

FILED  
WILLIAMSON COUNTY  
CIRCUIT COURT  
IN THE CIRCUIT COURT FOR WILLIAMSON COUNTY, TENNESSEE  
2022 APR 27 PM 3:53  
21<sup>ST</sup> JUDICIAL DISTRICT

ENTERED \_\_\_\_\_

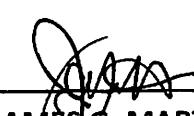
**GENERAL ORDER REGARDING E-FILING**

This cause came on sua sponte the 27 day of April, 2022. It appears that Williamson County Circuit Civil Court documents should be filed electronically (e-filed) after July , 1, 2022.

It is, therefore, ORDERED that:

1. All Circuit Civil cases , will be efiled after July 1, 2022.
2. Pro se parties may e-file ; however, pro se paper filings will be accepted and entered into the efiling system (eFlex) by the Clerk , and the paper filing will be returned to the filer.
3. The paper filer will be able to view the file in the Circuit Civil Clerk's Office on the public access computer.
4. All registered e-filers will be able to view the electronic file on the eFlex system.
5. All files will be maintained electronically. After July 1, 2022, paper files will no longer be maintained by the Circuit Civil Clerk 's office .
6. Pursuant to statute, a paper copy of any part of an electronic file will be provided upon an open records request at a charge of fifty cents (.50) per page.

This 27 day of April , 2022

  
\_\_\_\_\_  
JAMES G. MARTIN, III  
PRESIDING JUDGE  
21<sup>ST</sup> JUDICIAL DISTRICT

## **EFLEX**

### **E-FILING IN WILLIAMSON CIRCUIT CIVIL COURT**

**(3 pages)**  
**UPDATED 4-25-22**

- ❖ Attorney/Filer site - [go.tybera.net/tncis/](http://go.tybera.net/tncis/)
- ❖ E-filing Local Rules can be found on my website [www.williamsoncounty-tn.gov](http://www.williamsoncounty-tn.gov)
- ❖ TNCIS refers to the case management software used by the clerk's office. TYBERA and EFLEX refer to the e-filing software we are utilizing. EFLEX and TNCIS sync continuously. TNCIS is the official court record and the case history in eFlex reflects the official filings in TNCIS.
- ❖ It could take 24 – 48 hours for a new account to be approved through Tybera. The support team is trying to push through on the same day requested but as volume increases that will be more difficult, so please be patient.
- ❖ The \$300 per year subscription fee is annual per attorney. If you have subscribed in Rutherford Chancery, or Williamson Chancery, the annual fee covers Williamson Circuit and all courts coming on in the future using Tybera, which right now is the only vendor in the approved for TNCIS clerks, which majority are.
- ❖ A credit card – new wallet/token item - will also have to be registered for regular court statutory filing fees. This card must be registered separately in each county. So even if you have a "token" card/wallet account registered in Rutherford County for court filing fees, you will have to register again in Williamson County.
- ❖ If you get an error message regarding your Bar #, please notify the Circuit Court Civil office. The TNCIS database will need to be revised.
- ❖ If you have never filed a case in Williamson County (or you get an error message saying you are not in our database), please notify the Circuit Court Civil office. The TNCIS database will need to be updated.
- ❖ If your address is correct in eFlex but notifications are incorrect, please notify the Circuit Court Civil office. The TNCIS database will need to be revised.
- ❖ You must choose a document drop down type for each document.
- ❖ If one document, even in a group of documents filed together, cannot be approved – i.e. bad scan, duplicate document, etc. – the entire filing will be rejected. The clerk will send a note to filer as to the reason, the document can be corrected and the document/entire group of documents resent.

## DOCKET NUMBERS

- The docket number is always in this format: "00CV-000". The first two digits are the year the case was originally filed – not reopened - and the number is the traditional docket number. **Do not use the judge letter**. If you are filing a new case, the docket number will be generated upon court approval.
- For cases filed before January 2010, with docket numbers will be reference numbers before that date .TNCIS docket number that syncs to eFlex will be different than the "official" docket number originally assigned to your case. You must call the clerk's office and ask for the "TNCIS docket number". The original docket number remains the "official" docket number, but please put the **TNCIS docket number below the official docket number on your pleading**.
- **PLEASE START PLACING THE ENTIRE E-FILING DOCKET NUMBER - IN THE 000CV-000 FORMAT - ON ALL YOUR PLEADINGS.**
- ✓ Examples – 10CV-101 would be used instead of 2010-101
- ✓ Pre 1/28/10 docket number:
  - NO. 2010-101
  - 10CV-101
- Remember, each eFlex docket number starts with the 2-digit year the original case was filed, then "CV" then "-" then "traditional docket number". i.e. 20CV-00000.

## PROPOSED ORDERS

- All orders must be filed using a document type beginning with "proposed". If you do not find a specific description for your specific order just use the "proposed order" type. We have tried to limit the number of choices you have to scroll through for any document type. (Please note there are document types for ID/divorce orders and parenting plans).
- If an order is required by its purpose to have blanks (such as a court date on a TRO) or is subject to court's revision, file that order in WORD. We added the option of filing orders in PDF because some orders need actual signatures and are scanned after signing (such as a Permanent Parenting Plan). The best habit would be to file all orders in WORD unless a PDF is the only practical or legally feasible way to transmit.

**DO NOT INCLUDE THE JUDGE'S SIGNATURE LINE, BLANKS FOR THE ENTER DATE OR "CAME TO BE HEARD DATE", OR A CLERK'S CERTIFICATE. THE SYSTEM GENERATES ALL**

**ID/FINAL DECREES**

- Do not leave the big blank space in the Final Decree for the MDA to supposedly be inserted. The MDA will be e-filed separately, and the Final Decree will incorporate the MDA with appropriate language.

**ID/PARENTING PLANS**

- Parenting Plans will continue to be signed by the Judge so they should be e-filed as a Proposed Parenting Plan. You should continue to include language of incorporation in the Final Decree.

**DIVORCE CERTIFICATES**

- Divorce certificate must be filed online [health.vrism@tn.gov](mailto:health.vrism@tn.gov). Please enter the information on the Vital Records site and then my office will complete and submit. .

**STATISTICAL DATA SHEET**

- Required to be filed with a divorce complaint, is automatically marked sealed in the eFlex system so don't hesitate to e-file that document.

**EXHIBITS**

- Exhibits should be scanned and marked as one document with the document they are an exhibit to.

**FILE STAMP**

- Your document will be stamp-filed the date you e-file. There may be a few minutes lag time so do not file at 12 midnight and be disappointed that it is not stamp-filed until the next calendar day.

**SUMMONS OR SUBPOENA**

- If returning to the attorney for service, the document will be issued, and the attorney can print the issued document off of the Tybera system. On a summons, you must print the accompanying complaint/document that goes with the summons. If you intend for the sheriff to serve, we will add the sheriff fee when approving the filing. Make sure you indicate how you want to serve – there is a block to include filer notes as well as marking on the form.

**Please call the Circuit Civil Clerks office if you are having difficulties - 790-5454 - or email [angie.williams@tncourts.gov](mailto:angie.williams@tncourts.gov)  
Tybera has a great support team - Tybera support number is 801-226-2746.**