

## Division VII – COVID-19 Procedures

**BEGINNING MAY 16, 2022**

**Division VII will resume normal courtroom procedures with all matters being conducted in person, except as provided below.**

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

**Contested proceedings:** All contested proceedings will be conducted **in person**. The Court may accommodate specific requests for zoom appearances on a case by case basis. All requests must be made to the Court and approved in advance.

**Fiats and Injunctive Relief:** If you have a fiat or are requesting injunctive relief, it should be presented to the Court in person, absent extraordinary circumstances. Reasonable notice shall be provided to opposing party/counsel in accordance with the Rules of Civil Procedure.

**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. Special settings may be obtained by emailing the division email. Motions will be heard via zoom or in person. **All motions will be heard in person. Motions will only be heard via zoom approved by the Court prior to the hearing.**

**Orders to be entered:** Orders may be presented in person at 10:00 am or 2:00 pm each day that Court is in session. Orders to be entered may also be emailed to the division email or left in the box in Room 208. Competing Orders should not be emailed and should be presented in accordance with the local rules. All Orders are due within 7 days.

**Announcements:** Announcements to the Court may be made any day at 10:00 am in person. If you would like to address the Court via zoom, please contact the clerk to schedule a status conference via zoom.

**Status Conferences:** Will be heard in person or via Zoom.

**Minor Settlements:** Minor Settlements will be heard in person or via zoom. To schedule a minor settlement, please email the Division email and provide either a copy of the Joint Petition or information reflecting the issues/terms of settlement so that a determination can be made whether a GAL is appropriate. The Division Clerk will then provide possible dates for hearing.

**Uncontested divorces.**

Uncontested Divorces may be heard on Wednesdays at 9:00 am via zoom or 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@shelbycountyttn.gov](mailto:cary.woods@shelbycountyttn.gov) and copy the division email at [circuit.division7@shelbycountyttn.gov](mailto:circuit.division7@shelbycountyttn.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:**

**Unless approved in advance, only status conferences, minor settlements and uncontested divorces will proceed by zoom.**

All matters to be conducted remotely will be conducted via zoom. **Proper attire and decorum are expected at all zoom hearings.** If you believe that a matter should be conducted remotely, please contact the division clerk to schedule a status conference via zoom to address the same.

**Zoom information for Division 7 for all matters:**

<https://www.zoomgov.com/j/16181154187?pwd=WVNFd2pzYS83d3BjeIM4UkZKMhJZUT09>

Meeting ID: 161 8115 4187

Passcode: 647371

Dial by your location

+1 551 285 1373 US

**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.**