

### Case Information (cont.)

- 4. Click the expansion link to view the case participants. Show/Hide Participants
- 5. Clicking the docket listing of any text appearing in green will cause the associated document to open as a PDF. (Some documents may be deleted from server. Users may use CaseLink to view images)

File Date	Case History
04-29-2019 Plaintiff	Filed By: [redacted] SUMMONS OUT OF CO-D1 (WILLIAMSON CO.)
04-29-2019 Plaintiff	Filed By: [redacted]  DIVORCE COMPLAINT-NO CHILD [redacted]

- 6. Docket line items with a black text are simply entries. There is no associated image with a black listing.
- 7. To view the list of individuals needing to be served and the means of service required (electronically or by traditional means) as of the time of conducting the search, enter the case number and click **Service List**.



Service List RE: 191 [redacted]

Case Number: 191 [redacted]  
 Judge: [redacted]  
 Court: DAVIDSON COUNTY CLERK OF COURTS  
 Circuit  
 Case Title: [redacted]

This certificate was automatically generated by the courts auto-notification system.  
 Date Generated: 04-30-2019:11:01:54 AM

As of 04-30-2019, the electronic filing system will send a Notice of Electronic Filing (NEF) to the following parties:  
 [redacted]

The electronic filing system will not send a Notice of Electronic Filing (NEF) to the following parties, who must be notified by a traditional method of service:

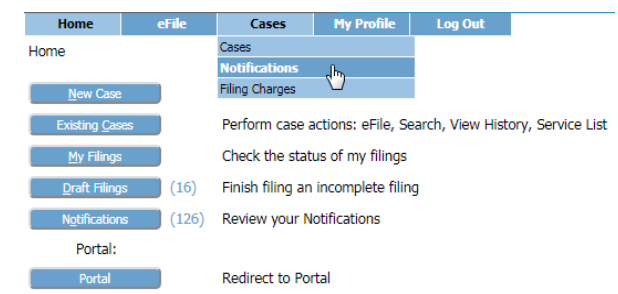
[redacted]  
 Address: [redacted]  
 [redacted]

- 8. The user may also locate the particular case on the table listing and click the "Service List" link that is to the right of the listing.

## Quick Guide – NEF (Certificate of Service)

### Notifications

Notifications are the official court communication regarding eFiling activity on a case. To obtain the official notification, the user must login to the eFiling system as described below.



The user may also get unofficial, courtesy emails regarding efilings to the user's cases.

1. Navigate to Notifications using the Home page button or using the Notifications link under the "Cases" tab on the Menu Bar.
2. Notifications with bolded green headings are "Unread" Notifications. Additionally, unread notifications have a closed envelope to the left of the listing.



- 3. Click on the heading to open the Notice of Electronic Filing in a new browser tab.

\*\*\*\*\* IMPORTANT NOTICE - READ THIS INFORMATION \*\*\*\*\*  
 NOTICE OF ELECTRONIC FILING [NEF]

**A filing has been submitted to the court RE:** [redacted]  
**Judge:** [redacted]

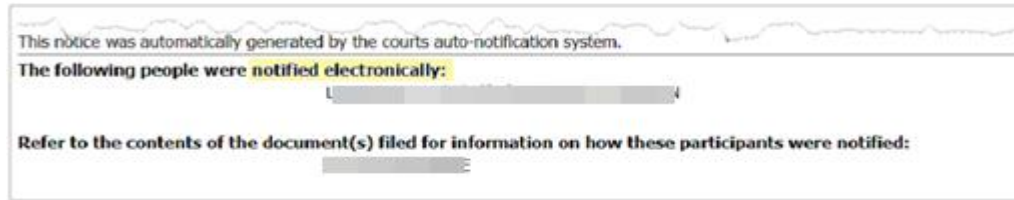
**Official File Stamp:** 04-29-2019:02:34:29 PM  
**Court:** DAVIDSON COUNTY CLERK OF COURTS  
 Circuit

**Case Title:** [redacted]  
**Document(s) Submitted:** DIVORCE COMPLAINT - MINOR CHILD(REN)  
**Filed By:** [redacted]

This notice was automatically generated by the courts auto-notification system.

## Notifications (cont.)

- The top of the Notice of Electronic Filing contains case-related information, including what document(s) were filed and triggered the NEF to be sent.
- The bottom portion of the NEF indicates the service requirements at the time the listed document was submitted. Future or past submissions may have different service requirements.



- Persons being served via the email system are listed first.
- Persons still requiring service by traditional means are listed under the second heading.
- Links to the document(s) are listed under the NEF heading. Clicking the link will cause the document to open as a PDF.



- Users can clean up the page display by using the checkbox in combination with the delete button. The system performs an auto-clean out 60 days after the NEF is delivered.

## Case Information

The My Cases page gives the user easy access to cases, documents filed to the case, and to the service list information associated to a particular case at the time of the query.

- Navigate to My Cases using the Home page button or using the My Cases link under the "Cases" tab on the Menu Bar.

**Cases** Number of cases displayed per page: 50 ▼

Court: ORGANIZATION - CIRCUIT, PROBATE, GS-CIVIL

Case Number:  Court Division:  [eFile](#) [History](#) [Service List](#)

Ex: 070900001 Search Cases

Show Active  Show Inactive  Show Both

Case Title	Case Number	eFile	Case Type	Judge	Court Division	Service List	Inactive
<input type="checkbox"/> F...	19	<input type="checkbox"/>	FOREIGN COURT SUBPOENA		Circuit	<a href="#">Service List</a>	<input type="checkbox"/>
<input type="checkbox"/> I...	19	<input type="checkbox"/>	FOREIGN COURT SUBPOENA		Circuit	<a href="#">Service List</a>	<input type="checkbox"/>
<input type="checkbox"/> I...	19	<input type="checkbox"/>	FOREIGN COURT SUBPOENA		Circuit	<a href="#">Service List</a>	<input type="checkbox"/>
<input type="checkbox"/> V...	19	<input type="checkbox"/>	FOREIGN COURT SUBPOENA		Circuit	<a href="#">Service List</a>	<input type="checkbox"/>
<input type="checkbox"/> F...	19	<input type="checkbox"/>	DIVORCE COMPLAINT- PARTIES HAVE MINOR CHILD(REN)		Circuit	<a href="#">Service List</a>	<input type="checkbox"/>

- To view a case history, use the text field to enter the case number following the pattern in the example below the text field. Click **History**.
- The user may also locate the desired case on the table display and click the case number.

**NOTE:** Any user with a correct case number can file and view public case information, however on sealed and/or confidential cases users will not be able to view certain case information unless they are party to the case or counsel of record on the case.



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DAVIDSON COUNTY CLERK OF COURTS

Case Number	19
Case Type	DIVORCE COMPLAINT-NO CHILD
Opened	04-29-2019
Status	

Plaintiff	
Defendant	
Judge	
Amt. of Claim	\$0.00
Jury/Non Jury	

Show/Hide Participants

File Date	Case History
04-29-2019 Plaintiff	Filed By: <input type="text"/> SUMMONS OUT OF CO-D1 (WILLIAMSON CO.)
04-29-2019 Plaintiff	Filed By: <input type="text"/> DIVORCE COMPLAINT-NO CHILD