



FOURTH CIRCUIT COURT STAGGERED MOTION DOCKET INFORMATION

The Fourth Circuit Court Staggered Motion Docket is reflected as the *Final Domestic Motion* listed under the “Circuit Dockets” tab located on the Davidson County Circuit Court Clerk’s website.

STAGGERED MOTION TIMES

Times for the Motions scheduled to be heard are reflected at the top of each page of the docket. Times are noted to the right of the date, at the top the center of each page. Motions are assigned times as follows:

Resolved Motions

Motions that are automatically granted without a hearing will be found at the beginning of the docket and are assigned the time of 8:58 a.m. The heading for the page will read “RESOLVED MOTIONS.” If a case is reflected on this page, no appearance is necessary, and an Order on the motion may be submitted as if the motion was heard and granted. The Order may not be submitted or mailed to opposing counsel or litigant (*if pro se*) before the date of the scheduled motion hearing and must reference the date of the hearing.

Default Motions

Default Motions will be the next set of motions shown on the docket. They will show a time of 8:59 a.m., although the docket call will begin at 9:00 a.m. Zoom appearances are permissible and optional for default cases if there is no testimony associated with the motion hearing. Specific instructions on how to participate by Zoom are detailed below.

Simple Motions with No Testimony or Exhibits

Motions that are expected to take 5 minutes or less and require no testimony are set for 9:00 a.m. Zoom appearances are permissible and optional for these cases for so long as there is no testimony associated with the motion hearing. Specific instructions on how to participate by Zoom are detailed below. *If you have a case that is scheduled on this docket and testimony is expected, please be sure to appear in person as we are unable to permit testimony using Zoom absent compliance with Rule 43.01 of the Tennessee Rules of Civil Procedure.*

Motions with Testimony

Motions with testimony and motions that will take longer than 5 minutes will be scheduled at 10:00 a.m. Motions that are more complex or may extend beyond 20 minutes may be scheduled for 11:00 a.m.

INSTRUCTIONS FOR APPEARING ON THE MOTION DOCKET USING ZOOM

1. Participation on Zoom on designated motions (*default motions and those listed at 9:00 a.m. on the **Final Domestic Motion** docket*) may take place using a desktop computer, laptop, tablet or smartphone that is equipped with a camera and microphone and a stable internet connection. You may also participate using a landline or cell phone with audio only by calling the telephone number associated with the Zoom meeting (shown below). If you choose to participate using audio only, you will not need to install Zoom on your device.
2. Zoom may be installed, at no cost, on smartphones and tablets from the Google Play Store or Apple App Store. To install Zoom on a desktop computer, laptop or notebook device with webcam and microphone, please visit www.zoom.us and follow the instructions to download the app.
3. Once Zoom is installed, it will be necessary to create an account using the prompts provided via the app or website.
4. It is advisable to test audio and video at least 24 hours before the hearing. This can be done in the “Preferences” or “Settings” window of the program. It is also advisable to test the program to be sure that you have a strong Wi-Fi connection. If your signal strength is too weak this may impact your ability to participate in the virtual hearing. *Remember, if you are unable to participate by Zoom or if you prefer to appear in person, you have the option to do so.*
5. The Zoom link for Friday Motion Dockets is as follows:

<https://www.zoomgov.com/j/1606955403?pwd=VrcC9kpUyEqTNBcUKUXzFnotfrQp68.1>

If the link does not work, you may access the hearing by using the following Meeting ID and Passcode:

Meeting ID: 160 695 5403

Passcode: 051522

Lastly, if you’d like to participate using audio only on a land or cell phone, you may call: 646-828-7666 and when prompted, enter Meeting ID: 160 695 5403.

6. Participants appearing via Zoom should be signed in by 8:55 a.m. When you sign in, a message box will then appear asking you to “join with computer audio,” or “join with internet audio.” One of these options must be selected for the Court to hear you and for you to hear the Court.

Another message will appear asking you to “join with video”. Please click the option to do this.

Initially all participants will be placed in the waiting room. At 9:00 a.m., all participants will be admitted into the Zoom room at which time the hearings will begin to take place. *Participants are required to mute their audio until such time their case is called. Once your hearing is concluded, you may exit Zoom.*

OTHER USEFUL INFORMATION

1. Responses to Motions are optional. If filed, a copy must be delivered to chambers, by 12:00 p.m. on the Tuesday before the motion hearing.
2. Please be sure to call chambers at: 615-862-5910 or email: ronnellgriffin@jnsnashville.gov to provide information on docket announcements (*i.e. continuance, agreed order, strike, etc.*). This should be done even if a notice or Agreed Order has been filed, as the Court does not receive these notices.
3. For announcements, please call chambers the week the Motion is scheduled to be heard and no later than 8:45a.m. the Friday of the Motion hearing; otherwise, you may announce in open court the day of the hearing.
4. In the event an interpreter is necessary, the use of the State Trial Court interpreter, an interpreter approved by the Administrative Office of the Court, or approved by the AOC guidelines is required and it is incumbent on the party requiring the interpreter to secure the same. You may request an interpreter using the following link: <https://trialcourts.nashville.gov/interpreter/>. For any additional assistance, you may contact the Court at: 615-862-5910.