

**Division V Circuit Court  
Procedures During the COVID-19 Partial Suspension of In-Person Proceedings  
(Revised 5/17/21)**

**Partial Suspension of In-Person Proceedings**

Under the May 14, 2021, Order of the Tennessee Supreme Court Modifying Capacity, Distancing, and Facial Covering Requirements, Division V will continue to hold proceedings remotely unless otherwise requested by the parties. Although counsel and self-represented litigants may request an in-person hearing, the court will not compel in-person attendance of attorneys, litigants, and witnesses who express particular vulnerabilities to COVID-19. The court can accommodate hybrid sessions with some persons participating remotely while others are in the courtroom.

For jury trials, contact the Division V courtroom clerk at Circuit.Division5@shelbycountyttn.gov to schedule all jury trials for a date no earlier than July 2021. All dates are subject to change, depending on when in-person jury trials can be conducted safely.

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**Motions, Status Conferences, and Other Hearings**

**Specially Set Appearances:** To schedule motions, status conferences, and other hearings specially, contact the Division V clerk who will provide a date and time for the matter to proceed. Prior to a remote hearing, the court will send you login information. Email any documents for review before the proceeding and any proposed orders for consideration following the proceeding.

**In-Person Appearances:** For in-person appearances, no more than fifteen persons may be in the courtroom at a time, not including courtroom staff. Sequestered witnesses and all persons in the courtroom must remain at least three feet apart. Wearing face covering while in the courtroom is not required but is strongly encouraged.

**Motions:** Although Division V will hear motions Monday through Friday, motions can be set online for the Friday motion docket. Until further notice, the Friday motion docket will be conducted remotely. The court will send a 9:00 a.m. Zoom invitation to the movant who will be responsible for providing the login information to opposing counsel and all others who should be in attendance. The login information will be the same each week for motions on Fridays at 9:00 a.m. –

<https://www.zoomgov.com/j/1616665522?pwd=cGtyYlFSUHZFa1dRcHlUG1DRzlyZz09>

Meeting ID: 161 666 5522

Passcode: 016239

For a motion to be heard, the movant must have submitted a certificate of consultation as required by Local Rule 5(H).

### Uncontested Divorces

Until further notice, uncontested divorces will be conducted remotely. Before getting a confirmed hearing date for an uncontested divorce, you must have submitted in advance the paperwork listed below to the Division V divorce referee, Ms Yollander Hardaway, at [hardaway@bellsouth.net](mailto:hardaway@bellsouth.net):

Complaint

Marital Dissolution Agreement

Proposed Final Decree

If applicable, parenting seminar certificate and proposed Parenting Plan

Other paperwork (cost bill, demographic sheet, insurance notice, military affidavit, and divorce certificate)

After Ms Hardaway determines your case is ready to proceed and confirms your date, she will send you a 9:00 a.m. Zoom invitation. The login information will be the same each week for uncontested divorce hearings on Wednesdays at 9:00 a.m.

Prior to the hearing, email Ms Hardaway and the court the proposed final decree and, if applicable, the proposed parenting plan.

**Note:** Until in-person parental education seminars are available, the court will allow parties to attend on-line classes offered by providers on the Shelby County Circuit Court's approved list.

### Minor Settlements

The court will consider minor settlements of less than ten thousand dollars (\$10,000) upon submission of affidavits of the legal guardian in compliance with TCA § 29-34-105 (b). Contact the Division V courtroom clerk for a date and time to appear telephonically or by video conference to present proposed orders for consideration. The court will send you Zoom login information. Before the appearance, email proposed orders and any documents the court needs to review.

For minor settlements of ten thousand dollars (\$10,000) or more, contact the Division V courtroom clerk for a date to appear telephonically or by video conference for the court to appoint a guardian ad litem. After the court appoints the GAL and receives the GAL's report, contact the Division V courtroom clerk for a hearing date. The court will provide video conference login information for the appearance. Email proposed orders and any documents the court needs to review before the hearing. The legal guardian and minor must be available for the hearing.

### Submission of Orders

Email proposed orders to the Division V clerk at [Circuit.Division5@shelbycountyttn.gov](mailto:Circuit.Division5@shelbycountyttn.gov) or leave them in the Division V box in Room 208. If available, provide email addresses for all attorneys/self-represented parties so the clerk can email attested copies.