

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.

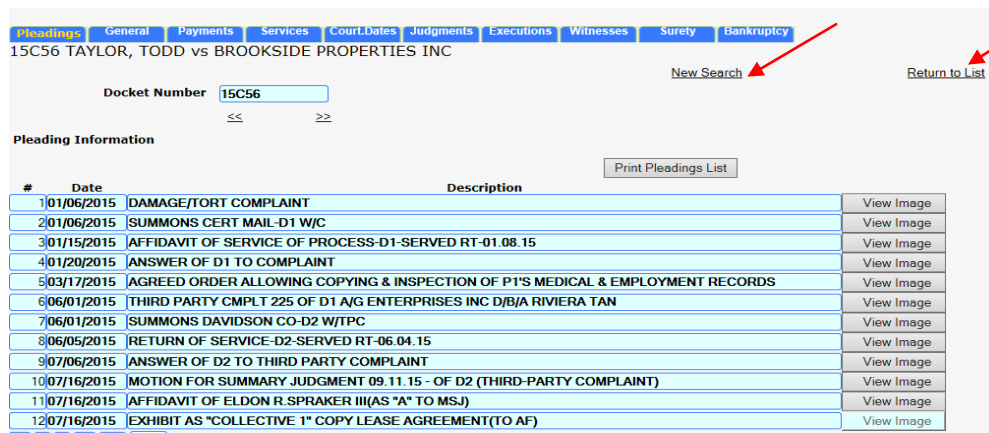
Feedback

To report *bugs* or submit feedback, please contact our IT Department by e-mail at circuitssupport@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, do not use the computer Back button 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.
 - Preferences.
 - Security.
 - Under web content, **uncheck** “Popup Blocker.”
- Safari – you must turn **off** “AutoComplete/AutoFill.”
 - Preferences.
 - AutoFill.
 - 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.....

Party Name [?](#) JOHN DOE
Attorney Name [?](#)
File Date (dd/mm/yyyy) thru
All
Plaintiff/Petitioner Only
Defendant/Respondent Only

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

File Date (dd/mm/yyyy) thru

- By the Office.....

Office
Case Type
Case Status
All
General Sessions
Circuit
Probate

- By Case Type.....

Case Type
Case Status
All
Appeal from Admin. Hearing
Civil Warrant
Conservatorship
Contract/Debt
Damages/Torts
Delinquent Warrant
Distress Warrant
Divorce (All)
Divorce with minor children
Divorce without minor children
Domestic Relation Petitions
Estate
Guardianship
Healthcare Liability
Immediate Possession
Legitimation
Miscellaneous
Miscellaneous General Civil
Paternity
Real Estate Matter
Recovery Warrant
Residential Parenting/Child Support
Residential Parenting/no Child Support
Specific Performance
Sue & Attach
Trust
Wage Assignment Hearing
Workers Compensation

- By Case Status.....

Case Status
All
Closed Cases Only
Pending Cases Only

Account Info

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

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

[Search](#) [Account Info](#) [Case Alert](#) [Payments](#) [Logoff](#)

Account Number 10473 [Change Password](#)

Activation Date

Subscriber Name John Doe

Mailing Address 1 Public Square

City Nashville

State Tennessee

Zip 37201

Email Address john.doe@jis.nashville.org

View Payments and Billing Information – and – make payments.

[Search](#) [Account Info](#) [Case Alert](#) [Payments](#) [Logoff](#)

CaseLink Subscription

To maintain your active subscription, please make the following payment by the due date shown.

Payment: \$25.00 **Due Date:** 12/01/2016

Payment History

Date	Description	Amount	
10/26/2016	Payment Received	35.00	<input type="button" value="Print Receipt/Bill"/>
09/16/2016	Payment Received	35.00	<input type="button" value="Print Receipt/Bill"/>
08/18/2016	Payment Received	35.00	<input type="button" value="Print Receipt/Bill"/>
07/19/2016	Payment Received	35.00	<input type="button" value="Print Receipt/Bill"/>
06/20/2016	Payment Received	35.00	<input type="button" value="Print Receipt/Bill"/>

<< < > >>

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.
 - Enter the “e-mail address” where you want the notification sent.
 - Enter the “Case/Docket Numbers” for the cases on which you want to receive notifications.
 - Click “Update Changes.”

A screenshot of the 'Case Alerts' form. At the top, there is a navigation bar with links: [Search](#), [Account Info](#), [Case Alert](#), [Payments](#), and [Logoff](#). Below this, the title 'Case Alerts' is displayed. The form consists of several fields and a table:

- Email Address for Case Alerts:** A text input field with a red arrow pointing to it.
- Table:** A table with five columns: 'SelDocket Number', 'Office', 'Plaintiff', and 'Defendant'. It contains five rows of case data. A red arrow points to the table.
- Update Changes:** A button at the bottom right with a red arrow pointing to it.

SelDocket Number	Office	Plaintiff	Defendant
13C3223	Circuit	DARVIN, NORMA	NEW EDITION COMMUNITY AF
16C2316	Circuit	BELLEVUE HEIGHTS APARTM	SELF, PHILIP BRYAN
04D1758	Circuit	FERGUSON, JANICE CHRISTI	FERGUSON, MARC ALAN
14C194	Circuit	BASS, KEVIN	NASHVILLE SECURITY AGENC
15C949	Circuit	WARE, SAMANTHA M	COLE, RICHARD A

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* or *next* Case/Docket Number.

The screenshot shows the CaseLink interface with the 'Pleadings' tab selected. The case name is '15C1119 CUNNINGHAM, CRAIG vs ANDERSON, RODNEY'. The 'Docket Number' field contains '15C1119'. Below the field are navigation buttons '<<' and '>>'. The 'Pleading Information' section contains a table of pleadings and a 'Print Pleadings List' button.

#	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

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

This screenshot is identical to the one above, but with a red arrow pointing to the 'Print Pleadings List' button.

- View an image.

Pleadings General Payments Services Court Dates Judgments Executions Witnesses Surety Bankruptcy

15C1119 CUNNINGHAM, CRAIG vs ANDERSON, RODNEY

Docket Number [New Search](#) [Return to List](#)

<< >>

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
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12	07/10/2015	ORDER DENIED P'S MOTION FOR DEFAULT JUDGMENT	View Image

<< < > >> [Go To](#) 17 of 17 Lines

- 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

15C1119 CUNNINGHAM, CRAIG vs ANDERSON, RODNEY

Docket Number [New Search](#) [Return to List](#)

<< >>

Pleading Information [Print Pleadings List](#)

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1	03/24/2015	CONTRACT/DEBT COMPLAINT	View Image
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12	07/10/2015	ORDER DENIED P'S MOTION FOR DEFAULT JUDGMENT	View Image

<< < > >> [Go To](#) 17 of 17 Lines

- 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,	SMYTHIE, DAVID M.	JONES,MARK T. AKIA 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.

Pleadings General Payments Services Court Dates Judgments Executions Witnesses Surety Bankruptcy

16P1 SHEA, NANCY G. vs SHEA, JOHN C.

New Search Return to List

Docket Number 16P1

Reporting Date: May 3rd

Pleading Information

Print Pleadings List

#	Date	Description	
1	01/04/2016	PETITION PROBATE WILL	View Image
2	01/04/2016	TENNCARE RELEASE REQUIRED	View Image
3	01/04/2016	ATTACHED EXHIBITS COPY OF WILL & DEATH CERTIFICATE	View Image
4	01/04/2016	AFFIDAVIT OF NOTICE TO BENEFICIARIES	View Image
5	01/04/2016	NOTICE OF COURT DATE 02.03.16 - 0 - (JUDGE) PETITION PROBATE WILL	View Image
6	02/03/2016	CERTIFIED LETTER @ 2	View Image
7	02/03/2016	PETITION ORDER appt :SHEA, NANCY G. - PERSONAL REP	View Image
8	02/03/2016	LAST WILL AND TESTAMENT 2 PAGES	View Image
9	02/03/2016	COST BOND FOR P1 & ATTY	View Image
10	02/03/2016	OATH OF FIDUCIARY NANCY SHEA	View Image
11	02/03/2016	NOTICE TO COMMISSIONER (DATE OF DEATH 12.10.15)	View Image
12	02/03/2016	NOTICE TO CREDITORS (NASHVILLE LEDGER)	View Image

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- General party information and addresses.

Pleadings General Payments Services Court Dates Judgments Executions Witnesses Surety Bankruptcy

15C1119 CUNNINGHAM, CRAIG vs ANDERSON, RODNEY

New Search Return to List

Docket Number 15C1119

Case Description CONTRACT/DEBT COMPLAINT

File Date 03/24/2015

Suit Amount 12,565.00

Court # 5

Plaintiff Name

1 CUNNINGHAM, CRAIG More Information

2 More Information

1 Lines

Plaintiff Attorney(s)

1 PRO SE More Information

2 SURBER, JOEL P. More Information

3 Lines

Defendant Name

1 ANDERSON, RODNEY More Information

2 JOHNSON, KIZZIE More Information

3 Lines

Defense Attorney(s)

1 PRO SE More Information

2 More Information

1 Lines

- Payments.

✓ You can now view, sort and print payouts.

Pleadings General Payments Services Court Dates Judgments Executions Witnesses Surety Bankruptcy

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

New Search Return to List

Payment(s) Processed

#	Party	Rec Date	Rec Num	Clk	StLit	CtLit	OCShr	Reimb
1	P2	02/05/2015	636947	35.00				
2	P1	07/20/2016	684046		23.75	33.75	56.00	35.00
3								
Totals				35.00	23.75	33.75	56.00	35.00

2 of 2 Lines

Payout Information

Print Payouts

#	Payout #	Payout Type	Amount	Check Date	Check #	Pay To
1	189632	OC Sheriff	28.00	08/03/2016	117079	RUTHERFORD COUNTY SHERIFF
2	189633	OC Sheriff	28.00	08/03/2016	117080	SHERIFF OF RUTHERFORD CO
3	189635	Reimbursements	35.00	08/03/2016	117075	DHS - ST OF TN
4						
5						
6						
7						
8						

3 of 3 Lines

- Services/Returns.

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

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

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

[New Search](#) [Return to List](#)

Service Information

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

○ **Court Dates.**

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

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				

○ **Judgments.**

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

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				

○ **Executions.**

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

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						

<< < > >> Go To 1 of 1 Lines

Answers

#	Date	Garnishees	Answers
1			
2			
3			

<< < > >> Go To 0 of 0 Lines

Returns

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

<< < > >> Go To 1 of 1 Lines

Garnishees

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

<< < > >> Go To 1 of 1 Lines

○ **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 LIB			More Information					
3	BAPTIST PLAZA SURGICARE			More Information					
4	VANDRBILT UNIVERSITY MEDICAL CENTER			More Information					
5	VANDERBILT UNIVERSITY MEDICAL CENTER/R			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									

○ **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					
<< < > >> Go To 1 of 1 Lines									

○ **Bankruptcy Filings.**

Pleadings	General	Payments	Unpaid.Costs	Services	Court.Dates	Judgments	Executions	Witnesses	Bankruptcy
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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 BANKRUPTCY	J ROBERT HARLAN	
2							