

Subpoenas & Summons on existing petitions

With instructions on how-to add party to a petition through eFile so a subpoena can be issued even if they are not already a party on the petition.

This how to will cover 2 functions in eflex.

- 1st will be adding a party/organization to an existing petition through eFlex. This will allow subpoenas to be issued to that person through the court.
- 2nd will be filing an Instructions for Service to have a subpoena issued on an existing petition.

Adding a person/organization to an existing petition in eflex. Select 'Existing Petition' from the eFiling home page.

Davidson County Juvenile Court
Lonnell Matthews, Clerk

efiling

Home eFile Petitions My Profile Admin Log Out

Home

- New Petition** File new petition
- Existing Petitions** Perform petition actions: eFile, Search, View History, Service List
- My Filings** Check the status of my filings
- View Queues** List of entries in my queues
- Approve/Deny User** Approve/Deny User Request

user: Benny Rigby



Enter your petition number.

If you only have one petition enter the number
and select eFile.

See Figure 1

If you have multiple petitions that you need to
file the same document to, please enter the first
petition and select 'Add this petition to your list'
and enter the subsequent petitions and repeat
process until you have all petitions you would
like to file that document to. When finished
adding petitions, select 'File on these petitions'
at the top of the page.

See Figure 2

FIGURE 1

One Petition
to file
against

Davidson County Juvenile Court
Lonnell Matthews, Clerk

efiling

user: Benny Rigby

Home eFile Petitions My Profile Admin Log Out

Home ⇒ Search Petitions

Search Petitions

Number of cases displayed per page: 50

Petitions that will be filed on

Petition Number	Petition Title	Primary Petition
PT0000230390		

Court: DAVIDSON COUNTY JUVENILE COURT

PT0000230390 eFile Add this petition to your list History Service List

Ex: PT0000012345

Search Petitions

There are no cases on record for you.

FIGURE 2

Multiple petitions to file against.

The screenshot shows the eFiling interface for Davidson County Juvenile Court. The page title is "Search Petitions" and the user is logged in as "Benny Rigby". A navigation menu includes Home, eFile, Petitions, My Profile, Admin, and Log Out. A search bar is present with the text "Search Petitions". The main content area displays "Petitions that will be filed on" with a highlighted "File on these Petitions" button. Below this is a table with two rows of petition data. The first row has a "Remove" button, petition number PT0000230390, title "Child Support Services of Tennessee", and a selected radio button for "Primary Petition". The second row has a "Remove" button, petition number PT0000009281, title "CONVERTED FROM JTRS - Document not in JIMS", and an unselected radio button. Below the table, the court name "DAVIDSON COUNTY JUVENILE COURT" is displayed. A search input field is labeled "Petition Number" and contains the example "Ex: PT0000012345". Below the input field are buttons for "eFile", "Add this petition to your list", "History", and "Service List". A "Search Petitions" button is located below the input field. At the bottom of the page, it states "There are no cases on record for you."

	Petition Number	Petition Title	Primary Petition
Remove	PT0000230390	Child Support Services of Tennessee	<input checked="" type="radio"/>
Remove	PT0000009281	CONVERTED FROM JTRS - Document not in JIMS	<input type="radio"/>

Adding party to petition

Davidson County Juvenile Court
Lonnell Matthews, Clerk

eFiling

Home eFile Petitions My Profile Admin Log Out

Home ⇒ Search Petitions ⇒ Add a Document

PT0000230390 Petition Title : Child Support Services of Tennessee

Petition Sub-Type : CSS Parentage

Document Category **Petition**

Document Type * **Efiling - Add Party to Petition**

Additional Text

Associate to Previous Filing

Acceptable File Format Type(s) (*.pdf)

Document Location No file chosen

Add to Submission **Add**

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
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[Back](#) [Move to Draft](#) [Next](#)

Document Cat: Petition

Document type: eFiling – Add Party to petition.

Then select 'Add'.

Once you have selected 'Add', you will see this screen. If there is no 'Claim Amount' or 'Jury Demand' then these don't need to be checked. On this screen you will need to select 'Add Other Parties'.

The screenshot shows a web browser window with the URL `courtreview.juvenile.jis.org/efile/updocs`. The page header includes the Davidson County Juvenile Court logo, the clerk's name *Lonnell Matthews, Clerk*, the *efiling* logo, and a user icon. A navigation menu contains [Home](#), [eFile](#), [Petitions](#), [My Profile](#), [Admin](#), and [Log Out](#). The user is identified as `user: Benny Rigby`. A breadcrumb trail shows [Home](#) ⇒ [Search Petitions](#) ⇒ [Add a Document](#) ⇒ [Amended Complaint](#). The main heading is **Amended Complaint: CSS Parentage**. A yellow banner displays **Case Number : PT0000230390** and **Petition Title : Child Support Services of Tennessee**. Below this, a message states: "Please add the new parties from your Amended Complaint or click Next if there are no new parties to add." There are input fields for "Claim Amount" and "Jury Demand" (with an unchecked checkbox). The "Add Case Participants" section includes buttons for "Add My Parties" and "Add Other Parties", with a note: "(Any party to be served must be added as a distinct party.)". Below this is a table with columns: "Remove", "Participant Name", "Type", and "Attorney/Agent for Party". At the bottom of the form are "Back" and "Next" buttons.

Since you are doing this to issue a subpoena, you would select 'Witness' under 'Party Type'.

- Select if you are issued to an organization or a person.
- Enter all the information that you have for the Organization or Person.
- Once all is entered, select 'Next'.
- If you have more parties to add, please repeat process until all parties are added.
- Once everyone is added select, 'Next'.

Add a Party: CSS Parentage

Defendant

Organization Person

Party Type: Respondent

First Name: *

Middle Name:

Last Name: *

Juvenile ID:

SSN:

DOB: mm/dd/yyyy

Place of Birth:

Gender: Male Female Unknown

Marital Status:

Race:

Ethnicity:

Interpreter needed: Yes No

Eye Color:

Hair Color:

Height: ft in

Weight: lb

In School: Yes No Unknown

Email:

[Back](#) [Next](#)

Add an Attorney for this Party

Last Name	Middle Name	First Name	Bar #	Type

[Add](#)

Add Addresses

Type	Address

[Add](#)

Add Phones

Type	Phone

[Add](#)

Add Relationships

Type	With

Employer:

Time for the Instructions for Service. Then select 'Add'.

The screenshot shows a web browser window with the URL `courtreview.juvenile.jis.org/efile/worklist`. The page header identifies the user as 'Benny Rigby' and the court as 'Davidson County Juvenile Court'. The main navigation bar includes 'Home', 'eFile', 'Petitions', 'My Profile', 'Admin', and 'Log Out'. The current page is 'Add a Document' for a petition with ID 'PT0000230390' and title 'Child Support Services of Tennessee'. The 'Petition Sub-Type' is 'CSS Parentage'. The 'Document Category' is 'Petition' and the 'Document Type' is 'Instructions for Service - Subpoena (Existing Petition)'. There is an 'Additional Text' field and an 'Associate to Previous Filing' checkbox. The 'Document Location' is 'Choose File' with 'No file chosen'. An 'Add' button is present for adding the document to the submission. Below the form is a table with one row: 'E-filing - Add Party to Petition'. The table has columns for 'Document Name', 'View Document', 'On Behalf of', 'Edit Data', 'Size', and 'Remove'. The 'On Behalf of' column has a dropdown menu. The 'Edit Data' column has a checkmark icon. The 'Size' column shows '0.0 MB'. The 'Remove' column has a trash icon. The total size of the submission is '0.0 MB'. At the bottom, there are 'Back', 'Move to Draft', and 'Next' buttons.

PT0000230390 Petition Title : Child Support Services of Tennessee

Petition Sub-Type : CSS Parentage

Document Category

Document Type *

Additional Text

Associate to Previous Filing

Acceptable File Format Type(s) (*.pdf)

Document Location No file chosen

Add to Submission

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
E-filing - Add Party to Petition		<input type="text" value=""/>	<input checked="" type="checkbox"/>	0.0 MB	<input type="button" value="X"/>

Total Size: 0.0 MB

Once add has been selected this screen will appear.

- Select 'Service Method' this will add any service fees.
- Select 'By' for which party is it being issued on behalf of.
- Select for this is the person or organization that the Subpoena is for.
- Then select 'Next'.

eFlex x +

courtreview.juvenile.jis.org/efile/updocs

Home Search Filings Add a Document Instructions for Service

CSS Parentage

Petition Number : PT0000230390 Petition Title : Child Support Services of Tennessee

TCSES No. * Required for Child Support Petitions

Service Method

Name And Address of Requesting Party's Attorney OR Pro Se

Name

Address Line 1

Address Line 2

City

State

Zip / Postal Code

Telephone

Select the Requesting Party (By) and the Party to be Served (For)

By et al (Check this if there is more than one By Party for this summons)

By	For	Participant Name	Address	Current Role	Attorney(s) for Party
<input checked="" type="radio"/>	<input type="radio"/>	LaPorsha Michelle Sellers	929 Blank St Apt-A Nashville, TN 37208	Petitioner	
<input type="radio"/>	<input checked="" type="radio"/>	Benny Rigby	312 RANDY RD MADISON, TN 37115	Respondent	
<input type="radio"/>	<input type="radio"/>	Richard D Buchanan	1323 12th Ave N Nashville, TN 37208	Respondent	
<input type="radio"/>	<input type="radio"/>	J'Zari Nicole Sellers	929 Blank St Apt-A Nashville, TN 37208	Juvenile	

Other Address

For	Name	Address	Delete
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Adding a copy of your subpoena you want issued.

Davidson County Juvenile Court
Lonnell Matthews, Clerk

efiling

Home efile Petitions My Profile Admin Log Out user: Benny Rigby

Home ⇒ Search Petitions ⇒ Add a Document

PT0000230390 Petition Title : Child Support Services of Tennessee

Petition Sub-Type : CSS Parentage

Document Category: Petition

Document Type *: Miscellaneous

Additional Text

Associate to Previous Filing

Acceptable File Format Type(s) (*.pdf)

Document Location: Choose File FCRB Step 1.pdf

Add to Submission: Add

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Efiling - Add Party to Petition				0.0 MB	
Instructions for Service - Subpoena (Existing Petition)	View Generated Document			0.0 MB	

Total Size: 0.0 MB

Back Move to Draft Next

Document Cat: Petition

Document Type: Miscellaneous

Additional Text: (please indicate) 'Copy of Subpoena I would like issued'

Choose File (select the subpoena file you would like issued)

Select 'Add' this will attach your file to the filing.

On the on Behalf of (drop down) please select the Party these are being issued on behalf of. Then Select 'Next'.

Last screen for payment of fees

You are now on the payment screen please select your wallet item that you will be paying with and who you are making that payment on behalf of. Once the payment information has been entered, please select 'Submit the Filing' and it will send your filing to the clerk for approval.

