

eFiling in Juvenile Court Davidson County / Nashville, TN

efile.nashville.gov

Juvenileefilesupport@jnsnashville.gov

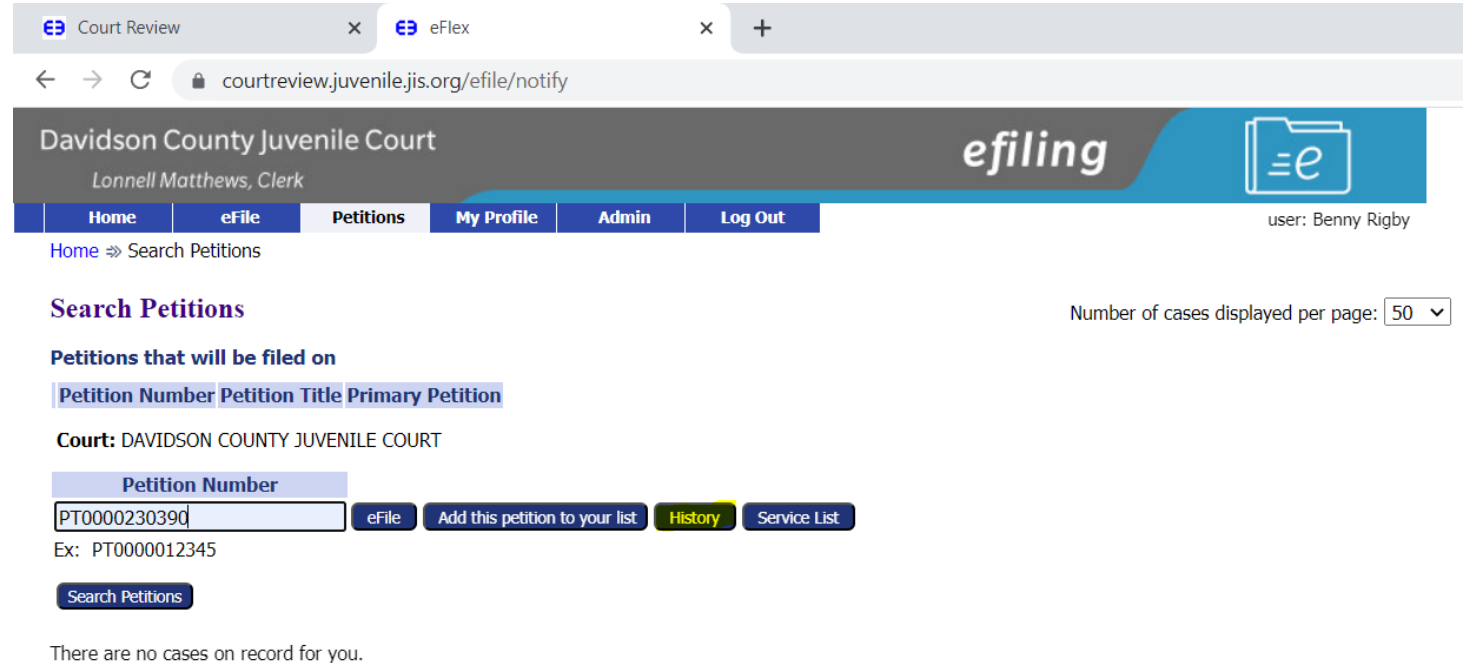
615-862-7980

Access to your petitions and the ability to file against them through eFlex.

- To access or file to petitions in eFlex ,you must have an eFlex account and be associated to the party you represent in our CMS.
- If you are an associate attorney and use a firm account, then whoever the owner of that account is must be associated in our CMS along with you.
- Unfortunately, access isn't available on a file number bases but rather a petition number bases, which means you must be associated in our CMS to any petition you need access to.
- If you feel you should have access and don't, you can call our office @ 615-862-7980 or send an email to juvenilefilesupport@jisnashville.gov with the petition number, Attorney name and who they represent. We can associate them so they can access.

Accessing petition history.

- Petitions will not show in your list in eFlex until you have filed something to it through eFlex.
- Log into juvenile eFlex
 - Select 'Existing Petition', enter petition number and select 'History'.



The screenshot shows a web browser with two tabs: 'Court Review' and 'eFlex'. The address bar displays 'courtreview.juvenile.jis.org/efile/notify'. The page header includes 'Davidson County Juvenile Court' with 'Lonnell Matthews, Clerk' below it, and the 'efiling' logo. A navigation menu contains 'Home', 'eFile', 'Petitions', 'My Profile', 'Admin', and 'Log Out'. The user is identified as 'user: Benny Rigby'. Below the navigation, there is a 'Search Petitions' section with a dropdown menu set to '50' cases per page. Under 'Petitions that will be filed on', there is a table with columns 'Petition Number', 'Petition Title', and 'Primary Petition'. The 'Court' is listed as 'DAVIDSON COUNTY JUVENILE COURT'. A search input field contains 'PT0000230390', with buttons for 'eFile', 'Add this petition to your list', 'History', and 'Service List'. An example 'Ex: PT0000012345' is shown below. A 'Search Petitions' button is at the bottom of the search area. The message 'There are no cases on record for you.' is displayed.

Case/Petition Summary

- Once you select history, it brings you to this screen.
- On this screen you will find a summary of the petition you selected to view the history of.
- The blue clickable links expand for more information.
- If you click on a link associated to an event, it will open a .PDF file of the associated document for you to print or download.

[Court Review](#) | [eFlex](#) | [Case Summary](#)

[courtreview.juvenile.jis.org/efile/notify/cmsFullHistory.html?pageAction=QueryCmsFullHist&caseNumber=PT0000235600&companyId=1](#)



PT0000235600 : PETITION PREPARED BY ATTORNEY - Document not in JIMS
 Juvenile

Petition Number	PT0000235600	Petitioner	Linda Yessenia Izaguirre Bonilla
Petition Type	Permanent Guardianship	Juvenile	Aylin Layeuska Osorio Izaguirre
Opened	01-02-2018	Judge	Sheila D.J. Calloway
Status	Adjudicated		

Upcoming Appearances				
Type	Reason	Party	Date	Time
Guardianship	Guardianship	Sheila D.J. Calloway	04-03-2018	01:00:00 PM

[Show/Hide Participants](#)
[Show/Hide TCA Incidents](#)

File Date	Case History
10-23-2019	Filed By: Court Orders : Amended Order Orders : Amended Order
10-11-2019	Filed By: Court Orders : Unsigned Order Orders : Unsigned Order
10-04-2019	Filed By: Court Orders : Unsigned Order Orders : Unsigned Order
04-03-2018	Filed By: Court Petition Status : Petition Status - All TCAs Adjudicated
04-03-2018	Filed By: Court Orders : Final Decree of Guardianship Orders : Final Decree of Guard
04-03-2018 Court	Filed By: Aylin Layeuska Osorio Izaguirre et al Decree : Decree - Neglect & Dependent Decree : Decree - Neglect & De
01-03-2018 Court	Filed By: Linda Yessenia Izaguirre Bonilla Interpreter Events : Interpreter Scheduled
01-02-2018	Filed By: Court Interpreter Events : Interpreter Request - Docket Interpreter Events : Interpret

Filing to a single existing petition.

- Select existing petition
 - Enter the petition number you wish to file against and select efile.

The screenshot shows a web browser with two tabs: 'Court Review' and 'eFlex'. The address bar displays 'courtreview.juvenile.jis.org/efile/notify'. The page header includes 'Davidson County Juvenile Court', 'Lonnell Matthews, Clerk', and the 'efiling' logo. A navigation menu contains 'Home', 'eFile', 'Petitions', 'My Profile', 'Admin', and 'Log Out'. The user is identified as 'Benny Rigby'. The main content area is titled 'Search Petitions' and includes a dropdown menu for 'Number of cases displayed per page' set to '50'. Below this, a section titled 'Petitions that will be filed on' features a table with columns 'Petition Number', 'Petition Title', and 'Primary Petition'. The table shows one entry for 'DAVIDSON COUNTY JUVENILE COURT' with the petition number 'PT0000235600'. A yellow highlight is placed over the 'eFile' button next to the petition number. Other buttons include 'Add this petition to your list', 'History', and 'Service List'. An example number 'Ex: PT0000012345' and a 'Search Petitions' button are also visible. The message 'There are no cases on record for you.' is displayed at the bottom of the search results.

Filing to multiple existing petition at the same time.


- Select existing petition
 - Enter the first petition number you would like to file against and then select 'Add this petition to your list'
 - Enter the second petition number you would like to file the same document against and select 'Add this petition to your list', once you have added all the petitions you would like to file against entered.
 - Whatever petition you enter first will be treated as the primary petition that this filing will be associated to in eFlex For your reference, this can be changed by selecting the radio button next to the petition number you wish to reference as primary
 - Once you have entered all petitions and verified the primary then select 'File on these Petitions' at the top of the page to begin entering your filing.

Example from previous page

Browser tabs: Court Review, eFlex

Address bar: courtreview.juvenile.jis.org/efile/notify

Davidson County Juvenile Court
Lonnell Matthews, Clerk

efiling 

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

Home ⇒ Search Petitions

Search Petitions

Number of cases displayed per page: 50

Petitions that will be filed on [File on these Petitions](#)

	Petition Number	Petition Title	Primary Petition
Remove	PT0000235600	PETITION PREPARED BY ATTORNEY - Document not in JIMS	<input checked="" type="radio"/>
Remove	PT0000230390	Child Support Services of Tennessee	<input type="radio"/>
Remove	PT0000235609	PRO SE PETITION	<input type="radio"/>

Court: DAVIDSON COUNTY JUVENILE COURT

[eFile](#) [Add this petition to your list](#) [History](#) [Service List](#)

Ex: PT0000012345

[Search Petitions](#)

There are no cases on record for you.

Subpoenas and Summons for new and existing petitions

- All subpoenas must start with an Instructions for Service no matter if it is a new or an existing petition. This is where you will choose who the subpoena/summons is being issued by and who it is being issued for, you will also select the 'Service Type' of this screen.
- If the person or organization that you are trying to issue the subpoena for is not already a party listed on the petition in our CMS, then they must first be added to the petition as a party role 'Witness', before completing the 'Instructions for Service'.
- If you would like a specifically worded summons/subpoena, you can upload the document, you would like issued.

Motions

- When filing motions through eFlex, you must be associated to the petition you are filing against in our CMS if not, it will not give you access to all the screens to successfully file the motion.
- The movant selected on a motion should be the party you are filing the motion for, if you are correctly associated to the petition, it will ask you to select an 'On Behalf of' party and this will be the Juvenile on all motions. This is how it has to be filed for our CMS to process correctly.
- The only motion that requires a payment is a 'Motion for Rehearing'. When filing this type motion, you must include the eFlex event 'Category/Accounting', 'Type/AssessMotion for rehearing this will add the filing fee.

Motions requiring court dates

- Unfortunately, the in-house process of limiting cases set for our JO's motion dockets does not allow use to provide motions dates before the motion is filed through eFlex.
- 'Divisional Motions' will require a court date except for 'Motions to Withdraw' and 'Motions for Complex and Extended' that are to be heard by one of the divisional Magistrates. These may be submitted with a proposed order at the time the motion is filed.
- All Motions being heard by one of the parentage Magistrates, will be set on the appropriate motion date. Once the date is selected and entered into our system, you should receive a NEF of a 'Notice being filed'.
- When you receive this notice log into your eFlex account, go to 'Existing Petition' and enter your petition number and select 'History'. You will see 'Notice/eFiled Motion with Court Date'. You will be able to print you motion with the date from here.

Orders to be signed

- All orders ready for signature presented through the eFlex system must be presented as Proposed Orders.
- Document Category: Proposed Orders
- Document Type: (Type of Order) if type not listed choose Misc. and enter type in additional text.

The screenshot displays the eFiling interface for the Davidson County Juvenile Court. The user is logged in as Benny Rigby. The current petition is PT0000252912, titled 'Child Support Services of Tennessee'. The document category is 'Proposed Orders' and the document type is 'Custody Order (Proposed)'. The additional text is 'Custody Order'. The document location is 'Davidson Ju...sue Log.pdf'. The interface includes navigation buttons for 'Home', 'eFile', 'Petitions', 'My Profile', 'Admin', and 'Log Out'. A table below the form shows the document name, view document link, on behalf of, edit data, size, and remove options. At the bottom, there are buttons for 'Back', 'Move to Draft', and 'Next'.

Document Name	View Document	On Behalf of	Edit Data	Size	Remove

Order facts.

- When Orders are presented into eFlex correctly they will auto assign to the corresponding clerk.
- The clerk will review and then reassign to the JO for signature.
- Once the JO elects to electronically sign the order it will return to the clerk where they will dispose of in our CMS and associate the image to the event.
- At each step of this process, you may receive notification depending on how you set your notifications up in eFlex.

Payments

- When first setting up your juvenile eFlex account you should have been asked to set a 'Wallet Item' for payments. The clerk's office is only able to accept credit / debit cards currently and they are processed through Lexis Nexis payments services.
- All transactions are charged a processing fee of 2.4% with a minimum fee of \$2.
- If the filing, you submitted was rejected and it had a filing fee attached, the hold on your account will be released in 5-7 days.
- If you have issues with a fee or processing of a payment, please contact our bookkeeping at 615-862-7984 or juvenilefilesupport@jisnashville.gov

