

## Division VII – COVID-19 Procedures

Per the Supreme Court Orders In Re: COVID-19 Pandemic, Division VII will operate in accordance with the following procedures. Please be sure to review all of the Tennessee Supreme Court Administrative Orders. They may be found here: [www.tncourts.gov/coronavirus](http://www.tncourts.gov/coronavirus)

**If you have any questions, please contact the Division email at:**  
[Circuit.Division7@shelbycountyttn.gov](mailto:Circuit.Division7@shelbycountyttn.gov)

The Court will conduct matters in-person and remotely as may be appropriate depending on the circumstances. All matters to be conducted remotely will be conducted via zoom. **Proper attire and decorum are expected at all zoom hearings.** Masks will be required and appropriate social distancing guidelines will be enforced at all times for all in-person proceedings. If you believe that a matter should be conducted remotely, please contact the division clerk to schedule a status conference to address the same. The Court will accommodate and make appropriate arrangements to address all health concerns.

**Jury Trials** Division VII will resume jury trials as of June 1, 2021. All jury trials will be required to have a pre-trial conference. Counsel should contact the division clerk to schedule a pre-trial conference sufficiently in advance of trial.

**Orders to be entered:** Orders to be entered may be emailed to the division email or left in the box in Room 208. Orders may be presented in person at 10:00 am each day that Court is in session.

**Fiats and Injunctive Relief:** If you have a fiat to be signed setting a matter for hearing, it may be emailed to the division email for the Court to review and sign or presented in person. If you are requesting injunctive relief, it should be presented to the Court in person, absent extraordinary circumstances. Proper notice to the opposing counsel or party should be provided in accordance with the Rules of Civil Procedure.

**Announcements:** If you have an announcement to make, the Court will take announcements in person at 10:00 am Monday through Friday on each day that Court is in session.

**Status Conferences:** If you believe your matter needs a status conference, contact the division clerk to be scheduled. All status conferences will be conducted by zoom. Parties desiring an in-person status conference may request such.

### **Motions:**

Motions may be set via the Circuit Court Clerk's website to be heard Friday at 9:00 am. Dispositive motions or motions taking longer than 15 minutes to argue should be specially set. Specially settings may be obtained by emailing the division email. Motions will be heard via zoom. Upon request, the Court may conduct the motion hearing in person.

Effective 6.1.2021

The Movant is responsible for ensuring that proper notice, with zoom instructions, was provided to the Responding party. The Court may request proof of such notice before granting the motion.

**Zoom information for Friday 9:00 am motions:**

Join ZoomGov Meeting

<https://www.zoomgov.com/j/1606733785?pwd=WWg4bUVEVWV6ODAvS01lcG12cStHZz09>

Meeting ID: 160 673 3785

Passcode: 460031

**Minor Settlements:**

Minor Settlements will be heard via zoom. Please email the division clerk to obtain a setting. Once the matter is scheduled, further details on the zoom hearing will be provided.

**Uncontested divorces.**

Uncontested Divorces may be heard on Wednesdays at 9:00 am via zoom. Upon request, the Court may hear the uncontested divorce in person. Uncontested divorces may be set via the Circuit Court Clerk's website. Counsel for the party receiving the divorce is responsible for ensuring that all parties have notice and the zoom instructions.

If a matter is proceeding without minor children, it may be presented on Affidavits. Counsel should still appear either on zoom or in person.

Prior to the hearing, the Plaintiff/Plaintiff's counsel shall forward all relevant documents to the Circuit 7 Divorce Referee Cary Woods via email at [cary.woods@shelbycountytn.gov](mailto:cary.woods@shelbycountytn.gov) and copy the division email at [circuit.division7@shelbycountytn.gov](mailto:circuit.division7@shelbycountytn.gov). Relevant documents to be emailed should include: A copy of the filed Complaint, Marital Dissolution Agreement, fully executed Permanent Parenting Plan, Final Decree and copy of Order of Default, if any, copies of Certificate of Attendance at the Parenting Education Seminar and all applicable administrative documents such as the cost sheet, demographic forms, insurance forms, Certificate of Divorce, etc. If proceeding on Affidavits, a filed stamped copy of the Affidavit should also be provided. **All required documents must be received at least 24 hours in advance or the hearing will be struck.**

**Zoom information for Uncontested Divorces:**

<https://www.zoomgov.com/j/1619225009?pwd=OFM5RlpxWUFHZHM2VFN5ZmlQaC9DQT09>

Meeting ID: 161 922 5009

Passcode: 418959

**If you have any other questions or need further assistance, please email the division email or call the Judicial Assistants' office at 901-222-3800.**

Effective 6.1.2021