

# Fourth Circuit Court Updates



For the week of  
October 21, 2024

If this changing weather can tell us anything, it's that spooky season is finally here! As exciting as that is, it also means the holidays are fast approaching. With that comes important dates, updates, and reminders before the year ends. Keep reading to stay up to date on the latest information!

## STAFF UPDATES

We are excited to announce that we have filled the position of Court Improvement and Communications Coordinator! Last week, we welcomed Ms. Bekah Haralson to the office to assume this new role. Ms. Haralson is a recent graduate of Lipscomb University with a background in public relations, social media, and design. She is eager to step into this role and increase accessibility to our Court!

Additionally, Mr. Dakota Vermillion, who serves as our Student Law Clerk, recently passed the Tennessee Bar Exam! We are very proud of Mr. Vermillion for this impressive achievement. Please join us in congratulating soon-to-be Attorney Vermillion and wishing him well in his future endeavors.

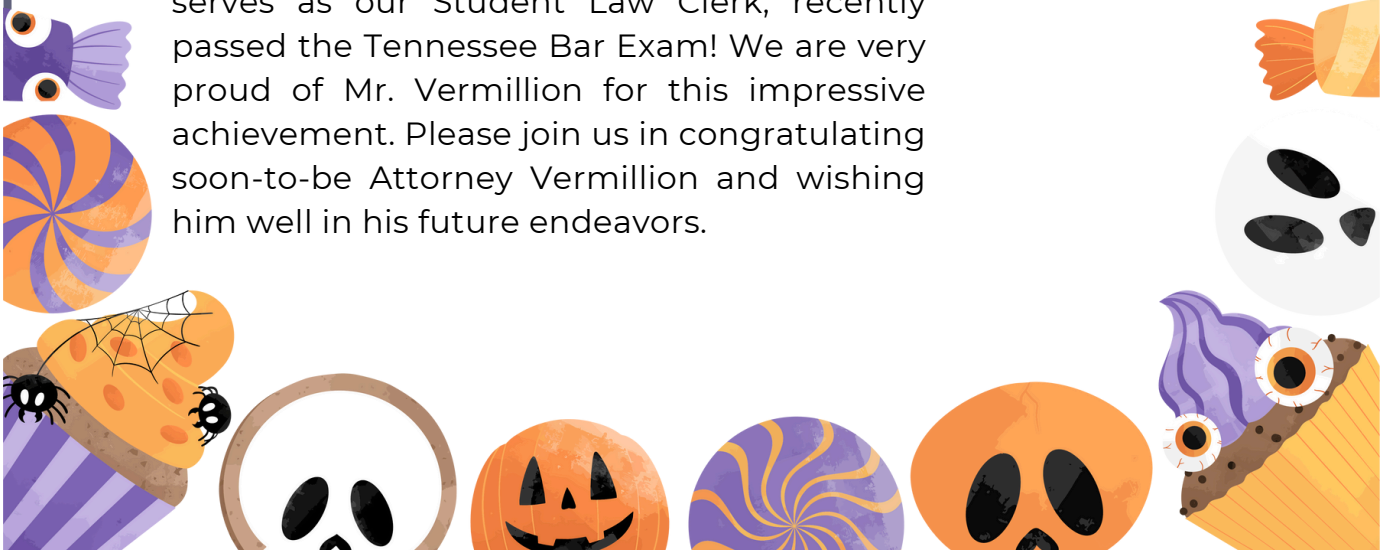
### **In this newsletter you can expect:**

Staff Updates

End-of-Year  
Calendar

Important  
Reminders

Tips and Tricks  
for Practicing in  
the 4th Circuit  
Court





## IMPORTANT REMINDERS





If you have a pending case that involves minor children and the holiday parenting plan may be at issue, we urge you to begin discussions to resolve these issues. Where there is no resolution, please file your motions early to ensure timely resolution. All motions to address holiday parenting time for the Thanksgiving holiday must be filed *by November 8th* and motions to address winter break holiday parenting time must be filed *no later than December 6th*.


**All Orders on matters heard by Judge Kweller must be submitted *no later than October 24, 2024*.**

## TIPS AND TRICKS

Did someone say trick or treat? Not quite... but we have something even better! Here are some *tips and tricks* for practicing in the Fourth Circuit Court that should make your experience, whether you're an attorney or a litigant, run much smoother.


### MOTIONS

-  Posted on the Circuit Court Clerk's website is a document entitled [Fourth Circuit Court Staggered Motion Docket and Zoom Participation Information](#). This document sets forth information about the weekly staggered motion docket, as well as how to participate via Zoom for cases as set forth in the document.
-  All Motions shall state the underlying Complaint or Petition that is pending. This can be stated in the opening paragraph.
-  Income and Expense Statements are required on all Motions for Pendente Lite Support. These shall be provided to the Court the day of the hearing and to the adverse party *at least two business days* before the court hearing.
-  Motions to Set or for Default in divorces with children, or in cases where a modification of parenting time is requested, must have a Proposed Parenting Plan filed and served on the adverse party before the Motion will be granted. Service may be effectuated by mailing a copy of the Proposed Parenting Plan to the adverse party at their last known address. The same should be reflected in a Certificate of Service on the Proposed Parenting Plan.


 First time continuance requests on Motions are liberally granted.

 Please email a courtesy copy of Responses or Replies to Motions to Ronnell Griffin at: [ronnellgriffin@jnsnashville.gov](mailto:ronnellgriffin@jnsnashville.gov).

### **ORDERS**

 In all cases, Orders to Set must be filed and mailed to the adverse party *at least 11 days* before the hearing date, unless there is an Agreed Order of the Court to set sooner.


 When transferring or non-suiting cases, be sure to add court costs in the Order.


 All proposed orders shall include the following requirements:

- The opening paragraph shall state the pleading that was addressed in the hearing;
- The opening paragraph shall state the date of the hearing;
- The opening paragraph shall state lawyers and parties who were present at the hearing;
- The opening paragraph shall state the name of the Judge or Special Master that heard the matter; and
- If signing an order with permission of opposing counsel, the order must still be sent to the opposing counsel and a Certificate of Service reflecting the same shall be included in the order.

***\*Effective January 1, 2025, the Court will no longer enter Orders that fail to meet these requirements.***

### **FINAL DECREES, MDA's, PERMANENT PARENTING PLANS AND CHILD SUPPORT WORKSHEETS**

 Please double check the taxation of court costs in the Marital Dissolution Agreement (MDA), Permanent Parenting Plan (PPP), and Final Decree to ensure the language is consistent.

 Please double check to ensure the number of days, income of the parties, and the child support obligation set forth in the Permanent Parenting Plan (PPP) are consistent with what is reflected on the Child Support Worksheet (CSW).



At present, dates for Irreconcilable Differences (ID) and Default divorce hearings must be obtained by calling or emailing the Court.

### **ADOPTIONS**



In order to request a certified copy of a Final Decree of Adoption on the day of the adoption hearing, the Final Decree must have been filed *the Wednesday before* the adoption hearing date.

### **FOREIGN LANGUAGE INTERPRETERS**



Any hearing where a foreign language interpreter is utilized and documents are being relied upon, said documents must be provided to Noemi Camejo ([noemicamejo@jnsnashville.gov](mailto:noemicamejo@jnsnashville.gov)) a minimum of two weeks prior to the scheduled hearing date. When providing the documents please reference the style of the case and the case number.

### **OTHER IMPORTANT INFORMATION**



#### **Have a Yahoo Account?**

We are currently experiencing challenges with receiving emails from *Yahoo* accounts. If you email us from a *Yahoo* account, please call our office to ensure your email was received.



#### **Filing a new Petition?**

Please be sure to keep the style of a case consistent with how it is shown on the initial filing of the case. It should remain unchanged in subsequent actions after a case is closed and re-opened, unless there is an order changing the style of the case.



#### **Weekly Staff Meeting:**

We have a standing weekly staff meeting on Thursdays from 1:00 p.m. to 3:00 p.m. If you call during this time, or anytime, and no one answers the phone, please feel free to leave a message, and we will promptly return your call, or you may email us instead.

 **SHARE** 

Our Updates and Announcements are for everyone. Please feel free to share with your staff, clients, and anyone else who may have an interest. Anyone who would like to be added to the email list may contact Special Master Kristen Menke at: [kristenemenke@jnsnashville.gov](mailto:kristenemenke@jnsnashville.gov).

Should you have any questions with anything contained in this memorandum or any matters of the Court, please feel free to contact us at: 615-862-5910 and stay tuned for more updates!

**Have a great week!**  
**Judge Williams and the Fourth Circuit Court Staff**

