

DIVISION III – COVID 19 PROCEDURES

Please be sure to review all of the Tennessee Supreme Court Administrative Orders, including the allowance of electronic signatures. They may be found here:
www.tncourts.gov/coronavirus

For questions or requested settings, please contact the Clerk via email at Circuit.Division3@shelbycountyttn.gov. ***Please send inquiries to THIS email rather than directly to any clerk individually. The Court cannot guarantee receipt of communication to any other email address. Please do not email Judge Smith or Ms. Aldridge individually with pleadings or orders.***

- ***E-mail communication with the Court MUST INCLUDE ALL COUNSEL or parties if pro se.***
- ***Please remember that e-mail communication is communication with the Court, and should be done as if an attorney or party is appearing in Court.***

Courtroom attire is expected as well as appropriate decorum whether in person or via zoom. Attorneys appearing via zoom in less than courtroom attire will not be heard.

All contested matters, matters requiring testimony, will be heard in person.

Announcements and Requests for Continuances: You may address the Court in person. You may contact the division clerk to schedule a status conference to be conducted via zoom or appear in person. No continuances will be granted via a consent order or via email. Parties must address Judge Smith.

Zoom accommodations: Zoom will be utilized for status conferences or minor settlements. Both sides MUST appear the same way. **No matter will be heard with one party in person and another via zoom.**

Fiats: Fiats must be presented in person whether or not injunctive relief is requested.

Orders: Division III welcomes and prefers orders to be presented in person. ONLY Consent Orders may be submitted electronically to the Division 3 email. **Orders presented via email will be reviewed and entered ASAP. Multiple emails will only cause delay. All counsel must be copied on emails to the Court containing orders. Emails must be sent to Circuit.Division3@shelbycountyttn.gov.**

Orders on matters heard in Court must be presented in open court pursuant to the local rules.

Consent orders may also be placed in the Division Box in Room 208.

The Court may request that any order be sent electronically for editing. (Please see Supreme Court Order No. ADM2020-00428 regarding electronic signatures.)

Competing orders must be presented in redline form.

Orders presented to the Court via local rule 10 must be presented in person with proof of notice.

Status Conferences: Status conferences will be held in person or via zoom and will continue as set by the Court. Parties must appear via the same medium. Should you feel that your matter needs a status conference or you need more guidance from the Court, please contact the division email to be scheduled.

Motions: Motions may be set via the Circuit Court Clerk's website to be heard Friday at 9:00 a.m. in person.

If your motion is dispositive or will require 20 minutes or more, **counsel** must contact the clerk at the division email for a special setting.

Uncontested Divorces: The Court will hear Uncontested Divorces on Wednesdays at 9:00 a.m. They may be heard via affidavit if there are no minor children. Divorces with children require a hearing.

Uncontested Divorces requiring a hearing are to be heard in person. Attorneys may appear with clients.

The Final Decree of Divorce, Plaintiff's Affidavit, Agreed Parenting Plan, Insurance Notifications, Cost Bill, Certificate of Divorce, Health Insurance Form and any other documents that need to be filed must be provided to the Court in advance of the hearing.

All final paperwork must be delivered to the Court in advance of the hearing.

Minor Settlements: Minor Settlements will be heard via zoom or in person at the Court's discretion. Please email the division clerk to obtain a setting. Once the matter is scheduled, further details on the hearing will be provided.

Dismissal Dockets: Dismissal dockets will be set periodically on dormant matters. Appearances must be made in person to avoid dismissal. No continuances will be given via email.

If you have any other questions or need further assistance, please email the Division 3 e-mail listed above or call the Judicial Assistants' office at 901-222-3800.

Updated 5-27-22