CHAMBER RULES FOR THE THIRD CIRCUIT COURT

CORLETRA MANCE, JUDGE

TWENTIETH JUDICIAL DISTRICT OF TENNESSEE

EFFECTIVE DATE: November 9, 2026.

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I. SCOPE OF CHAMBER RULES

The following Chamber Rules apply to processes and procedures in the Circuit Court, Division III, of the 20th Judicial District of Tennessee (more commonly known as the "Third Circuit Court"). The Tennessee Rules of Civil, Criminal, and Appellate Procedure, Rules of Evidence, Rules of Professional Responsibility, and the Code of Judicial Conduct will take precedence over these Chamber Rules for any conflicting provisions.

These Chamber Rules are adopted pursuant to the provisions of Tennessee Code Annotated Section 16-2-511 and Tennessee Supreme Court Rule 18. The Judges within a district may promulgate uniform rules of practice consistent with statutory law, supreme court rules, and the rules of civil and criminal procedure. Tenn. Code Ann. § 16-2-511

These Chamber Rules supplement the uniform local rules for the 20th Judicial District and address matters specific to Division III.

Unless a particular rule indicates to the contrary, the word "complaint" may also mean "petition," the word "plaintiff" may also mean "petitioner," and the word "defendant" may also mean "respondent."

These Chamber Rules or any part thereof are subject to suspension by the Court when, in the Court's discretion, it is required for justice. All previous chamber rules of the Third Circuit Court are hereby set aside and are of no force or effect.

These rules will be effective on November 9, 2026.

II. COURT OPERATIONS

A. CONTACT INFORMATION

1. **Office Address**

   Metro Courthouse
   1 Public Square, 6th Floor, Courtroom 611
   Nashville, TN 37201

2. **Parking Garage Information**

   Parking is available in the Public Square Parking Garage which is adjacent to the courthouse. There is an entrance off of James Robertson Parkway. Rates do apply.

3. **Office Email & Phone**

   3rdCircuitSharedCalendar2@jisNashville.gov

   615.862. 5907

B. OFFICE HOURS

The normal office hours for the Court are as follows:

Monday – Thursday: 8:00 a.m. – 4:30 p.m.
Friday: 8:00 a.m. – 3:00 p.m.

*Please note: Staff meetings are conducted from 12:30 PM until 2PM every Thursday. Phone calls will be directed to voicemail during this time. *

**NOTICE: In an effort to increase the efficiency and effectiveness of the Court, allowing it to address all the needs of the Bar and Litigants, the Court has great preference that all Parties use email communication rather than Phone communication as the primary means of direct contact with the Court. This Policy is also a safeguard that helps prevent improper, unintentional Ex Parte Communication. Please consider emailing whenever there is no required urgency.

Chamber Email: 3rdCircuitSharedCalendar2@jisNashville.gov

Please email the above for all communications directed to Chambers and reserve phone calls to Chambers for urgent matters. **

C. COURT CLOSURES

1. Holidays

The Court recognizes annual holidays set forth from the Trial Court Administrator's Office each year are as follows:

- New Year's Day (January 1st)
- Dr. Martin Luther King, Jr. Day (3rd Monday in January)
- President's Day (3rd Monday in February)

- Good Friday (Friday before Easter Sunday)
- Memorial Day (Last Monday in May)
- Juneteenth (June 19th)
- Independence Day (July 4th)
- Labor Day (1st Monday in September)
- Veteran's Day (November 11th)
- Thanksgiving (Last Thursday in November)
- Day after Thanksgiving (Last Friday in November)
- Christmas Eve (December 24th)
- Christmas Day (December 25th)

Note: If a holiday falls on a Saturday, the Court will be closed on the preceding Friday in observance of the holiday. If a holiday falls on a Sunday, the Court will be closed on the following Monday in observance of the holiday.

2. Inclement Weather

There may also be occasions where the Court is closed, or dockets are cancelled for inclement weather or other adverse conditions that make the Court's operation infeasible. Decisions to close the Court for inclement weather will be made on a case-by-case basis and in consultation with the Presiding Judge of the Davidson County Trial Court Judges.

3. Additional Court Closures

In addition to the holidays set forth by the Trial Court Administrator's Office and closures due to inclement weather or adverse conditions, there may be occasions when the office is closed and/or dockets are

cancelled. Absent an emergency, advance notice will be provided to all Interested Parties.

D. REOCCURRING COURT DOCKETS

The Court's normal weekly schedule consists of the following:

Monday

- **9:00 a.m.** – Order of Protection Docket in Courtroom 510
- **1:30 p.m.** – Child Support Services Docket in Courtroom 611

Tuesday

- **9:00 a.m.** – Irreconcilable Differences and Default Divorce Docket in Courtroom 611
- **9:00 a.m.** – Order of Protection Docket in Courtroom 510
- **9:00 a.m.** – Trials in Courtroom 611

Wednesday

- **9:00 a.m.** – Irreconcilable Differences and Default Divorce Docket in Courtroom 611
- **9:00 a.m.** – Trials in Courtroom 611

Thursday

- **9:00a.m.** – Show Cause, Contempt, and Order of Protection Re-Hearing Docket in Courtroom 611
- **9:00a.m.** – Pro Se (Self-Represented) Agreed Divorce Docket in Room 603, Jury Room
- **9:00a.m.** – Motions associated with Order of Protection cases, Firearms Compliance, and other Order of Protection related hearings in Courtroom 510

Friday

- **9:00 a.m.** – Motion Docket in Courtroom 611

III. CORRESPONDENCE WITH THE COURT

A. It is the preference of the Court that all matters be communicated to the Court in pleadings, notices, and memoranda, with the adverse party copied accordingly, or in open court.

B. When timing does not allow for communication with the Court in a formal pleading, notice memoranda, or in open court, communication with the Court regarding a substantive or fact specific matter of a case, including a matter to be considered by the Judge outside of a formal hearing, may take place via email to the appropriate staff person with opposing counsel copied (or opposing party if a self-represented litigant).

C. Unless otherwise allowed in these Chamber Rules, there should be no Ex Parte communication with Chambers nor any request for "guidance" on procedural or other legal issues.

IV. COURTROOM DECORUM

The purpose of this section is to set forth basic principles concerning appropriate behavior and decorum when appearing before the Court. These requirements are intended to emphasize and enhance the ethical obligations of attorneys under the Rules of Professional Conduct and the time-honored customs of experienced trial attorneys. They are further intended to inform litigants, witnesses, and spectators of proper etiquette when appearing in court. It is imperative to remember that a courtroom is a forum for adjudicating the rights and duties of litigants and that

discussions that occur in court are highly regulated by the rules of evidence and procedure.

A. THE FOLLOWING ARE REQUIREMENTS WHEN APPEARING BEFORE THE THIRD CIRCUIT COURT:

1. Always be prompt and in the courtroom ready to proceed at the appointed time. If possible, the Court should be notified in advance if attorney for a party or a party will be late.
2. Attire for attorneys, parties, witnesses, and spectators should be restrained and appropriate to the dignity of a courtroom. Attorneys and court reporters shall be professionally dressed, whether appearing in person or by visually remote means.

   The Court recognizes that people come to court from all walks of life and may come directly from work or may face challenges that cause them to appear in clothing other than that described above. No one will be prohibited from entering the courtroom or removed from the courtroom based on such attire unless such attire is blatantly offensive.

   When possible, all Courtroom attendees should avoid wearing shorts, tank tops, mini-skirts and dresses, low cut apparel, sleeveless apparel, flip flops, shirts that depict pictures or words (unless the words are the brand of the apparel), clothes that reveal midriff areas, denim pants, and any other attire that is inappropriate for a formal business setting. Further, unless worn for religious custom and practice, hats and sunglasses shall not be worn in the courtroom. This is applicable to litigants and witnesses whether appearing in person or by visually virtual means.
3. All individuals in the courtroom shall stand when court is opened, recessed, and adjourned, unless limited by a physical disability.

4. All attorneys, parties, and witnesses shall stand when addressing, or being addressed by the Court, with the exception of witnesses testifying on the witness stand and those limited by physical disability.
5. When speaking at the lectern, from counsel table, or on the witness stand, remain at the lectern, counsel table, or witness stand and speak clearly, loudly, and at a consistent pace into the microphone. Exceptions may be when utilizing charts or devices to present evidence. The microphone amplifies sound and is used to capture audio in the recording of the proceeding. The microphone is always recording and may capture private conversations.
6. When first addressing the Court, attorneys and self-represented litigants shall state their name, spelling names as needed. Attorneys shall also state the party they represent.
7. Do not approach the witness or the bench without the Court's permission.
8. Refer to all persons, including witnesses, other attorneys, and the parties by their surnames and not by their first or given names. Exceptions may be made in the case of children.
9. Address all remarks to the Court, not to opposing counsel, litigants, or witnesses. Arguments between litigants, their attorneys, and/or witnesses are strictly prohibited. Further, disparaging personal remarks and acrimony toward opposing counsel, a party, or witness are strictly prohibited.
10. Unless making an objection, attorneys, parties, or witnesses are not to interrupt a witness or attorney who is speaking and under no circumstance should the Judge be interrupted when speaking.

11. When making an objection, the objecting party shall stand if physically able to do so, state there is an objection and state VERY briefly the legal grounds for the objection, withholding further comment or argument unless requested by the Court. The proponent of the question shall not make ANY argument to the objection unless the Court requests a response, and the witness shall withhold response until such time the Court rules.

12. Gestures, facial expressions, audible comments, or the like as manifestations of approval or disapproval during the testimony of witnesses or at any other time is strictly prohibited.

13. No tobacco use in any form is permitted in the courthouse. No bottles, beverage containers, paper cups, chewing gum, or food are allowed in the courtroom except for the water provided at the counsel table.

14. Cell phones and other electronic devices must be turned off, on vibrate mode, or silenced.

15. It is strongly discouraged and unadvisable for children to be in the courtroom during proceedings, except when testifying during the proceeding.

16. Limit the oral communication of social security numbers and financial account numbers during a hearing to the last 4 digits.

17. Be courteous to everyone in the courtroom, including Court staff.

18. Unless approved in advance by the Court, photographing, recording, or broadcasting court proceedings is strictly prohibited.

19. Repeated entrances and departures in and out of the courtroom are to be avoided.

20. Doorways and passageways in the courtroom should be always kept clear.

All attorneys shall provide a copy of this policy on Courtroom Decorum to clients, witnesses, and court reporters prior to coming to court.

V. GENERAL REQUIREMENTS FOR PLEADINGS

A. ALL PLEADINGS FILED SHALL INCLUDE THE FOLLOWING:

1. Style of the Case

The order and spelling of the names of the parties in the style of the case shall always remain the same regardless of the pleading that is filed. Any changes to the style of the case may only occur after an order approving the change is entered. An example case style is as follows:

IN THE THIRD CIRCUIT COURT FOR DAVIDSON COUNTY, TENNESSEE

SALLY MAE SMITH,	)	
Plaintiff/Wife,	)	Docket No.: 26D-9999
	)	
Vs	)	
JOHN PAUL SMITH	)	
Defendant/Husband.	)	

2. Docket Number

All pleadings must include a docket number. This shall not apply to initial pleadings that have not yet been assigned a docket number.

3. Title of Pleading

All pleadings must include a title that is reflective of the nature of the pleading in a manner that is easy to ascertain the substance of the pleading.

4. Statutory Requirements

All divorce complaints must conform with statutory requirements as set forth in T.C.A. § 36-1-106.

5. Additional Requirements

In addition to the statutory requirements for a divorce complaint set forth in T.C.A. § 36-1-106, the Court requires the following to be included in all divorce complaints:

a. Date of Separation of the Parties

b. Place of Separation of the Parties (including city, county, and state)

c. Whether each party is an active member of the military

d. Ages of the children (if applicable)

e. Jurisdictional statement. A statement that the acts complained of were committed while the plaintiff was a bona fide resident of the State of Tennessee, or, if the acts complained of were committed outside the State of Tennessee and the plaintiff did not reside in the State of Tennessee at the time of the acts, a statement that the plaintiff or the defendant resided in the State of Tennessee six (6) months preceding the filing of the complaint.

6. Signature Blocks

All pleadings shall include a signature block for the attorney or self-represented litigant filing the pleading. The signature block shall include:

a. Name of the person filing the pleading

b. Party the attorney represents (if applicable)

c. Board of Professional Responsibility (BPR) number (if an attorney)

d. Address of the person filing the pleading

e. Phone number of the person filing the pleading

f. Email address of the person filing the pleading

An example signature block is as follows:

Sandy A. Robinson, 012345
Attorney for Katie Allen
123 Attorney Lane, Ste. A Nashville, Tennessee 99999
(615) 999-9999
sandyarobinson@attorneyemail.com

7. Certificate of Service

Except for pleadings that are served via summons, all pleadings shall include a certification that the pleading has been served on the opposing party. The certification shall include:

a. The date of service

b. The method of service

c. The address, fax number, or email address where the pleading was served

d. Signature of the attorney or self-represented litigant serving the pleading

An example Certificate of Service is as follows:

CERTIFICATE OF SERVICE

The undersigned hereby certifies that on the ___ day of _____, ____, a true and exact copy of the foregoing has been sent via _____ to:

John Paul Smith
456 Main Street Nashville, Tennessee 99999
johnpsmith@husband.com

_____

Sandy A. Robinson

8. Page Numbers

Every page of a pleading, brief, or memoranda filed with the Circuit Court Clerk and/or submitted directly to the Court must be numbered.

B. PROPOSED ORDERS

1. All proposed orders shall include the following:

- **a.** The title of the order which reflects the nature of the order (e.g., Order on Motion for Pendente Lite Support, Order for Default Judgment and to Set, Order to Set Final Contested Hearing, Order to Waive Parenting Seminar and Mediation, Order on Motion to Compel Mediation, etc.). Under no circumstance should the order just be titled "Order."
- **b.** An opening paragraph which states the following:
  - **i.** Pleading(s) that was addressed in the hearing.
  - **ii.** The date the pleading was filed.
  - **iii.** The date of the hearing.
  - **iv.** The attorneys and parties who were present at the hearing.
  - v. The name of the Judge or Special Master that heard the matter.
- **c.** Relevant findings of the Court.
- **d.** Clear language reflecting the Court's orders from the hearing. Do not add to the Court's ruling.
- **e.** 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.

2. Final Orders

All proposed final orders shall clearly state the Order is an adjudication of all pending matters (or the pending matter it fully adjudicates if other matters are still pending).

3. Court Costs

All proposed final orders shall assess court costs.

4. Timing of Submission

All proposed orders shall be filed with the Circuit Court Clerk within 10 days of the hearing and served simultaneously on the adverse party.

5. Opposition to Proposed Orders

If a proposed order does not reflect it has been approved for entry by all parties, the adverse party shall have three (3) business days to notify Court staff of opposition to the order filed and to file a competing order. A competing order must be served and a PDF copy of the same shall be emailed to Chambers by emailing 3rdcircuitsharedcalendar2@jisnashville.gov no later than 5:00 p.m. on the third business day following the filing of the proposed order. If no notice of opposition is provided to the Court staff within the time prescribed above, the order will be submitted to the Judge for signature.

6. Deadlines in Orders

Deadlines reflected in proposed scheduling orders shall reflect a date certain (i.e., "January 15, 2025" rather than "60 days").

VI. PRETRIAL MOTIONS

A. FILING DEADLINES FOR PRETRIAL MOTIONS AND RESPONSES

With limited exceptions (e.g., holidays, court closures, etc.) motions to address matters during the pendency of litigation are heard every Friday beginning at 9:00 a.m. You may view the Court's calendar for motion hearings on the Davidson County Circuit Court Website.

1. Trial-Related Motion Deadlines

All pretrial motions must be filed and scheduled for hearing no later than the Court's last regular motion docket before the scheduled trial date. No motions, including motions in limine, will be heard on the day of trial.

2. Filing and Service Requirements

All pretrial motions, other than motions for summary judgment, must be filed and served on the opposing party with all supporting material, including without limitation, all affidavits, deposition excerpts, discovery responses, proposed temporary parenting schedules, and all other factual material in which the moving party relies for the relief requested at least 14 days (including weekends and holidays) before the motion hearing.

3. Support Motions

All motions to set support should include the movant's sworn statement of issues and income and expense form and must be provided to the adverse party by 5:00 p.m. on the Monday before the motion hearing. The non-movant shall provide a sworn income and expense statement and income documentation to the movant by 12:00 p.m. on the Thursday before the motion hearing.

Both parties must provide their respective sworn income and expense statements and income documentation to the Court at the time of the motion hearing.

Please find the required Income and expense form in these rules as Exhibit 1 to this document.

4. Responses

If a motion is opposed, a written response is encouraged, but not required. Any responses filed must be filed by 12:00 p.m. on the Tuesday before the motion hearing AND a PDF courtesy copy shall be emailed to 3rdcircuitsharedcalendar2@jisnashville.gov at such time the response is filed. Hand delivery of a hard copy is permissible as well.

5. Replies

Replies to responses are not required. Any reply must be filed by 12:00 p.m. on the Wednesday before the motion hearing AND a PDF courtesy copy shall be emailed to 3rdcircuitsharedcalendar2@jisnashville.gov at the time the reply is filed. Hand delivery of a hard copy is permissible as well.

6. Summary Judgment Motions

Motions for summary judgment and responses and replies to the same are governed by the Tennessee Rules of Civil Procedure, unless otherwise ordered by the Court.

7. Continuances

First time continuance requests are liberally granted.

B. CONTENTS OF MOTIONS

1. Underlying Complaint

All Motions shall state the underlying Complaint or Petition that is pending.

2. Basis and Relief

All motions shall include adequate information for the basis of the motion, why the movant is entitled to relief, and the specific relief requested.

3. Supporting Materials

All motions shall include relevant affidavits, deposition excerpts, discovery responses, proposed temporary parenting schedules, proposed scheduling orders, or all other factual material in which the moving party relies for the relief requested. Counsel shall certify in the motion and response that they have conferred with opposing counsel or party.

4. Support Motions Documentation

In all motions to set support, the movant's sworn income and expense statement and income documentation must be provided to the adverse party by 5:00 p.m. on the Monday before the motion hearing. The non-movant shall provide a sworn income and expense statement and income documentation to the movant by 12:00 p.m. on the Thursday before the motion hearing. Both parties must provide their respective sworn income and expense statements and income documentation to the Court at the time of the motion hearing.

5. Legal Analysis

If the issue raised by the motion raises a question of law, legal analysis and argument shall be provided in the motion by separate memorandum of law or a brief.

6. Proposed Parenting Plans

Motions to Set and Motions for Default in divorce cases with children and in cases where a modification of parenting time is requested must have a Proposed Parenting Plan filed and served on the adverse party along with the motion, or 14 days before the motion hearing, 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.

7. Scheduling Orders

All Motions for Scheduling Orders, including the extension of a scheduling order, must include a proposed scheduling order.

8. Discovery Motions

All Motions to Compel Discovery responses shall describe in detail the good-faith and written efforts made to resolve the matters alleged prior to filing the Motion and must state with specificity the discovery responses that are alleged to be deficient.

9. Default Motions with Publication

All Motions for Default, where service was obtained via publication, must have on file copies of the clippings reflecting the publication or an affidavit from the publisher confirming the publication dates.

10. Default Motion Timing

A Motion for Default shall not be filed until the time for response has expired.

11. Required Notice Language

All motions shall include the following language:

THIS MOTION IS EXPECTED TO BE HEARD ON [INSERT DATE], AT 9:00 A.M. THE COURT MAY SET A DIFFERENT HEARING TIME AT ITS DISCRETION. ALL HEARING TIMES WILL BE POSTED ON THE FINAL MOTION DOCKET, BY 12:00 P.M., ON THE TUESDAY IMMEDIATELY PRECEDING THE MOTION DATE. PLEASE REFER TO THE FINAL MOTION DOCKET LOCATED ON THE CIRCUIT COURT CLERK'S WEBSITE TO CONFIRM THE HEARING TIME.

C. ASSIGNED HEARING TIMES FOR MOTIONS: THE FINAL MOTION DOCKET

While all motions are noticed for a 9:00 a.m. docket call, a Final Motion Docket that assigns motions to specific time blocks is published on the Circuit Court Clerk's website by 12:00 p.m. on the Tuesday before the Motion Docket. It is reflected as the Final Domestic Motion listed under the "Circuit Dockets" tab located on the Davidson County Circuit Court Clerk's website.

1. Final 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 center of each page. Motions and assigned time blocks will be shown in the following order:

a. **8:58 a.m.: 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 self-represented litigant prior to the date of the scheduled motion hearing and must reference the date of the hearing.

b. **8:59 a.m.: 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.

c. **9:00 a.m.: Simple Motions with No Testimony or Exhibits.** Motions that are expected to take five (5) minutes or less and require no testimony are set for 9:00 a.m. Zoom appearances are permissible and optional for these cases 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.

d. **10:00 a.m.: Motions with Testimony, Exhibits, and/or Extensive Argument.** Motions that will take longer than five (5) minutes will be scheduled at 10:00 a.m.

e. **11:00 a.m.: Cases with Multiple Motions, Complex Issues, and/or Extensive Argument.** Cases with several motions to be heard and those that may deal with complex legal issues or have extensive argument that is expected to extend beyond 20 minutes may be scheduled for 11:00 a.m. or specifically set, depending on the number of cases on the docket.

2. Motions that Extend Beyond 30 Minutes

If it is expected that a hearing on a motion may exceed 30 minutes, please specify the same in the motion, along with the anticipated amount of time it will take to conduct the hearing. These motions may be set pursuant to number 3 below.

3. Specially Set Motions

The Court, in its own discretion, may set a motion to be heard on a different day and time if it finds the same is necessary for a full, fair, and/or timely hearing on the matter.

D. TESTIMONY DURING MOTION HEARINGS

1. Witness Limitations

Testimony during motion hearings shall be limited to the parties, absent the necessity of a material witness to a matter contained in the motion.

2. Concise Testimony

Testimony of all witnesses shall be concise and solely focused on the issue before the Court and shall conform to the time limits set forth by the Court for the hearing.

3. Income and Expense Statements

Sworn income and expense statements are required for motions requesting support and will generally serve as testimony as to need and ability to pay. The movant's sworn income and expense statement, along with documentation supporting their income, must be provided to the adverse party by 5:00 p.m. on the Monday before the motion hearing. The non-movant shall provide a sworn income and expense statement, along with documentation supporting their income, to the movant by 12:00 p.m. on the Thursday before the motion hearing.. Both parties must provide sworn income and expense statements to the Court at the time of the motion hearing, along with documentation supporting their respective incomes.

4. Statement of Relief

The Court requests that attorneys and self-represented litigants state the relief requested at the onset of the motion hearing.

E. ZOOM APPEARANCES FOR MOTION HEARINGS

1. Eligible Dockets

Zoom appearances will be allowed when practical for default motions and cases set on the9:00 a.m. docket. The motions that allow an optional Zoom appearance are only motions that do not require party or witness testimony and take less than 5 minutes. If a motion is scheduled to be heard on a docket that allows Zoom appearances and you expect to have party or witness testimony, all parties and witnesses must appear in

person, unless the Court has granted a request for virtual testimony in accordance with Rule 43.01 of the Tennessee Rules of Civil Procedure.

2. In-Person Option

Please note appearing by Zoom in the specifically designated cases above is only an option and only available when practical for the Court. When Zoom is unavailable, all Parties must be physically present in Court. When Zoom is available, in person attendance is optional. When attending a hearing, rather Zoom or in person, all parties and attorneys are expected to be on time and present or on the call when their case is called.

3. Virtual Testimony Requests

The Court may grant a request for a party or witness to testify via Zoom or other virtual means at a motion hearing in compliance with Rule 43.01 of the Tennessee Rules of Civil Procedure.

4. Instructions for Appearing by Zoom

a. 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, microphone, and 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.

b. 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.

c. Once Zoom is installed, it will be necessary to create an account using the prompts provided via the app or website.

d. 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.

e. It is also advisable to test the program to be sure there is a strong Wi-Fi connection. If the signal strength is too weak it may impact the participant's ability to participate in the virtual hearing. If a participant is unable to participate by Zoom, then they must appear in person.

f. The Zoom link for Friday Motion Dockets may be found on the Davidson County Circuit Court Clerk website.

g. If the link does not work, please contact the Judicial Assistant at EbonyJBailey@jisnashville.gov or by Chambers at 3rdcircuitsharedcalendar2@jisnashville.gov. You may call Chambers at 615-862-5907.

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

i. Another message will appear asking the participant to "join with video". Please click the option to do this.

j. 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.

F. MOTION ANNOUNCEMENTS: CONTINUANCES, STRIKES, AGREED ORDERS, ETC.

1. Notice to Chambers

Please be sure to contact Chambers by emailing 3rdcircuitsharedcalendar2@jisnashville.gov to provide information on docket announcements (e.g., 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. Always include the Opposing Party or his or her Counsel.

2. Timing of Notice

Please be sure to notify the Court of these announcements no later than 8:45 a.m. the Friday of the Motion hearing; otherwise, you may announce in open court the day of the hearing.

3. Docket Number

When calling regarding a case on the motion docket, please be prepared with the number that your motion is on the docket.

4. Continuance to Date Certain

Continuances of motions should be to a date certain versus indefinitely.

5. Liberal Grant of First Continuances

First time continuance requests on motion hearings are liberally granted.

VII. DISCOVERY

A. All discovery (written or otherwise) in civil matters shall be conducted in accordance with the Tennessee Rules of Civil Procedure and the Local Rules of Practice for Davidson County,

Tennessee. However, Local Rule 22.04(a) shall not apply in initial divorce actions if a party chooses to use the Third Circuit Court approved set of written discovery, including approved Interrogatories and Request for Production of Documents, a copy of which is appended to the Chamber Rules of the Third Circuit Court.

B. Absent relief from the Court, Rule 22 of the Local Rules of Practice for Davidson County, Tennessee, shall be strictly adhered to by all parties.

C. The Court considers a discovery request for financial information going back more than 24 months prior to the filing of a complaint for divorce to be excessive for wage earners, including, but not limited to, W-2 employees. For parties who are not wage earners, the Court will liberally grant an extension of the 24 months for a period up to 48 months based upon the facts of the particular case. If a limitation on the discovery period for financial information in a divorce case is filed, the party requesting a longer period will have the burden of persuading the Court that the longer period is not excessive. The Court will balance all competing interests of the parties, including the relevant cost and financial means of each party in rendering its decision.

D. The Court permits the parties to conduct necessary discovery by informal and less costly means such as jointly sworn asset and liability statements and jointly sworn income statements. Informal discovery may render a timelier settlement. However, if informal discovery results in unnecessary delays or insufficient or unreliable information, formal discovery shall be served as soon as practicable.

E. All motions to compel discovery responses shall describe in detail the good-faith, written efforts made to resolve the matters alleged

prior to filing the motion and must state with specificity the discovery responses that are alleged to be deficient. Parties and/or their Counsel shall formally confer and make a good faith attempt to resolve discovery disputes prior to filing a Motion to Compel and shall include in the Motion the date of the formal conference.

VIII. EX PARTE RELIEF: REQUESTS FOR TEMPORARY RESTRAINING ORDERS

A. The power to issue injunctive relief under Tennessee law is regulated by Tennessee Civil Procedure Rule 65. Rule 65.03 must be consulted and followed when making application to the Court for a temporary restraining order.

B. All requests for Temporary Restraining Orders must be accompanied by an underlying petition or complaint (if one is not already pending). The Court does not adjudicate temporary restraining orders as a stand-alone action.

C. A Temporary Restraining Order shall be effective and binding on the party to be restrained at the time of service or when the party is informed of the order, whichever is earlier.

D. The Court, in reliance on Rule 65.07 of the Tennessee Rules of Civil Procedure, may leave the temporary restraining order in effect indefinitely or until final hearing.

E. The Court, in its discretion, may set a Temporary Restraining Order for hearing sua sponte.

F. No Temporary Restraining Order resulting in a change in the residential schedule or custody of minor children contained in a

permanent parenting plan will be granted unless the requirements of Tenn. Code Ann. § 36-6-405(b) are met.

G. All proposed Temporary Restraining Orders shall include a line for the date and time of entry and a signature line for the Judge.

H. The Court does not get immediate notice from the Circuit Court Clerk's Office that requests for ex parte Temporary Restraining Orders have been filed. Upon filing the same, please email Chambers a courtesy copy to: 3rdcircuitsharedcalendar2@jisnashville.gov to ensure timely and prompt attention to the request. Requests for Temporary Restraining Orders filed by 2:00 p.m. on a day the Court is open, will be addressed before the close of business on the day of filing.

I. All matters requesting a Temporary Restraining Order shall include a proposed Order to Appear and Show Cause. Show Cause Orders shall be drafted to require the opposing party to appear on a date certain as set by the Circuit Court Clerk to show cause why the relief requested should not immediately be granted or why a temporary restraining order previously granted should not remain in effect.

J. The following is a checklist for a Temporary Restraining Order application pursuant to Rule 65.03:

Facts Needed— Present or imminent circumstances that will result in immediate and irreparable harm before notice can be served and a hearing held under certain conditions as specified above—TRCP 65.03(1)

Facts Must Be Sworn To— The filing of a verified complaint or application supported by affidavits—TRCP 65.03(1)

Must State It Is the First Application for Such Relief— T.C.A. § 29-9-107

Notice Affidavit— Include Verification in Complaint and Separate Certification on Notice—"[S]pecific facts in an affidavit or verified complaint clearly show that immediate and irreparable injury . . . will result to applicant before the adverse party can be heard in opposition" AND certification in writing "that efforts were made to give notice and the reasons why it should not be required. T.R.C.P. 65.03(1).

IX. SPECIAL MASTER CONFERENCE DOCKETS

A. SCHEDULING

Special Master Jamaal Boykin presides over Domestic Status Conferences., Judicial Settlement Conferences, and Certain Discovery Conferences.

His email is JamaalBoykin@jisnashville.gov. However, for needs regarding the Conferences or Dockets presided over by Special Master Boykin, please contact Chambers by emailing

3rdcircuitsharedcalendar2@jisnashville.gov .

When contacting Chambers about a case on one of the Special Master's docket, please email **with** opposing counsel or opposing party included to avoid any threat of improper ex parte communications.

1. Automatic Setting

All matters pending in the Third Circuit Court which are not set for trial or closed within six (6) months of filing may be set for a status conference by Domestic Status Conference Order. The Circuit Court Clerk's Office shall electronically file the Domestic Status Conference Order and serve a copy of the order by mail to all self-represented litigants and counsel of record. The order shall be entered approximately

one in advance of the status conference and shall be set on a Domestic Status Conference Docket with the Special Master presiding.

The status conference shall take place via videoconference or via teleconference at the discretion of the Special Master.

2. Mandatory Participation

All attorneys of record and all self-represented litigants must participate in all conferences before the Special Master. Participation is mandatory unless waived by express permission of the Special Master or the Court. With the exception of the Judicial Settlement Conference, litigants appearance is not required unless so ordered by the Court or the Special Master.

Attorneys attending must know the status of the case and must have authority to enter a scheduling order at the time of the status conference. **An agreed scheduling order does not preclude or excuse attendance at the status conference.**

3. Docket Publication

Beginning October 2026, a Third Circuit Court Status Conference Docket will be posted bimonthly on the Davidson County Circuit Court Clerk's website. If a case is closed by final order or set for trial prior to a scheduled status conference, the case will be removed from the Domestic Status Conference Docket, and no attendance at the conference is required.

4. Video Access and Alternative Arrangements

A teleconference or video conference link to access any of the Special Master’s Docket will be provided either in the Order setting the Case or by invite from the Special Master via Email. posted each month on the Circuit Court Clerk's website. If you are unable to attend the Docket by video, you must contact the Special Master no later than five (5) business days in advance of your Scheduled Conference to make alternative

arrangements, this includes any request to appear by phone rather than video.

5. Teleconference Procedures

For any approved teleconference, all parties must be on the line and initiate the call together to the Special Master. Approved teleconferences may also be conducted by conference line. If a conference line is used, the number must be provided to the Special Master 48 hours prior to the status conference, and the Special Master will call into the line at the scheduled conference time.

6. Final Docket and Sanctions

Failure to notify the Special Master of your unavailability and/or failure to participate in any conference may subject you to sanctions pursuant to Rule 16.06 of the Tennessee Rules of Civil Procedure.

B. CONFERENCE ORDERS

All conference orders should be e-filed with the Davidson County Circuit Court Clerk's Office and served according to the Tennessee Rules of Civil Procedure. The Special Master will direct attorneys and parties to draft the conference order at his discretion. Proposed orders may be emailed to the Special Master for review prior to e-filing or as directed by the Special Master. DO NOT send proposed orders to the Special Master for filing.

Orders should be filed within five (5) business days of the status conference unless otherwise directed by the Special Master. Follow-up conferences may be scheduled as needed after the initial conference. Follow-up conference dates must be included in the conference order. Attorneys and litigants who disagree with the recommendations of the Special Master should file a motion with the Court to amend the conference order within five (5) business days of the status conference.

Any such motion filed more than five (5) business days after the status conference shall be denied without a hearing.

X. IRRECONCILABLE DIFFERENCES DIVORCES FINAL HEARINGS

A. IRRECONCILABLE DIFFERENCES DIVORCES MAY BE SET FOR A FINAL HEARING WHEN:

1. A signed and notarized Marital Dissolution Agreement has been filed with the Circuit Court Clerk. If there was no service on the defendant, the last date of signature must be within six (6) months of the final hearing date.
2. If there are minor children of the marriage, a signed and notarized Agreed Parenting Plan and Child Support Worksheet have been filed with the Circuit Court Clerk.
3. The divorce has been pending for the required time by statute.
4. A Notice of Insurance has been filed with the Circuit Court Clerk.
5. If there are minor children of the marriage, proof of parenting seminar attendance of both parties is filed with the Circuit Court Clerk, or an order to waive parenting seminar attendance has been filed with the Circuit Court Clerk.
6. Proof of mediation has been filed with the Circuit Court Clerk or an order to waive mediation has been filed with the Circuit Court Clerk.

B. PROCEDURES FOR SETTING A FINAL HEARING FOR AN IRRECONCILABLE DIFFERENCES DIVORCE

All Irreconcilable Differences (ID) Divorces must be set for a final hearing date via an Order to Set. This is true even if appearance is being waived at the final hearing. Before filing an Order to Set, a date for a final hearing must be requested and approved. Please send those requests to:

3rdcircuitsharedcalendar2@jisnashville.gov

1. Via Phone

A request to set an ID Divorce for a final hearing may NOT be made by calling the chambers unless there is an approved accommodation that requires such method. Also, unless there is an Agreed Order, all Hearings must be set at least 11 days out. Final Hearing dates must be set at least 14 days out when set by waivers.

C. THE ORDER TO SET IRRECONCILABLE DIFFERENCES DIVORCES SHALL STATE THE FOLLOWING:

1. That the matter is being set on the Court's Irreconcilable Differences Divorce Docket.
2. The date the Complaint for Divorce was filed with the Circuit Court Clerk.
3. The Complaint has been pending for the requisite statutory period.
4. The date the Notice of Insurance was filed with the Circuit Court Clerk.
5. The date that a Marital Dissolution Agreement was signed by the parties and filed with the Circuit Court Clerk.
6. If applicable, the date that the Agreed Parenting Plan and Child Support Worksheet were signed by both parties and filed with the Circuit Court Clerk.
7. The date and time of the final hearing.
8. A date and signature line for the Judge's signature.

9. Proof of service at least 11 days prior to the final hearing date, unless it is an Agreed Order, and an earlier date has been approved by the Court.

D. APPEARANCE AT AN IRRECONCILABLE DIFFERENCES DIVORCE MAY TAKE PLACE AS FOLLOWS:

1. In Person

In person on the date of the hearing. Only the party being granted the divorce is required to appear.

2. Via Affidavit (No Personal Appearance Required- Attorneys Only)

To waive appearance at the final hearing of an Irreconcilable Differences divorce, the party being granted the divorce must submit an affidavit that includes the language contained in the following form: THIRD CIRCUIT COURT AFFIDAVIT TO WAIVE APPEARANCE AT FINAL ID DIVORCE HEARING.

a. If waiving appearance, a Final Decree of Divorce must be submitted prior to the hearing date.

b. If no one appears on the final hearing date and both an Affidavit Waiving Appearance and the Proposed Final Decree of Divorce are on file with the Circuit Court Clerk, the Final Decree of Divorce will be entered on the date the final hearing is scheduled.

XI. DEFAULT DIVORCE FINAL HEARINGS

A. A Motion for Default must be filed and granted before obtaining a final hearing date in a default divorce hearing. The Court does not

conduct a final hearing on a default divorce in tandem with the Motion for Default.

B. Matters that are being conducted based on default judgment shall be set by an order filed no earlier than 14 days (including weekends and holidays) prior to the hearing date.

C. Default cases may be set on days the Court hears uncontested divorces.

D. Hearing dates may be obtained from the Third Circuit staff.

E. Only one (1) witness is required in a default divorce hearing.

F. Unless approved in advance and in conformity with Rule 43.01 of the Tennessee Rules of Civil Procedure, parties and witnesses in a default divorce must appear in person at the final hearing.

XII. CONTESTED FINAL HEARINGS

A. SETTING OF CONTESTED MATTERS

1. Motion to Set Requirements

For all contested matters, a motion to set requesting permission to obtain a court date on the contested docket must be filed. Said motion shall contain the following information:

a. Nature of litigation (e.g., divorce, post-divorce modification, petition for contempt, child support modification, juvenile court appeal, adoption, etc.)

b. Date the pending matter was initiated

c. Date and manner of service (e.g., personal service, publication, certified mail, etc.)

d. Date of filing of all responsive pleadings and any other pleadings that are at issue

e. Date mediation report was filed (if applicable)

f. Date parenting seminar certificate was filed (if applicable)

g. Date Notice of Insurance was filed by each party (if applicable)

h. Date proposed Parenting Plan was filed by each party (if applicable)

i. Date Certificate of Readiness (COR) was filed and signed by both parties or their respective attorney (if represented). If only one party has executed the COR, a statement as to why it is not executed by both parties

j. A statement that all pleadings have been properly served and appropriate responses filed, and that all discovery has been completed

k. The amount of time expected for the final hearing

2. Obtaining Hearing Dates

Once a Motion to Set has been granted, attorneys shall contact the Court's staff to obtain a Judicial Settlement Conference date (if required) and trial date(s). Once ALL dates are confirmed, the Order to Set shall be drafted and filed. Failure to file an Order to Set within 7 business days of confirming the judicial settlement conference, pretrial conference, and trial dates may result in loss of the dates given.

B. PRETRIAL CONFERENCES

If a case is not fully resolved in the Judicial Settlement Conference, the case then proceeds to a Pretrial Conference with Judge Mance. This Conference is conducted remotely using teleconference and/or video conference and is utilized to discuss procedure, order of proof, time constraints, deadlines for required filings, and other preliminary matters prior to the commencement of trial. Only attorneys for the parties and

self-represented litigants are required to participate in the Pretrial Conference.

C. PRETRIAL BRIEFS

1. Filing Requirements

Pretrial briefs shall be filed in all contested cases (unless otherwise excused by the Court). All pretrial briefs shall be filed with the Circuit Court Clerk at least 72 hours (excluding weekends and holidays) prior to the scheduled hearing. Once the brief is filed in the Circuit Court Clerk's office, a chamber copy shall be delivered or emailed to 3rdcircuitsharedcalendar2@jisnashville.gov

2. Contents

Pretrial briefs shall include the following:

a. Procedural history of the case

b. A summary of the party's position on the contested cases

c. A reference to applicable laws or cases (with copies of cases included)

d. Anything else that would aid the Court in the preparation of the trial

D. OTHER PRETRIAL FILINGS

The following documents must be filed by each party 72 hours (excluding weekends and holidays) prior to the scheduled contested hearing:

1. Statement of contested issues

2. Joint Asset and liability statement reflecting the parties' proposed disposition of each item of marital property and allocation of each marital debt (only 1 needs to be filed by either party)

3. Proposal for relief

4. Income and expense statement (if applicable)

5. Proposed Permanent Parenting Plan (if applicable)
6. Any other filing required by the Court as advised at the Pretrial Conference (if applicable)

E. COURT REPORTER REQUIRED

1. Requirement

Absent leave of the Court, for good cause shown, a court reporter is required for all contested final hearings. Unless otherwise agreed upon by the parties or ordered by the Court, the parties shall be equally responsible for the per diem of the court reporter.

2. Indigent Parties

In cases involving an indigent party or parties where a court reporter must be hired with the approval of the Tennessee Administrative Office of the Courts, all motions for such approval must be filed contemporaneously with a Motion to Set.

XIII. JUDICIAL SETTLEMENT CONFERENCES

A. SCHEDULING

1. Contact Information

Judicial Settlement Conferences are conducted by the Special Master and are mandatory in all contested cases. Judicial Settlement Conferences are scheduled after a Motion to Set is granted, and the date of the settlement conference must be included in the Order to Set the matter for final hearing. Attorneys and self-represented litigants must contact Chambers by emailing: 3rdcircuitsharedcalendar2@jisnashville.gov to obtain Judicial Settlement Conference dates.

2. Required Cases

The Court requires Judicial Settlement Conferences in the following contested matters:

- Divorce
- Modification of a Permanent Parenting Plan
- Modification of Alimony
- Any other matter designated by the Court

3. No Rescheduling Without Court Approval

Judicial Settlement Conferences are set by order of the Court. The Special Master does not have authority to reschedule, delay, reset, cancel, or otherwise modify the Judicial Settlement Conference date without Court approval. NO EXCEPTIONS. If you cannot attend the Judicial Settlement Conference as ordered, you should immediately notify the Special Master and file the appropriate pleading requesting relief from the Court. Please note there is no guarantee relief will be granted just because a request is made.

B. WHO SHOULD ATTEND

1. Required Attendance

All parties and attorneys of record are required to attend the Judicial Settlement Conference. Attorneys and parties should arrive on time for the conference and remain in attendance until the case settles or the Special Master determines further negotiations will not be productive and adjourns the conference. Attorneys and litigants should not schedule any activity that interferes with the Judicial Settlement Conference. Attorneys participating in the Judicial Settlement Conference must have authority to enter into an agreement resolving all issues on behalf of the client. Failure of any party or attorney to appear for the conference, be on time, be prepared, stay for the duration, and participate in good faith

negotiations during the Judicial Settlement Conference may result in the Court imposing sanctions, including a finding of contempt, loss of trial date, and assessment of attorney's fees.

2. Limitation on Attendees

The Court understands and appreciates that litigants have family and friends that are supportive during this difficult time, however, these individuals are not allowed to participate in the Judicial Settlement Conference. Only attorneys and parties to the proceeding may attend the Judicial Settlement Conference.

C. WHAT TO BRING

1. Judicial Settlement Conference Statement

At least 72 hours (three (3) business days) prior to the Judicial Settlement Conference, each party shall deliver an ex parte Judicial Settlement Conference Statement directly to the Special Master. The statement shall be furnished only to the Special Master, not the other party, and shall NOT be filed with the Circuit Court Clerk. The Judicial Settlement Conference Statement shall include a summary of the party's position for settlement, factors compelling or blocking settlement, and a candid assessment of the strengths and weaknesses of the case.

2. Documentation

Attorneys and self-represented litigants should prepare for the Judicial Settlement Conference as you would for trial. All discovery should be completed/supplemented, and all necessary documentation and information should be on hand at the conference to support your position. This includes but is not limited to the following documentation:

a. Joint asset and liability statement

b. Statement showing present value of defined benefit plan (i.e., pension)

c. Current appraisal for any real property at issue

d. Documentation supporting valuation of assets if applicable

e. Current statements evidencing debt incurred during the marriage

f. Health insurance information

g. Current documentation of income including but not limited to: last four (4) pay stubs, last two (2) years of W-2's, last two (2) years of Federal Income Tax returns, and any other applicable income documentation

h. Current income and expense statement

i. Statement regarding proposed division of assets

j. Any expert reports

k. Any other evidence you intend to rely on at a trial in this case

3. Digital Files

If a digital file is maintained with this information and you do not intend to have paper copies available during the Judicial Settlement Conference, please ensure the user has full access to the digital file and the information is readily available so there is no delay in accessing information during the conference. A flash drive containing this information is useful to avoid connection issues and other problems accessing cloud storage.

4. Prepared Documents

Please come prepared with all Word formatted documents applicable to your case (e.g., Agreed Order, Marital Dissolution Agreement, Final Decree, Parenting Plan, Order to Set, etc.). Attorneys are encouraged to bring a laptop and have the documents readily available for drafting at the Judicial Settlement Conference. Alternatively, copies of the Word formatted documents should be emailed to the Special Master prior to the Judicial Settlement Conference. The Special Master may assist in

modifying existing drafts but will not prepare the documents during the conference. Should the parties reach an agreement, having prepared documents on hand expedites drafting a final document for execution and benefits everyone by making the Judicial Settlement Conference more efficient.

5. Confidentiality

Judicial Settlement Conferences are confidential. Therefore, no part of any statement or information provided to the Special Master or to any party or attorney during a Judicial Settlement Conference shall be used, repeated, or otherwise provided to any other person for any purpose. This protection includes but is not limited to the protection provided by Tennessee Rules of Evidence 408 and 409. Any disclosures made to the Special Master in conjunction with the Judicial Settlement Conference shall likewise be kept confidential and shall not be shared with the judge hearing the case.

6. Lunch

There is no formal lunch break during the Judicial Settlement Conference. Attorneys and litigants should feel free to have lunch delivered and are encouraged to bring a drink and snack/lunch to eat during the conference. Vending machines are also available and accessible on the ground floor of the courthouse.

D. WHEN TO ARRIVE

Unless otherwise ordered by the Court, Judicial Settlement Conferences begin promptly at 9:00 a.m. All parties and attorneys should prepare to be present until 4:30 p.m. and must participate in good faith negotiations to resolve some or all pending matters. Traffic is unpredictable and parking may be difficult downtown. These factors should be given consideration when calculating travel time to the courthouse.

E. WHERE TO GO

All Judicial Settlement Conferences shall take place at 1 Public Square, Room 603 Nashville, TN 37201.

XIV. CONTEMPT PROCEEDINGS

A. Contempt matters are not heard on the Friday Motion Docket. They are usually set for hearings on Thursday mornings, unless they will exceed two (2) hours in duration. If a contempt proceeding will exceed two (2) hours, it may be specially set on a trial day. If a motion for contempt is filed and set on a motion docket, the motion may be granted as to the setting of the hearing on a different day and time only.

B. Appearance orders are required on all contempt petitions (civil or criminal) where, by verified pleadings, the petition is alleging irreparable harm, dire need, or an immediate hearing.

C. In the case of a civil contempt, an Appearance Order is not appropriate if discovery is necessary to prepare for the hearing. Such matters shall be set by motion when discovery is complete.

D. DO NOT USE SHOW CAUSE ORDERS ON CONTEMPT PETITIONS AS THE RESPONDENT NEVER HAS THE BURDEN OF PROOF IN CONTEMPT MATTERS AND WILL NOT BE ORDERED TO "SHOW CAUSE."

E. Contempt proceedings will only be heard if the summons verifying service has been effectuated and filed with the Circuit Court Clerk at least five (5) business days before the hearing.

XV. JUVENILE COURT APPEALS

A. It shall be the duty of the parties and/or their attorneys to determine when a case appealed from the Juvenile Court is filed with the Circuit Court Clerk.

B. Once the case being appealed is received and filed with the Circuit Court Clerk, the appellant has the duty to set the appeal for a hearing before a trial judge. The appellant has 45 days to secure a trial date from the Court. This time is counted from the date the Circuit Court Clerk files the appeal. If the appellant fails to secure this order within the 45-day time period, an order will be entered making the judgment of the Juvenile Court the judgment of the Circuit Court with costs taxed to the appellant. At the time the appeal is perfected in the Circuit Court Clerk's office, the clerk shall give the appellant—or the appellant's attorney—written notice of this rule.

C. The signature of an attorney or party to an appeal from Juvenile Court shall constitute a certificate under Tenn. R. Civ. P. 11.

XVI. EXHIBITS

A. When possible, all exhibits, such as text message threads, photographs, emails, and other written communications, shall be printed prior to trial with an additional copy for the Court. The Court will allow text messages, emails, audio-visual videos, voicemails, etc., to be admitted in their original forms if they have not been printed prior to the hearing; however, the Court may either incorporate the exhibit by reference or require the submitting party to provide a hard copy to be marked as a late-filed exhibit within five (5) days of the hearing.

B. The opposing party shall be afforded an opportunity to view any proposed exhibits and make any objections based on relevance, hearsay, etc., prior to the Court's review of the exhibit.

C. All exhibits shall be passed to the Court Officer for presentation to a witness, opposing party/counsel, or to the Court.

D. No exhibit shall be held in any manner or placed in any position in the courtroom that would allow the trier of fact to see the exhibit unless it has been admitted into evidence.

E. For Order of Protection hearings in courtroom 510, the projector located at the podium shall be used to display written or other visual exhibits, whether as printed documents or those located on mobile or other electronic devices, during the testimony of the witness through whom said exhibits shall be introduced.

XVII. REMOTE TESTIMONY

All requests for remote testimony of a party or witness will be considered in accordance with Rule 43.01 of the Tennessee Rules of Civil Procedure.

XVIII. CONTINUANCES & EXTENSIONS

A. Contested cases and judicial settlement conferences will only be continued upon a showing of good cause accompanied by motion and affidavit. Parties may not agree to a continuance without Court permission, but the Court will routinely grant continuances of motions, Show Cause hearings, and most contempt hearings (especially on first settings).

B. All requests for continuances which are opposed shall be made by written correspondence to Chambers by emailing 3rdcircuitsharedcalendar2@jisnashville.gov. The correspondence shall contain the basis for the request for the continuance and set forth all communication with opposing counsel regarding the request for continuance. If the matter in

question was set by agreement, the matter will be continued only for good cause. If the matter requested was set by the Court without input from attorneys for the parties (i.e., a Show Cause Order) or if the matter was set unilaterally by attorneys opposing the continuance (i.e., a motion hearing), the Court will be inclined to liberally grant the continuance.

C. Absence of a witness will not be a cause for continuance unless the subpoena has been issued and dated 10 days prior to a trial for a local witness and 14 days for an out-of-county witness, pursuant to Local Rule 28.02.

D. When a case is set by agreement or set upon motion without objection, failure to have completed discovery, inability to take a deposition or failure to have completed any other trial preparation will not be a cause for a continuance.

E. If a case is continued, it must be continued to a date certain. The reason for the continuance must be contained in the order.

F. If a continuance is granted, the Court may award expenses and attorney's fees, including compensation to witnesses for lost income and/or travel expenses, and tax the same as court costs.

G. First time continuance requests are liberally granted.

XIX. INTERPRETERS

In the event an interpreter is necessary for any hearing in the Third Circuit Court, the use of the State Trial Court interpreter, an interpreter approved by the Administrative Office of the Court (AOC), or an interpreter approved by the AOC guidelines is required. It is incumbent on the party requiring the interpreter to secure the same.

XX. ORDERS OF PROTECTION

Order of Protection (OP) cases are heard before Special Master Ballinger in courtroom 510, located on the 5th floor of the Historic Metropolitan Courthouse.

A. OVERVIEW OF ORDERS OF PROTECTION

1. Civil Nature

An OP is a civil order; thus, if an OP is issued, that does not mean the Respondent has been charged with or convicted of any criminal offense. An appearance at an OP hearing is a separate matter from any criminal charges—even those stemming from the same incident(s) as those at issue in the OP matter.

2. Duration

An OP will be issued for a period up to a full year. Each OP granted by the Court will have its own specific expiration date printed in the Order. The OP will automatically expire on that stated expiration date—without the necessity of returning to court unless there has been a hearing to extend the OP.

3. Violation as Criminal Offense

A violation of an Order of Protection is a criminal offense. Tenn. Code Ann. § 29-9-102, Tenn. Code Ann. § 16-1-103 Violating an OP also constitutes both civil and criminal contempt of court, and each criminal contempt conviction carries up to 10 days in jail.

4. Firearm Restrictions

It is unlawful for the Respondent to possess a firearm while an OP is in effect, even if the Respondent is a legal firearms owner. If the Respondent is arrested for violating an OP and they have firearms in their possession, they may be charged criminally with unlawful possession of weapons charges.

5. Aggravated Assault

If the Respondent physically assaults the Petitioner while an OP is in effect, they may be charged with Aggravated Assault, which is a Class C felony.

6. Contact Initiated by Petitioner

It is not a defense to an OP violation criminal charge if the Petitioner initiated the contact. If the Petitioner contacts the Respondent while the OP is in effect, they must not respond. If the Petitioner continues to attempt to communicate with the Respondent while an OP is in effect, the Respondent may file a Motion to Modify or Dismiss and have it set on a Thursday motion date on the OP Motion Docket for the Court's consideration.

7. Additional Relief

The Court has the authority to order temporary support (spousal support for married parties or child support), retribution for vandalism damages, counseling for a Respondent, and other relief when entering an OP.

B. PRELIMINARY MATTERS FOR ORDERS OF PROTECTION

1. Docket Management

Cases are not heard in the order in which they appear on the docket. The Court hears cases in the most judicially efficient manner possible, taking into consideration many factors, including the necessity and availability of foreign language interpreters, anticipated testimony of minor parties or witnesses, schedules of attorneys, length of hearings, etc.

2. Check-In Process

Prior to the opening of court, court officers will begin checking in litigants and directing witnesses to an appropriate waiting area. If there are a large number of cases set to be heard on a docket, only parties and their respective attorney will be allowed in the courtroom during the initial docket call.

3. Children

Children are not allowed in the courtroom at any time unless they are witnesses, in which case they are to remain outside of the courtroom until the Court is ready to hear their testimony.

4. Pretrial Issues

Prior to opening Court, court officers will check in litigants for court and ascertain whether there are any pretrial matters or other issues for the court to address or be apprised of before court begins.

5. Attorney Scheduling Conflicts

Attorneys with matters in other courts on the same day as the OP hearing shall notify the Court of their other court obligations during this check-in time.

C. FIREARMS DECLARATION

1. Filing Requirement

If an Order of Protection is granted against the Respondent, they must file a Firearms Declaration with the Circuit Court Clerk's office within 48 hours of its issuance. This form will be provided to the Respondent in court upon service of the OP. Even if the Respondent does not own or possess firearms, they must file this form. If the Respondent is a firearms owner, they must include the name, address, and telephone contact information of the person to whom they have transported the firearms for safe keeping while the OP is in effect. Once the OP has expired, the Respondent should be able to get any legally owned firearms returned as long as the OP has not been violated.

2. Failure to File

Failure to file the Firearms Declaration within the requisite time will result in a Show Cause Order being issued requiring the Respondent to return to court on a date certain to show cause why they should not be

held in contempt of court for failure to file the form. If the Respondent does not appear on the Show Cause Order, a Body Attachment will be issued for their arrest, and they will be incarcerated and held on a $500 cash bond until transported to court to execute the affidavit. The Respondent will be refunded any remaining balance after court costs have been deducted from their bond payment.

D. ORDER OF PROTECTION HEARINGS

1. Initial Hearing Timing

Initial hearings are set within 15 days of the Respondent being served with the petition and any ex parte OPs (and a notice of service having been returned and filed with the Circuit Court Clerk).

2. Continuances

At the initial hearing, the Court for good cause may continue the matter to a later date and extend any ex parte order beyond the 15-day period.

3. Agreed Continuances

Any agreement to continue the matter between parties and/or their attorneys must be presented to and approved by the Court prior to or at the initial hearing date. All parties are to be present in court for any continuance requests unless approved by the Court prior to the hearing date.

4. Continuance Orders

All Orders of Continuance shall include the new hearing date. No Orders of Continuance will be approved or signed without a specific new hearing date included in the Order with a certificate of service to all parties and attorneys.

E. RESTRAINING ORDERS IN LIEU OF AN ORDER OF PROTECTION

1. Final Hearing Limitation

The Court may not issue a Restraining Order, Mutual Stay Away Order, or any other Order in lieu of an OP in a final hearing; however, the Court may restrain the parties from contact on a temporary basis if a matter is continued even if no ex parte is in effect.

2. Pending Domestic Case

The parties may agree to enter a restraining order in lieu of an OP, subject to Court approval, only if a divorce or other domestic case is pending. The restraining order must be presented to the presiding judge in the pending divorce case for approval and entry, and a copy of said Order may be filed as a late-filed exhibit to the Order of Dismissal under the OP docket number.

F. TESTIMONY FOR ORDER OF PROTECTION HEARINGS

1. In-Person Requirement

The Court requires all parties and non-party witnesses to be physically present in court to offer testimony for all hearings. Requests for hearings by Zoom or other audio-visual means by either party will not be granted unless the Court finds extraordinary or compelling reasons for such virtual testimony to be allowed. The requests must be in compliance with rule 43.01 of the Tennessee Rules of Civil Procedure. Notwithstanding the above, the parties may agree to Zoom or other audio-visual testimony, which is still subject to Court approval.

2. Testimony from Podium

All attorneys must question witnesses from the center podium, using the microphone and projection screen to display documents and other exhibits during a witness's testimony. Parties and witnesses will testify

from the designated witness stand and will not be allowed to offer testimony from the counsel table without Court approval for certain reasons, such as mobility issues or advanced age.

3. Opportunity to Be Heard

Each party will have the opportunity to be heard on all relevant and admissible matters. Parties are to refrain from interrupting the other party's testimony (or the testimony of any other witness) except to make a timely evidentiary objection.

G. TESTIMONY OF CHILDREN FOR ORDER OF PROTECTION HEARINGS

1. Minor Children Who Are Parties

Minor children who are parties to the litigation are to remain outside the courtroom with a responsible adult until their testimony is presented. If there is no other responsible adult to remain in the hallway with the children, the parent or guardian is to remain outside the courtroom with the child until their case is called. The Court may continue the hearing to a new date if unruly children are not supervised or are unable to be secured.

2. Minor Children Who Are Non-Party Witnesses

Minor children who are not parties to the action are not allowed to be present in the courtroom at any time, unless said minor child is a non-party witness. If a minor is not a party to the case but is to be called as a non-party witness, the minor shall be allowed in the courtroom only during his or her testimony and at no other time.

3. Court Discretion

The Court has discretion with regard to hearing a minor's testimony and will utilize its discretion as to whether or not testimony will be allowed on a case-by-case basis, taking into consideration the nature of the

allegations, age of the child, and other factors. The Court will voir dire the minor witness to ascertain that the minor is competent to testify and understands the obligations associated therewith and may ask questions of the minor witness prior to or after direct and/or cross-examination. The Court may hear testimony of minor parties or witnesses in chambers in especially sensitive matters or may clear the courtroom of nonparties during testimony.

H. WITNESSES FOR ORDER OF PROTECTION HEARINGS

1. In-Person Requirement

Witnesses must appear in person to testify in an OP hearing unless other means of testimony have been approved by the court prior to the hearing date.

2. Non-Party Witnesses

All non-party witnesses shall remain in the hallway until called to testify.

3. Subpoenas

Parties or their respective attorneys should make every effort to subpoena witnesses the Court deems integral to the case, such as unbiased eyewitnesses, police officers, DCS investigators, or forensic interviewers in cases involving child abuse allegations, or any party necessary to introduce documents which would otherwise be hearsay.

4. Investigator/Detective Testimony

If there are allegations of child abuse or sexual assault of a minor child being investigated by DCS or MNPD (or any other agency), the DCS or MNPD investigator, forensic interviewer, or investigating detective will be considered by the Court to be an integral witness and should be subpoenaed by the party relying on said testimony to appear in court and offer testimony at the hearing. If no subpoenas have been issued and the court deems such testimony necessary in a particular case, the Court may

continue the matter and require one or both parties to issue subpoenas for their appearance at the new court date.

I. DISCOVERY FOR ORDER OF PROTECTION CASES

The Court may allow written discovery to be propounded in OP cases upon request; however, due to the emergency nature of OPs, it is generally necessary for the Court to allow limited discovery specifically related to the specific issues raised in the petition to be completed within an abbreviated timeline.

J. ORDERS IN ORDER OF PROTECTION CASES

1. Court-Generated Orders

The Court will generate and sign the appropriate Orders—whether an Order of Protection, an Order of Dismissal, or an Order of Continuance—in court immediately following the hearing and provide signed copies to all parties and their attorneys. Parties and their respective attorneys shall remain in the courtroom until each has received his or her copy of the Court's Order.

2. Agreed Orders of Dismissal

Any Agreed Orders of Dismissal presented to the Court for approval shall include language as to whether the case is being dismissed with or without prejudice and shall assess court costs.

K. COURT COSTS FOR ORDER OF PROTECTION HEARINGS

1. Assessment Against Respondent

Court costs are assessed against a Respondent if an OP is GRANTED.

2. No Costs Against Petitioner

No court costs are assessed against a Petitioner—even if the Petitioner fails to appear in court for the hearing or requests that his or her case be

dismissed voluntarily prior to the hearing—except pursuant to T.C.A. § 36-6-617(2)(A) and (B).

L. CONTACTING THE COURT REGARDING ORDERS OF PROTECTION

Please contact OP Clerk Zach Rodgers by calling the Davidson County Circuit Court's Clerk's Office at 615-862-5181

M. REHEARINGS OF ORDERS OF PROTECTION

Either party has a right to file a Notice of Rehearing within five (5) days of the Special Master's ruling to secure a de novo hearing before Judge Mance for Third Circuit cases and before Judge Williams for Fourth Circuit cases.

CERTIFICATION AND EFFECTIVE DATE

These Chamber Rules are hereby adopted and effective November 9, 2026.

_____

CORLETRA MANCE, JUDGE
Third Circuit Court
Twentieth Judicial District of Tennessee

END OF CHAMBER RULES

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EXHIBIT 1

IN THE THIRD CIRCUIT COURT OF DAVIDSON COUNTY, TENNESSEE
AT NASHVILLE

_____	)	
Plaintiff,	)	
v.	)	**Case No. _____**
	)	**JUDGE C. MANCE**
_____	)	
Defendant.	)	

STATEMENT OF ISSUES, INCOME, AND EXPENSES
IN COMPLIANCE WITH RULE 12.01

ISSUES: The issues in this cause *pendente lite* include: (check all that apply)

_____ Temporary Visitation/Parenting Time

_____ Temporary Child Support

_____ Temporary Spousal Support

_____ Temporary Possession of the Marital Home

_____ Temporary Allocation of Marital Expenses

_____ Non Pendente Lite matters (ex. Judicial Settlement Conference)

INCOME: It is mandatory to attach payroll records, leave earning statement from the military, or other proof of income for the past six (6) most recent pay periods. If such income information is not available, then the past two (2) years of tax returns and all schedules are required to be attached.

I. INCOME	
a. Employer's Name	
b. Employer's Address	
c. Monthly Gross Income	$
d. Monthly Federal Tax Deduction	-$
e. Monthly FICA Deduction	-$
f. Other Deductions (describe)	-$

g. Other Income (from any source)	$
h. Net Monthly Income (c – d – e – f + g)	$
II. OTHER HOUSEHOLD RESIDENTS (other than minor children)	
a. Name: Relationship to Party: Net Income: b. Name: Relationship to Party: Net Income:	Total Net Income of Other Household Residents: $
III. HEALTH INSURANCE INFORMATION	
a. Provided by employer? Yes/No	If yes: Cost: $
b. Self-Employed/Provide Own Insurance: Yes/No	If yes: Cost: $
c. No Health Insurance Coverage? Yes/No	
d. List all persons covered under any existing health insurance plan:	
IV. HOUSEHOLD MONTHLY EXPENSES	
a. Mortgage (PITI)/Rent	$
b. Real Estate Property Taxes	$
c. Personal Property Taxes	$
d. Homeowner's Insurance	$
e. Repairs/Maintenance	$
f. Furniture/Furnishings	$
g. Electricity	$
h. Gas/Heating Oil	$
i. Water/Sewer	$
j. Telephone (home phone and cell phone)	$
k. Trash Service	$
l. Cable/TV	$
m. Groceries	$
n. Meals Out	$
o. Other (describe)	$
	TOTAL: $
V. AUTOMOBILE EXPENSES	
a. Automobile Payment	$
b. Gasoline	$
c. Auto Repair/Maintenance	$
d. Auto Insurance	$
e. Tags/Inspection, etc.	$
f. Other (describe)	$
	TOTAL: $

VI. CLOTHING	
a. New (excluding children)	$
b. Cleaning/Laundry	$
c. Uniforms	$
	TOTAL: $
VII. INSURANCE/HEALTH EXPENSES	
a. Medical/Health Care (not covered by insurance)	$
b. Dental Expenses (not covered by insurance)	$
c. Prescription Medications (not covered by insurance)	$
d. Optical Expenses (not covered by insurance)	$
e. Life Insurance	$
f. Renter's Insurance	$
g. Other (describe)	$
	TOTAL: $
VIII. MISCELLANEOUS EXPENSES	
a. Credit Cards	$
b. Dues – Professional/Social Associations/Homeowner's Association	$
c. Gifts	$
d. Church/Charity	$
e. Entertainment/Recreation	$
f. Vacations	$
g. Personal Grooming	$
h. Newspapers/Publications	$
i. Other Insurance	$
j. Other (describe)	$
	TOTAL: $
IX. EXPENSES FOR CHILDREN	
a. Child Care	$
b. School Tuition	$
c. Lunch Money	$
d. School Supplies	$
e. Lessons/Sports	$
f. New Clothing	$
g. Personal Grooming	$
h. Allowance	$
i. Other (describe)	$
	TOTAL: $

TOTAL MONTHLY EXPENSES	$
TOTAL NET INCOME BALANCE (subtract monthly expenses from net monthly income)	$

SUPPLEMENTAL INCOME STATEMENT

Name of Party Submitting this Form: _____

This page must be filled out if you:

1. Are self-employed, or
2. Operate a business or practice a profession, or
3. Are a member of a partnership or joint venture, or
4. Are a shareholder in and are salaried by a closed corporation or similar entity.

Attach to this statement a copy of the following documents relating to the partnership, joint venture, business, professional corporation or similar entity:

1. The most recent Federal Income Tax Return; and
2. The most recent Profit and Loss Statement.

Name of Business: _____

Address of Business: _____

Telephone Number: _____

Nature of Business: (check one)

_____ Partnership

_____ Joint Venture

_____ Professional

_____ Closed Corporation

_____ Other (describe) _____

Name of Accountant, controller, or other person in charge of financial records:

_____

Address: _____

Annual Income from Business: $_____

How often is income received? _____

Gross income per pay period: $_____

Net income per pay period: $_____

Specified Deductions, if any: _____

DECLARATION

I, _____, declare under the penalty of perjury that the above

(Print Name)

Income and Expense Statement, including all attachments, is complete, true, and correct.

_____

Signature

_____

State Bar No. (if any)

_____

Address

_____

Telephone Number

_____

Email Address

_____

Date

SWORN TO and SUBSCRIBED before me
this _____ day of _____, 202___.

_____
NOTARY PUBLIC
My Commission Expires: _____

CERTIFICATE OF SERVICE

I hereby certify that a true and exact copy of the foregoing has been delivered by U.S. Mail to the following:

On this the _____ day of _____, 202___.

_____