# Circuit Court Clerk CaseLink User Guide

Welcome to our new CaseLink product! Guidelines and tips to assist you in navigating the features are included below.
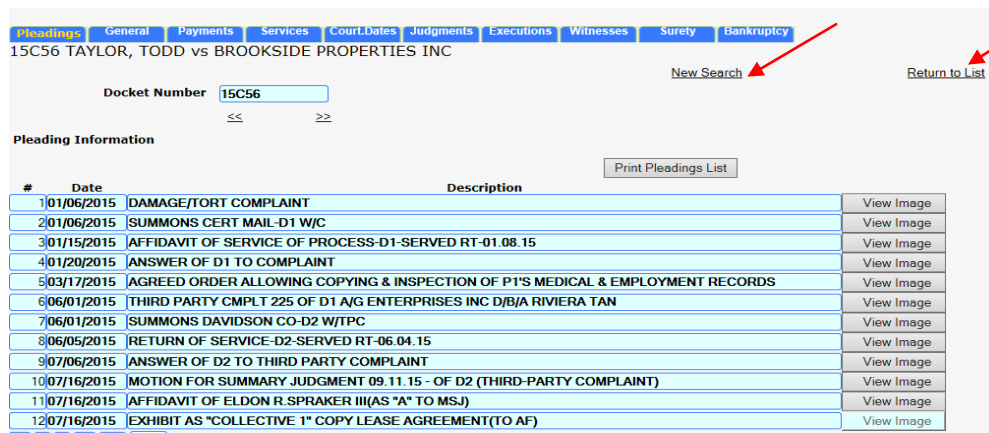
## Feedback

To report *bugs* or submit feedback, please contact our IT Department by e-mail at circuitsupport@jis.nashville.org.

## Important Information

### *Navigating within the application*

- The application requires you to use the application buttons NOT the "*back/forward* buttons."



- **As stated above, <u>do not use the computer *Back* button</u> as it will lock up the application.**



### *Browser Capabilities*

- **iPad – you must close one image to view another image.**
- **Safari – you must turn off the Popup Blocker to view images.**
  - o **Preferences.**
  - o **Security.**
  - o **Under web content, uncheck "Popup Blocker."**
- **Safari – you must turn off "AutoComplete/AutoFill."**
  - o **Preferences.**
  - o **AutoFill.**
  - o **Turn off AutoFill**

# Circuit Court Clerk
# CaseLink Features

## New Features

**Listed below are some of the new features CaseLink provides.**

### *Search Engine*

**The search engine is no longer *office specific*.**

#### Party Name Search

- **A search by Party Name brings back results for Circuit, Probate and General Sessions-Civil.**
- **User can limit the search by:**
  - **Plaintiff/Petitioner or Defendant/Respondent…..**



  - **By filings during certain time periods…..**



  - **By the Office……**



  - **By Case Type…..**



  - **By Case Status…..**

## Account Info

The *Account Info* feature allows you to manage your account as described below.

Update Subscriber name, address and billing e-mail address.



### View Payments and Billing Information – and – make payments.

## Sign up for Case Alerts
A user may sign up to receive e-mail notifications when a filing has been entered on a case in our computer system.



- Notice that you may enter Case/Docket Number(s) for Circuit, Probate and/or General Sessions-Civil.
    - o Enter the "*e-mail address*" where you want the notification sent.
    - o Enter the "*Case/Docket Numbers*" for the cases on which you want to receive notifications.
    - o Click "*Update Changes.*"

# Circuit Court Clerk
# CaseLink Case Functionality

## Case Functionality

Once a case has been chosen from a *Search* or *Case/Docket Number* entry, you have the following options:

- Search *previous* <u>or</u> *next* Case/Docket Number.



- **Print a pleadings list or PDF of all pleadings/orders entered**.

- **View an image.**

15C1119 CUNNINGHAM, CRAIG vs ANDERSON, RODNEY

New Search                                    Return to List

Docket Number  15C1119

<<                    >>

**Pleading Information**

Print Pleadings List

| # | Date | Description | |
|---|------|-------------|---|
| 1 | 03/24/2015 | CONTRACT/DEBT COMPLAINT | View Image |
| 2 | 03/24/2015 | SUMMONS PERSONAL SERVICE-D1.D2.D3 W/C | View Image |
| 3 | 04/23/2015 | ANSWER OF D1 TO COMPLAINT | View Image |
| 4 | 04/23/2015 | EXHIBIT AS COLLECTIVE COPY ADD/SUMMONS/COMPLAINT(TO ANSWER) | View Image |
| 5 | 05/05/2015 | MOTION FOR DEFAULT - OF P | View Image |
| 6 | 05/05/2015 | LETTER SENT TO P - NEED NEW MOTION DATE | View Image |
| 7 | 05/05/2015 | RETURN OF SERVICE-D3-SERVED RT-04.08.15 | View Image |
| 8 | 05/05/2015 | RETURN OF SERVICE-D2-SERVED RT-04.08.15 | View Image |
| 9 | 05/05/2015 | RETURN OF SERVICE-D1-SERVED RT-03.30.15 | View Image |
| 10 | 05/22/2015 | NOTICE OF HEARING 06.05.15 - OF P MOTION FOR DEFAULT | View Image |
| 11 | 06/04/2015 | RESPONSE (AS ANSWER)OF D1 IN OPP TO P MT FOR DEFAULT JUDGMENT | View Image |
| 12 | 07/10/2015 | ORDER DENIED P'S MOTION FOR DEFAULT JUDGMENT | View Image |

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- **Refine the current search criteria by *Returning to List* or beginning a *New Search*.**

| Pleadings | General | Payments | Services | Court.Dates | Judgments | Executions | Witnesses | Surety | Bankruptcy |

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New Search                                    Return to List

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| 8 | 05/05/2015 | RETURN OF SERVICE-D2-SERVED RT-04.08.15 | View Image |
| 9 | 05/05/2015 | RETURN OF SERVICE-D1-SERVED RT-03.30.15 | View Image |
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- **Export a list of all cases from a search inquiry**

Search    Account Info    Case Alert    Payments    Logoff

Export List          Print List          New Search          Refine Search

| # | Office | Docket # | Status | File Date | Description | Plaintiff/Petitioner | Pltf. Attorney | Defendant/Respondent | Def. Attorney |
|---|--------|----------|--------|-----------|-------------|----------------------|----------------|----------------------|---------------|
| 1 | Sessions | 16GC17451 | PENDING | 10/14/2016 | CIVIL WARRANT PS | PORTFOLIO RECOVERY ASSOCIA | FENTON & MCGARVEY | JONES,VALERIE L | |
| 2 | Sessions | 16GC18046 | PENDING | 10/21/2016 | CIVIL WARRANT PS | CONCORD FINANCE INC DBA SPE | KAHRS, LAURIE K | JONES,SANDRA | |
| 3 | Sessions | 16GC17993 | PENDING | 10/20/2016 | CIVIL WARRANT PS | CONCORD FINANCE INC DBA SPE | KAHRS, LAURIE K | JONES,TYLER L | |
| 4 | Sessions | 16GC18025 | PENDING | 10/21/2016 | CIVIL WARRANT PS | CONCORD FINANCE INC DBA SPE | KAHRS, LAURIE K | JONES,SAMARA K | |
| 5 | Sessions | 16GC17900 | PENDING | 10/20/2016 | CIVIL WARRANT PS | TENNESSEE QUICK CASH INC | GAMMONS, BARRY J. | JONES,LARRY KENNETH | |
| 6 | Sessions | 16GC17707 | PENDING | 10/18/2016 | CIVIL WARRANT PS | SMYRNA READY MIX CONCRETE,I | SMYTHE, DAVID M. | JONES,MARK T. A/K/A MARK TIMO | |
| 7 | Sessions | 16GC18016 | PENDING | 10/21/2016 | CIVIL WARRANT PS | CONCORD FINANCE INC DBA SPE | KAHRS, LAURIE K | JONES,YOLANDA R | |
| 8 | Sessions | 16GC17441 | PENDING | 10/14/2016 | CIVIL WARRANT PS | PORTFOLIO RECOVERY ASSOCIA | FENTON & MCGARVEY | JONES,MEAGAN | |
| 9 | Sessions | 16GC18032 | PENDING | 10/21/2016 | CIVIL WARRANT PS | CONCORD FINANCE INC DBA SPE | KAHRS, LAURIE K | JONES,DECARLOS | |
| 10 | Sessions | 16GC17960 | PENDING | 10/20/2016 | CIVIL WARRANT PS | CAPITAL ONE BANK USA NA | FENTON & MCGARVEY | JONES,MELODY A | |

- **View the following details of the case.**
  - **Pleadings.**
    - ✓ For Probate, the Reporting Date for Accountings/Status Reports appears.



  - **General party information and addresses.**



  - **Payments.**
    - ✓ You can now view, sort and print payouts.



  - **Services/Returns.**
    - ✓ For Circuit/Probate cases, you can view an image of the return.

| # | | Name | Description | Issued By | Issue Date | Serv Date | Serv Type | Served By | Comment |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Image | D1 MCEWEN, ELIZABETH M. | SUMMONS OUT OF CO | P2 | 03/06/2015 | 03/17/2015 | NOT FOUND | RUTHERFORD C | MOVED |
| 2 | Image | D1 MCEWEN, ELIZABETH M. | ALIAS SUMMONS OUT CO | P2 | 04/01/2016 | 04/13/2016 | SERVED | RUTHERFORD C | |
| 3 | Image | | | | | | | | |

o **Court Dates.**

14D2666 MCEWEN, RAY T. vs MCEWEN, ELIZABETH M.

New Search                    Return to List

**Court Date Information**

| # | Description | Type | Continuance(s) | Date |
|---|---|---|---|---|
| 1 | SHOW CAUSE ORDER  -  OF  8:30AM @ CSS | | (0) | 04/13/2015 |
| 2 | SHOW CAUSE ORDER  -  OF  8:30AM @ CSS-SET SUPPO | | (0) | 05/09/2016 |
| 3 | | | | |

o **Judgments.**

16GC1 DISCOVER BANK vs BREWER,KYLE

New Search                    Return to List

**Judgment Information**

| # | Judg. Date | Name(s) | Judgment | Judge |
|---|---|---|---|---|
| 1 | 02/16/2016 | BREWER,KYLE | 1,700.00 | BLACKBURN |
| 2 | | | | |

o **Executions.**

14GC16 LVNV FUNDING LLC AS SUCCESSOR IN INTEREST TO CREDIT ONE BANK NA vs HODGE,TYSHUNDA

New Search                    Return to List

**Executions Breakdown**

| # | Date | Judgment | Interest | Costs | Sheriff | Lit Tax |
|---|---|---|---|---|---|---|
| 1 | 08/13/2014 | 740.44 | 18.65 | 69.00 | 20.00 | 39.75 |
| 2 | | | | | | |
| 3 | | | | | | |

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**Answers**

| # | Date | Garnishees | Answers |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |

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**Returns**

| # | Date | Garnishees | Served By | Type |
|---|---|---|---|---|
| 1 | 08/18/2014 | SUNTRUST BANK | GARRISON | SERVED |
| 2 | | | | |
| 3 | | | | |

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**Garnishees**

| # | Date | Name | Address |
|---|---|---|---|
| 1 | 08/13/2014 | SUNTRUST BANK | 41 RACHEL DRIVE, NASHVILLE, TN 37214 |
| 2 | | | |
| 3 | | | |

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o **Witnesses.**
  ✓ **Address Information.**

| Pleadings | General | Payments | Services | Court.Dates | Judgments | Executions | Witnesses | Surety | Bankruptcy |

16C709 WOODARD, SUE ANN vs FRIEDMAN, WALLACE L DR

New Search                                                                                      Return to List

**Witness Information**

| # | Name | |
|---|------|---|
| 1 | ST THOMAS MIDTOWN HOSPITAL | More Information |
| 2 | ST THOMAS MIDTOWN HOSPITAL-IMAGING LIBF | More Information |
| 3 | BAPTIST PLAZA SURGICARE | More Information |
| 4 | VANDRBILT UNIVERSITY MEDICAL CENTER | More Information |
| 5 | VANDERBILT UNIVERSITY MEDICAL CENTER/RA | More Information |
| 6 | CENTENNIAL HEART | More Information |
| 7 | ST. THOMAS WEST HOSPITAL | More Information |
| 8 | SUMNER STATION FAMILY WELLNESS | More Information |
| 9 | VANDERBILT UNIVERSITY MEDICAL CENTER | More Information |
| 10 | TENNESSEE SPINE & JOINT CENTER | More Information |
| 11 | TENNESSEE ONCOLOGY, PLLC | More Information |
| 12 | TIGGES CHIROPRACTIC CLINIC | More Information |
| 13 | SUMNER STATION FAMILY WELLNESS | More Information |
| 14 | ORAL & MAXILLOFACIAL SURGERY OF NASHVIL | More Information |
| 15 | MID STATE PULMONARY ASSOCIATES | More Information |

<< < > >> Go To [ 18 ] of 18 Lines

- o **Surety.**

| Pleadings | General | Payments | Services | Court.Dates | Judgments | Executions | Witnesses | Surety | Bankruptcy |

05C1 CLAY, IDELL vs METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

New Search                                                                                      Return to List

| # | Party | Party Name | Attorney | |
|---|-------|-----------|----------|---|
| 1 | P1 | CLAY, IDELL | ZUCCARELLO,DONALD D. | More Information |
| 2 | | | | More Information |
| 3 | | | | More Information |
| 4 | | | | More Information |
| 5 | | | | More Information |
| 6 | | | | More Information |
| 7 | | | | More Information |
| 8 | | | | More Information |
| 9 | | | | More Information |
| 10 | | | | More Information |
| 11 | | | | More Information |
| 12 | | | | More Information |
| 13 | | | | More Information |
| 14 | | | | More Information |
| 15 | | | | More Information |

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- o **Bankruptcy Filings.**

| Pleadings | General | Payments | Unpaid.Costs | Services | Court.Dates | Judgments | Executions | Witnesses | Bankruptcy |

15GT10173 CITI MORTGAGE INC vs RODRIQUEZ,KEVIN A OR CURRENT OCCUPANTS

New Search                                                                         Return to List

Contact the Bankruptcy Court for status of any bankruptcy proceedings.

Our records only reflect information provided to our office.

| # | File Date | Party Name | Bankruptcy # | Chapter | Trustee | Atty of Debtor | Dismissal Date |
|---|-----------|------------|--------------|---------|---------|----------------|----------------|
| 1 | 01/25/2016 | RODRIQUEZ,KEVIN A OR CUR | 3:16-00423 | 13 | CHAPTER 13 BANKRUPTC | J ROBERT HARLAN | |
| 2 | | | | | | | |