-radius: 15px; padding: 10px; margin-top: 10px;"> <p>Note: '0' count should not be used.</p> <p>The Disposition count number must match the count number used when that charge was filed.</p> </div>

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re and "M" in the offense ch

cco T.C.A. §39-11-117(a)(1), first degr

ve

Item	Instruction
Final T.C.A. Section	Enter the TCA as disposed. <ul style="list-style-type: none"> • If, upon disposition, the TCA is the same as the TCA charged, enter the original TCA. • If the TCA is changed upon disposition enter the modified TCA.
Final Offense Type (M/F)	Enter the Offense Type as disposed. <ul style="list-style-type: none"> • If, upon disposition, the Offense Type is the same as the Offense Type charged, enter the original Offense Type. • If the Offense Type is changed upon disposition enter the modified Offense Type.
Final Offense Class (A-E)	Enter the Offense Class as disposed. <ul style="list-style-type: none"> • If, upon disposition, the Offense Class is the same as the Offense Class charged, enter the original Offense Class. • If the Offense Class is changed upon disposition enter the modified Offense Class.
Manner of Disposition (Disposition Type)	Enter the appropriate manner of disposition *See page 20 for definitions.
Hearing Jury Court	Check the appropriate box to identify whether the hearing was 'Jury' or 'Court'. <p style="text-align: center;"><i>Jury</i> - If impaneled prior to defendant changing to guilty plea, case should be listed as jury.</p> <p style="text-align: center;"><i>Court</i> - 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. Do not use judge codes on paper forms.

Expungements:

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 recorded.

TJIS Reports for Data Verification

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 sent to all clerks and judges for verification:

x Pending Report

This report is sent quarterly. A date will be listed at the top of the report. The report reflects cases and counts that have been filed prior to that date, but have not been disposed.

x Audit Report

Audit Reports are provided on a "request only" basis. The reports list cases and counts filed and/or disposed during a specific date range. It can be used by clerks and judges to verify case data.

The AOC will provide reports upon request .

Instructions for Cleanup of TJIS Pending Reports:

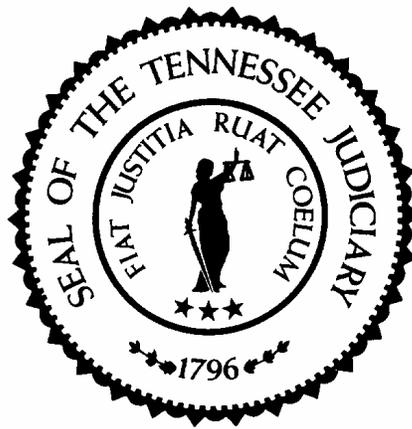
In an effort to make TJIS data as accurate as possible, please complete the following steps when correcting a pending report.

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. 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 for the report, do not submit disposition information for those cases. To simplify this, draw a line through the filing information on the report. **Only draw a line through cases that have been disposed since the date shown on the pending report.**



Frequent Reporting Problems

Criminal case coversheets missing required filing information.

Location code, docket number, filing date, defendants name, type of filing, count number, TCA code, Offense Type, Offense Class, are required fields. It is important that all information is legible.

Criminal case coversheets missing required disposition information.

Filing date must be entered on the disposition form. It is extremely important that the filing and disposition information is legible.

Diskettes submitted without identifying labels

Diskettes should be submitted with County Name, Court, Month of Data, and Filing and/or Disposition written on the diskette.

Electronic Media submitted with inaccurate data.

Please verify that files contain information and accurate monthly data.

Make sure that when emailing data, that the County name, Court, Month of Data, and Filings and/or Disposition is stated in the subject line.

Differences in case numbers or filing information when converting to new software, or upon initial automation.

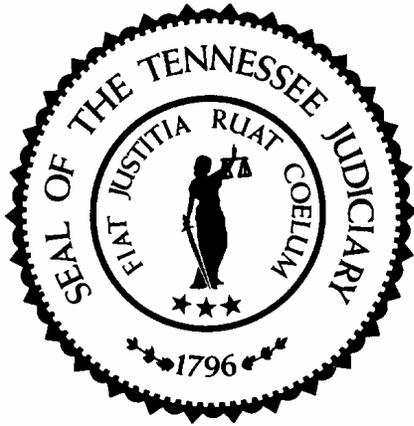
Contact the AOC prior to changing automated systems.

Glossary

The following 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 - Each county is assigned a number for reporting purposes.

01 Anderson	25 Fentress	49 Lauderdale	73 Roane
02 Bedford	26 Franklin	50 Lawrence	74 Robertson
03 Benton	27 Gibson	51 Lewis	75 Rutherford
04 Bledsoe	28 Giles	52 Lincoln	76 Scott
05 Blount	29 Grainger	53 Loudon	77 Sequatchie

IN RE AMENDMENTS TO SUPREME
JUDICIAL SYSTEM

COURT RULES SUPERVISION OF THE

ORDER

Supreme Court Rule 11, Section II, is hereby amended by deleting the section in its entirety and by substituting in its stead the following:

II. In

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filed to commence, reopen, or reinstate a civil action shall be accompanied by a Civil Case Cover Sheet for reopened cases, FORM NO. TJIS/CI3, 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. A portion 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 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 complete the disposition portion of the Criminal Case Cover Sheet for each docket number and all related charges. When all charges on the form have been disposed of, these forms shall be forwarded by the clerk of court, on a monthly basis, to the AOC.

Effective July 1, 2002, clerks' offices that are automated shall report statistical information monthly to the AOC by computer diskette or electronic mail attachment. 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) ~~ADDPENY~~ 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 Judicial Council, 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 cover sheets within the fifteen (15) day time frame, submitting data every month, submitting data according to Implementation Manual guidelines, 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 Judicial Council and 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 dictionary of terms to be used for case

reporting, and how the terms will be defined for reporting purposes.

(3) ~~C.R.P.~~ 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.

An incident is defined as all criminal activity occurring in a twenty-four (24) hour period, committed by a single defendant.

Charges of a related nature shall be defined as charges against a single defendant that may have more than one victim and that are similar such as, but not limited to, burglaries, drug offenses, or serial rape.

A court proceeding is defined as all court activity relating to a case from initial filing through disposition at a single level of court, *i.e.* general sessions, circuit, appellate, or Supreme Court.

A criminal case in a court of record, except juvenile court, is defined as a single charge or set of charges, arising out of a single incident involving the same victim(s), concerning a single defendant in one court proceeding. Accordingly, all charges consolidated into a single proceeding shall be included under one case number. In no instance should separate docket numbers be assigned to each charge when multiple charges are filed against a single defendant when said charges are intended to be handled in the same court proceeding. An appeal, probation revocation, or other post judgment proceeding is considered a separate case.

Worthless check cases shall be defined as all worthless checks filed by the same affiant against the same defendant within a twenty-four (24) period with each check as a separate charge under one docket number.

In criminal cases, each defendant shall be assigned a separate case (docket) number. In the alternative, separate defendant identifiers (such as letters) shall be added to the end of the original docket number to reflect co-defendants listed in a single case or charge. In instances where multiple defendants are identified by appending a letter to the docket number, all dispositions must be filed in an identical manner.

District attorneys general shall treat multiple incidents as a single incident for purposes of this rule when the charges are of a related nature and it is the district attorney general's intention that all of the charges be handled in the same court proceeding.

Nothing in this rule is intended to alter or change in any way the Rules of Criminal Procedure governing severance and joinder.

The following diagram is provided as a guidance to properly number criminal cases.

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.

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guidelines published by the AOC.

Clerks of general sessions and municipal courts with general sessions jurisdiction shall file monthly reports with the AOC using FORM NOS. TJISGSCR1 and TJISGSCV1. Forms shall be submitted no later than the fifteenth (15) day of month following the month for which data is being reported.

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 diskette or e-mail submission.

Order for the Expungement of Criminal Offender Record

State of Tennessee vs

Circuit Docket No

[REDACTED]

General Sessions Docket No. _____

In the _____ Court of _____ County, Tennessee at _____

On Motion or Petition of _____

Defendant/Arrest Information:

<i>Defendant (Name Used at Time of Arrest)</i>	<i>Race</i>	<i>Sex</i>	<i>Date of Birth</i>
<i>Arresting Agency</i>	<i>OCA#</i>	<i>Date of Arrest</i>	

[REDACTED]

Location Codes

Updated List 04/27/2007

County	Location Code	Address
Anderson	01A1	COURTHOUSE, ROOM 301, CLINTON, TN 37716
	01A2	COURTHOUSE, ROOM 308, CLINTON, TN 37716
	01B1	701 MAIN STREET, OLIVER SPRINGS, TN 37840
	01D1	200 SOUTH TULANE AVE, OAK RIDGE, TN 37831
Bedford	02A1	COURTHOUSE ROOM 200, SHELBYVILLE, TN 37160

County	Location Code	Address
Carroll	09A1	99 COURT SQUARE #103, HUNTINGDON, TN 38344-3726
	09A2	99 COURT SQUARE #105, HUNTINGDON, TN 38344-3726
	09A3	99 COURT SQUARE #104, HUNTINGTON, TN 38344
Carter	10A1	COURTHOUSE ANNEX 900 E. ELK AVE., ELIZABETHTON, TN 37643
	10B1	COURTHOUSE 801 ELK AVE., ELIZABETHTON, TN 37643
Cheatham	11A1	CRIMINAL JUSTICE CENTER ROOM 225, ASHLAND CITY, TN 37015

County	Location Code	Address
	19A3	309 METRO COURTHOUSE, NASHVILLE, TN 37201
	19A4	105 METRO COURTHOUSE, NASHVILLE, TN 37201
Decatur	20A1	52 W. MAIN COURTHOUSE, DECATURVILLE, TN 38329
	20A2	COURTHOUSE -- CLERK AND MASTER, DECATURVILLE, TN 38329
DeKalb	21A1	DEKALB COUNTY COURTHOUSE #303, SMITHVILLE, TN 37166
	21A2	DEKALB COUNTY COURTHOUSE #302, SMITHVILLE, TN 37166
Dickson	22A1	COURTHOUSE ANNEX ROOM 221, CHARLOTTE, TN 37036
	22A2	COURTHOUSE ANNEX ROOM 229, CHARLOTTE, TN 37036
	22B1	1 COURT SQUARE (OLD COURTHOUSE), CHARLOTTE, TN 37036
	22C1	COUNTY CLERK, COURT SQUARE SUITE 1, CHARLOTTE, TN 37036
	22D1	202 SOUTH MAIN STREET, DICKSON, TN 37055
	22E1	CITY OF WHITE BLUFF, 1020 TAYLOR TOWN ROAD, WHITE BLUFF, TN 37187
Dyer	23A1	COURTHOUSE ROOM 203, DYERSBURG, TN 38024
	23A2	COURTHOUSE SUITE 201, DYERSBURG, TN 38024
	23B1	DYERSBURG CITY COURT, DYERSBURG, TN 38025
	23C1	22 MAIN STREET, CITY COURT, TRIMBLE, TN 38259
	23D1	TOWN HALL, NEWBERN, TN 38059
Fayette	24A1	1 COURT SQUARE, ROOM 210, SOMERVILLE, TN 38068
	24A2	1 COURT SQUARE, ROOM 104, SOMERVILLE, TN 38068
Fentress	25A1	101 S. MAIN COURTHOUSE OFFICE ON LEFT, JAMESTOWN, TN 38556
	25A2	101 S. MAIN COURTHOUSE OFFICE ON RIGHT, JAMESTOWN, TN 38556
Franklin	26A1	FRANKLIN COUNTY COURTHOUSE - CIRCUIT OFFICE, WINCHESTER, TN 37398
	26A2	FRANKLIN COUNTY COURTHOUSE -- CLERK AND MASTER, WINCHESTER, TN 37398
Gibson	27A1	295 NORTH COLLEGE, TRENTON, TN 38382
	27B1	HUMBOLT CITY HALL, HUMBOLDT, TN 38343
	27C1	204 N. COURT SQUARE, TRENTON, TN 38382
	27D1	1061 SOUTH MAIN STREET, MILAN, TN 38358

County	Location Code	Address
	27E1	309 COLLEGE STREET, TRENTON, TN 38382
Giles	28A1	COURTHOUSE -- CIRCUIT OFFICE, PULASKI, TN 38478
	28A2	COURTHOUSE -- CLERK AND MASTER, PULASKI, TN 38478
Grainger	29A1	COURTHOUSE, 2ND FLOOR, RUTLEDGE, TN 37861
	29A2	COURTHOUSE, 1ST FLOOR, RUTLEDGE, TN 37861
Greene	30A1	COURTHOUSE SUITE 302, GREENEVILLE, TN 37743
	30A2	COURTHOUSE, LOWER LEVEL, GREENEVILLE, TN 37744
Grundy	31A1	COURTHOUSE ROOM 206, ALTAMONT, TN 37301
	31A2	COURTHOUSE ROOM 200, ALTAMONT, TN 37301
Hamblen	32A1	JUSTICE CENTER, 510 ALLISON ST., MORRISTOWN, TN 37814
	32B1	COURTHOUSE, MORRISTOWN, TN 37814
Hamilton	33A1	201 SEVENTH STREET, ROOM 500, CHATTANOOGA, TN 37402
	33A2	201 E. SEVENTH STREET, ROOM 300, CHATTANOOGA, TN 37402
	33B1	600 MARKET ST., ROOM 102, CHATTANOOGA, TN 37402
	33B2	600 MARKET ST., ROOM 111, CHATTANOOGA, TN 37402
	33B3	600 MARKET ST., ROOM 108, CHATTANOOGA, TN 37402
	33C1	CITY OF EAST RIDGE, 1517 TOMBRAS AVENUE, EAST RIDGE, TN 37412
	33D1	CITY OF RED BANK, P.O. BOX 15069, RED BANK, TN 37415
	33E1	CITY OF SIGNAL MOUNTAIN, 1111 RIDGEWAY AVE., SIGNAL MOUNTAIN, TN 37377
	33F1	CITY OF SODDY DAISY, 9835 DAYTON PIKE, SODDY DAISY, TN 37379
	33G1	CITY OF COLLEGEDALE, P.O. BOX 1880, COLLEGEDALE, TN 37315
Hancock	34A1	COURTHOUSE, UPPER LEVEL, SNEEDVILLE, TN 37869
	34A2	COURTHOUSE, LOWER LEVEL, SNEEDVILLE, TN 37869
Hardeman	35A1	COURTHOUSE ROOM 2-S, BOLIVAR, TN 38008
	35A2	COURTHOUSE LOWER LEVEL, BOLIVAR, TN 38008
Hardin	36A1	COURTHOUSE, CIRCUIT OFFICE, SAVANNAH, TN 38372

County	Location Code	Address
	36A2	COURTHOUSE, CLERK AND MASTER, SAVANNAH, TN 38372
Hawkins	37A1	COURTHOUSE, ROOM 203, ROGERSVILLE, TN 37857
	37A2	COURTHOUSE, ROOM 103, ROGERSVILLE, TN 37857
	37B1	300 EAST MAIN, CIRCUIT SATELLITE OFFICE, CHURCH HILL, TN 37642-0366
	37B2	300 EAST MAIN, CITY OFFICE, CHURCH HILL, TN 37642
Haywood	38A1	COURTHOUSE, CIRCUIT OFFICE, BROWNSVILLE, TN 38012
	38A2	COURTHOUSE, CLERK AND MASTER OFFICE, BROWNSVILLE, TN 38012
Henderson	39A1	17 MONROE AVE., SUITE 9, LEXINGTON, TN 38351
	39A2	17 MONROE AVE., 2ND FLOOR, LEXINGTON, TN 38351
Henry	40A1	COURTHOUSE, ROOM 201, PARIS, TN 38242
	40A2	COURTHOUSE, 1ST FLOOR, ROOM 101, PARIS, TN 38242
Hickman	41A1	104 COLLEGE STREET, SUITE 204, CENTERVILLE, TN 37030
	41A2	104 COLLEGE STREET, SUITE 202, CENTERVILLE, TN 37033
	41B1	102 EAST SWAN, CENTERVILLE, TN 370330238
Houston	42A1	COURTHOUSE, CIRCUIT OFFICE, ERIN, TN 37061
	42A2	COURTHOUSE, CLERK AND MASTER, ERIN, TN 37061
Humphreys	43A1	COURTHOUSE, ROOM 106, WAVERLY, TN 37185
	43A2	COURTHOUSE, ROOM 202, WAVERLY, TN 37185
	43C1	323 LONG STREET, NEW JOHNSONVILLE, TN 37134
Jackson	44A1	COURTHOUSE, 2ND FLOOR, GAINESBORO, TN 38562
	44A2	COURTHOUSE, 1ST FLOOR, GAINESBORO, TN 38562
Jefferson	45A1	COURTHOUSE, ROOM 202, DANDRIDGE, TN 37725
	45A2	COURTHOUSE, ROOM 207, DANDRIDGE, TN 37725
Johnson	46A1	222 WEST MAIN ST., CIRCUIT OFFICE, MOUNTAIN CITY, TN 37683
	46A2	222 W. MAIN ST., CLERK AND MASTER, MOUNTAIN CITY, TN 37683

County	Location Code	Address
Knox	47A1	M-30 CITY-COUNTY BLDG., KNOXVILLE, TN 37902
	47A2	125 CITY-COUNTY BLDG., KNOXVILLE, TN 37902
	47A3	150 CITY-COUNTY BLDG., KNOXVILLE, TN 37902
	47A4	M-15 CITY-COUNTY BLDG., KNOXVILLE, TN 37902
	47A5	M-84 CITY-COUNTY BLDG., KNOXVILLE, TN 37902
	47A6	M-352 CITY-COUNTY BLDG., KNOXVILLE, TN 37902
	47B1	OLD COURTHOUSE, ROOM 318, KNOXVILLE, TN 37902
Lake	48A1	COURTHOUSE, 2ND FLOOR, TIPTONVILLE, TN 38079

County	Location Code	Address
	56A2	MACON COUNTY JUSTICE CTR., CLERK AND MASTER OFFICE, LAFAYETTE, TN 37083
Madison	57A1	CRIMINAL JUSTICE COMPLEX, JACKSON, TN 38301
	57B1	COURTHOUSE, ROOM 200, JACKSON, TN 38301
	57C1	101 E. LAFAYETTE, JACKSON, TN 38301
Marion	58A1	JUSTICE CENTER, JASPER, TN 37347
	58B1	COURTHOUSE, 2ND FLOOR, JASPER, TN 37347
Marshall	59A1	COURTHOUSE, ROOM 302, LEWISBURG, TN 37091
	59A2	COURTHOUSE, ROOM 201, LEWISBURG, TN 37091
	59A3	COURTHOUSE, ROOM 301, LEWISBURG, TN 37091
Maury	60A1	COURTHOUSE, ROOM 202, COLUMBIA, TN 38401
	60A2	COURTHOUSE, ROOM 304, COLUMBIA, TN 38401
	60B1	115 NORTH MAIN STREET, MT PLEASANT, TN 38474
Meigs	61A1	COURTHOUSE, 2ND FLOOR, DECATUR, TN 37322
	61A2	COURTHOUSE, 1ST FLOOR, DECATUR, TN 37322
Monroe	62A1	COURTHOUSE, ROOM 103, MADISONVILLE, TN 37354
	62A2	COURTHOUSE, ROOM 2, MADISONVILLE, TN 37354-2400
	62B1	300 TELLICO STREET, MADISONVILLE, TN 37354
Montgomery	63A1	2 MILLENNIUM PLAZA, SUITE 115, CLARKSVILLE, TN 37040
	63A2	2 MILLENNIUM PLAZA, SUITE 101, CLARKSVILLE, TN 37040
Moore	64A1	COURTHOUSE, 2ND FLOOR, LYNCHBURG, TN 37352
	64A2	COURTHOUSE, 1ST FLOOR, LYNCHBURG, TN 37352
Morgan	65A1	COURTHOUSE, 2ND FLOOR, WARTBURG, TN 37887
	65A2	COURTHOUSE, 1ST FLOOR, WARTBURG, TN 37887
	65B1	701 MAIN STREET, OLIVER SPRINGS, TN 37840
Obion	66A1	COURTHOUSE, #7, UNION CITY, TN 38261

County	Location Code	Address
	66A2	COURTHOUSE, #6, UNION CITY, TN 38261
	66A4	COURTHOUSE, #10, UNION CITY, TN 38261
Overton	67A1	1000 JOHN TOM POINDEXTER D, LIVINGSTON, TN 38570
	67B1	100 EAST COURT SQUARE, LIVINGSTON, TN 38570
Perry	68A1	COURTHOUSE, 2ND FLOOR CIRCUIT OFFICE, LINDEN, TN 37096
	68A2	COURTHOUSE, 2ND FLOOR CLERK AND MASTER, LINDEN, TN 37096
Pickett	69A1	COURTHOUSE, LOWER FLOOR, BYRDSTOWN, TN 38549
	69A2	COURTHOUSE, UPPER FLOOR, BYRDSTOWN, TN 38549
Polk	70A1	COURTHOUSE, ROOM 301, BENTON, TN 37307
	70A2	COURTHOUSE, ROOM 307, BENTON, TN 37307
Putnam	71A1	421 E. SPRING STREET, ROOM 1C, SUITE 49A, COOKEVILLE, TN 38501
	71A2	421 E. SPRING STREET, ROOM 1C, SUITE 38, COOKEVILLE, TN 38501
Rhea	72A1	1475 MARKET STREET, STE. 102, DAYTON, TN 37321
	72A2	1475 MARKET STREET, STE. 301, DAYTON, TN 37321
	72A3	1475 MARKET STREET, STE. 104, DAYTON, TN 37321
Roane	73A1	COURTHOUSE, CIRCUIT OFFICE, KINGSTON, TN 37763
	73A2	COURTHOUSE, CLERK AND MASTER OFFICE, KINGSTON, TN 37763
	73B1	701 MAIN STREET, OLIVER SPRINGS, TN 37840
	73C1	200 EAST RACE STREET, SUITE 16, KINGSTON, TN 37763
Robertson	74A1	COURTHOUSE, ROOM 201, SPRINGFIELD, TN 37172
	74A2	COURTHOUSE, ROOM 207, SPRINGFIELD, TN 37172
Rutherford	75A1	JUDICIAL BUILDING, ROOM 201, MURFREESBORO, TN 37130
	75A2	JUDICIAL BUILDING, ROOM 302, MURFREESBORO, TN 37130
	75A3	JUDICIAL BUILDING, ROOM 101, MURFREESBORO, TN 37130
	75C1	315 S. LOWRY STREET, SMYRNA, TN 37167

County	Location Code	Address
Scott	76A1	COURTHOUSE, DOWNSTAIRS, HUNTSVILLE, TN 37756
	76A2	COURTHOUSE, ROOM 304, HUNTSVILLE, TN 37756
Sequatchie	77A1	COURTHOUSE, UPSTAIRS, DUNLAP, TN 37327
	77A2	COURTHOUSE, SUITE 5, DUNLAP, TN 37327
Sevier	78A1	125 COURT AVENUE, ROOM 204E, SEVIERVILLE, TN 37862
	78A2	125 COURT AVENUE, ROOM 108, SEVIERVILLE, TN 37862
	78A3	125 COURT AVENUE, ROOM 104, SEVIERVILLE, TN 37862
	78A4	125 COURT AVENUE, ROOM 207, SEVIERVILLE, TN 37862
Shelby	79A1	140 ADAMS STREET, ROOM 224, MEMPHIS, TN 38103
	79A2	140 ADAMS STREET, ROOM 308, MEMPHIS, TN 38103
	79A3	140 ADAMS STREET, ROOM 124, MEMPHIS, TN 38103
	79A4	140 ADAMS STREET, ROOM 106, MEMPHIS, TN 38103
	79B1	201 POPLAR AVENUE, ROOM 401, MEMPHIS, TN 38103
	79B2	201 POPLAR AVENUE, ROOM LL-81, MEMPHIS, TN 38103
	79C1	3730 APPLING ROAD, BARTLETT, TN 38133
	79D1	156 NORTH ROWLETT, COLLIERVILLE, TN 38017
	79E1	4836 NAVY ROAD, MILLINGTON, TN 38053
79F1	1930 S. GERMANTOWN ROAD, GERMANTOWN, TN 38138	
Smith	80A1	COURTHOUSE, CIRCUIT OFFICE, CARTHAGE, TN 37030
	80A2	COURTHOUSE, CLERK AND MASTER, CARTHAGE, TN 37030
Stewart	81A1	COURTHOUSE, CIRCUIT CLERK, DOVER, TN 37058
	81A2	COURTHOUSE, CLERK AND MASTER, DOVER, TN 37058
Sullivan	82A1	140 BLOUNTVILLE BYPASS, CIRCUIT, BLOUNTVILLE, TN 37617
	82A2	140 BLOUNTVILLE BYPASS, SUITE 201, BLOUNTVILLE, TN 37617
	82B1	801 ANDERSON STREET, ROOM 239, BRISTOL, TN 37621
	82B2	801 ANDERSON STREET, ROOM 131, BRISTOL, TN 37621
	82C1	200 SHELBY STREET, KINGSPORT, TN 37660
	82D1	225 W. CENTER STREET, KINGSPORT, TN 37660
	82D2	225 W. CENTER STREET, LAW COURT, KINGSPORT, TN 37660

County	Location Code	Address
Sumner	83A1	COURTHOUSE SECOND FLOOR, GALLATIN, TN 37066
	83A2	COURTHOUSE, ROOM 401, GALLATIN, TN 37066
	83B1	117 W. SMITH STREET, GALLATIN, TN 37066
Tipton	84A1	1801 S. COLLEGE STREET, SUITE 102, COVINGTON, TN 38019
	84A2	1801 S. COLLEGE STREET, SUITE 110, COVINGTON, TN 38019

County	Location Code	Address
White	93A1	111 DEPOT STREET, SUITE 1, SPARTA, TN 38583
	93A2	1 EAST BOCKMAN WAY, SPARTA, TN 38583
Williamson	94A1	COURTHOUSE, ROOM 103, FRANKLIN, TN 37064
	94A2	COURTHOUSE, ROOM 236, FRANKLIN, TN 37064
	94A3	COURTHOUSE, ROOM 203, FRANKLIN, TN 37065
	94A4	COURTHOUSE, ROOM 126, FRANKLIN, TN 37064
	94A5	COURTHOUSE, ROOM 135, FRANKLIN, TN 37064
	94B1	CITY OF FAIRVIEW, P.O. BOX 69, FAIRVIEW, TN 37062
Wilson	95A1	COURTHOUSE, ROOM 207, LEBANON, TN 37088
	95A2	COURTHOUSE, ROOM 203, LEBANON, TN 37088
	95B1	105 EAST HIGH, LEBANON, TN 37087