

# Entering Motions into eFlex

TO be able to file a motion through eFlex you must first be associated to the case in our CMS if you are not associated you will not be able to access all dropdowns to be able to file correctly.

If you find yourself in this situation, please contact [juvenilefilesupport@jnsnashville.gov](mailto:juvenilefilesupport@jnsnashville.gov) with the petition number, attorney name and party they represent.

# Motions to a single petition.

- From the Home screen select existing Petition.
- Enter petition number in space provided.
- Select efile.

The screenshot shows a web browser window with the URL `courtreview.juvenile.jis.org/efile/notify`. The page header identifies the user as Benny Rigby and the court as Davidson County Juvenile Court, with Lonnell Matthews as the Clerk. The navigation menu includes Home, eFile, Petitions, My Profile, Admin, and Log Out. The main content area is titled "Search Petitions" and shows a search result for a petition with the number PT0000252912. The petition is listed under the court name "DAVIDSON COUNTY JUVENILE COURT". Below the petition number, there are buttons for "eFile", "Add this petition to your list", "History", and "Service List". An example of a petition number is provided: "Ex: PT0000012345". A "Search Petitions" button is also present. At the bottom of the page, there are links for "E-Filing Manual", "E-Filing Rules", "Payment Policy", and "Support", along with a copyright notice: "©2001-2023 Tybera Development Group, Inc. All rights reserved."

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

Petition Number	Petition Title	Primary Petition
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Court: DAVIDSON COUNTY JUVENILE COURT

Petition Number
PT0000252912

eFile Add this petition to your list History Service List

Ex: PT0000012345

Search Petitions

There are no cases on record for you.

E-Filing Manual E-Filing Rules Payment Policy Support

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# Motions Filed to Multiple Petitions.

- From the home screen select existing petition.
- Enter petition number in space provided and select “Add this petition to your list”
- Repeat for the next petition, once all petitions have been added to the list.
- Select file on these petitions

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 [File on these Petitions](#)

	Petition Number	Petition Title	Primary Petition
<a href="#">Remove</a>	PT0000252912	Child Support Services of Tennessee	<input checked="" type="radio"/>
<a href="#">Remove</a>	PT0000252917	Child Support Services of Tennessee	<input type="radio"/>
<a href="#">Remove</a>	PT0000252891	Child Support Services of Tennessee	<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.

E-Filing Manual E-Filing Rules Payment Policy Support

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No matter if you are filing against one petition or multiple petitions the steps are the same from here on out.

# Selecting A Motion type

- Document Category: Motion
- Document type: select the type of motion you are filing from the dropdown
- If you chose Motion Misc. please indicate what type it is in the additional text field.

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

PT0000252912 Petition Title : Child Support Services of Tennessee

Petition Sub-Type : CSS Modification

Document Category: Motions

Document Type \*: Motion - Miscellaneous

Additional Text: Motion to Nunc Pro Tunc Order

Associate to Previous Filing

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

Document Location: Choose File 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

E-Filing Manual E-Filing Rules Payment Policy Support

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# Adding your document to the filing

- Once you have selected your Category and Type you are ready to add your .pdf document to be submitted with the filing.
- Select choose file and select your document from the list on your PC.
- Once you choose your file and it places it on the screen you will then select ADD.

The screenshot shows the eFiling interface for the Davidson County Juvenile Court. The user is logged in as Benny Rigby. The current page is for adding a document to a petition with ID PT0000252912, titled "Child Support Services of Tennessee". The petition sub-type is "CSS Modification". The document category is "Motions" and the document type is "Motion - Miscellaneous". The additional text is "Motion to Nunc Pro Tunc Order". The document location is "Black v Turner.pdf". The interface includes navigation buttons for Home, eFile, Petitions, My Profile, Admin, and Log Out. There are also buttons for Back, Move to Draft, and Next. The footer contains links for E-Filing Manual, E-Filing Rules, Payment Policy, and Support, along with a copyright notice for Tybera Development Group, Inc.

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

PT0000252912 Petition Title : Child Support Services of Tennessee

Petition Sub-Type : CSS Modification

Document Category: Motions

Document Type \* : Motion - Miscellaneous

Additional Text: Motion to Nunc Pro Tunc Order

Associate to Previous Filing

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

Document Location: Choose File Black v Turner.pdf

Add to Submission: Add

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
---------------	---------------	--------------	-----------	------	--------

Back Move to Draft Next

E-Filing Manual E-Filing Rules Payment Policy Support

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# Selecting the Movant for your Motion

- Once you select ADD the screen where you select the movant appears. The movant is typically the party you represent.
- Once you have selected the correct Movant select next.

Davidson County Juvenile Court  
Lonnell Matthews, Clerk

efiling

Home eFile Petitions My Profile Admin Log Out

user: Benny Rigby

me ⇒ Search Petitions ⇒ Add a Document ⇒ Motion Party

**SS Modification - Motion Party**

**Petition Number : PT0000252912    Petition Title : Child Support Services of Tennessee**

**Motion Party**

Select Movant for this Motion

Select	Participant Name	Current Role
<input checked="" type="radio"/>	Wilshonda Shonta Beard	Petitioner
<input type="radio"/>	Brandon Darnell Woods	Respondent
<input type="radio"/>	Brandi Faith Woods	Juvenile
<input type="radio"/>	Jeriyah S Woods	Juvenile
<input type="radio"/>	Williams Sonta Woods	Juvenile
<input type="radio"/>	Zion D Woods	Juvenile

Back Next

After adding your Motion Document to the filing, you will need to select an On Behalf Of.

- With Juvenile Court efile the Juvenile must be selected as the On Behalf Of to be able to file you will need to associate the juvenile to any Motion event (if you are not associated to the petition in our CMS it will not give you this option and you can not proceed. Please contact juvenileefilesupport@jnsnashville.gov for assistance.
- If the dropdown box under the On Behalf Of populates then select the juvenile at this point. If there are multiple Juveniles on the petition only one needs to be selected

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

PT0000252912 Petition Title : Child Support Services of Tennessee

Petition Sub-Type : CSS Modification

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
Motion - Miscellaneous Motion to Nunc Pro Tunc Order	<a href="#">Black v Turner.pdf</a>	Zion D Woods:Juvenile	<input type="checkbox"/>	0.22 MB	<input type="checkbox"/>

Total Size: 0.22 MB



# Adding additional document to the same filing.

- Once you select your OBO you can add additional documents to the filing.
- Once you have selected your additional Category and Type you would add any additional text.
- As before you will need to choose the .pdf file you would like to submit and then select ADD.

Davidson County Juvenile Court  
Lonnell Matthews, Clerk

eFiling

user: Benny Rigby

Search Petitions ⇒ Add a Document

PT0000252912 Petition Title : Child Support Services of Tennessee

Petition Sub-Type : CSS Modification

Document Category: Affidavit

Document Type \*: Affidavit

Additional Text: Affidavit of Signature

Associate to Previous Filing

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

Document Location: Choose File Black v Turner.pdf

Add to Submission: Add

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Motion - Miscellaneous Motion to Nunc Pro Tunc Order	Black v Turner.pdf	Zion D Woods:Juvenile		0.22 MB	

Total Size: 0.22 MB

Back Move to Draft Next

# Motion For Rehearing in Front of the Juvenile Court Judge

- If you are filing a Motion for Rehearing, you will need to add the event that assess the rehearing fee to your filing. This is done by following the steps below.
  - Document Category: Accounting
  - Document Type: Assess Motion for Rehearing Before a Juv. Court Judge Cost
  - Chose who you represent in the on behalf or drop-down box.
  - You must be associated to your client in our CMS for the on behalf of dropdown menu to populate. If you do not see this selection, then please contact [juvenileefilesupport@jnsnashville.gov](mailto:juvenileefilesupport@jnsnashville.gov) with the petition number and your client's name.

PT0000252912

Petition Sub-Type : CSS Modification

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	Edit Data	Size	Remove
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# Final steps before filing

- After adding all of the documents you would like to add to this filing, verifying the petition number/s are correct and you have selected the OBO's for those filings you will select next.

The screenshot shows the eFiling interface for the Davidson County Juvenile Court. The user is logged in as Benny Rigby. The current filing is for Petition Title: Child Support Services of Tennessee (PT0000252912). The document category is Affidavit, and the document type is also set to Affidavit. The document location is currently empty, with a 'Choose File' button. The document is being added to the submission. A table below shows the documents being added:

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Motion - Miscellaneous Motion to Nunc Pro Tunc Order	<a href="#">Black v Turner.pdf</a>	Zion D Woods:Juvenile	<input checked="" type="checkbox"/>	0.22 MB	
Affidavit Affidavit of Signature	<a href="#">Black v Turner.pdf</a>	Wilshonda Shonta Beard:Petitioner	<input checked="" type="checkbox"/>	0.22 MB	

Total Size: 0.44 MB

Navigation buttons: [Back](#) [Move to Draft](#) [Next](#)

Footer: E-Filing Manual E-Filing Rules Payment Policy Support  
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# Review and Submit Filing

- Double check the petition number/s you are filing against.
- Make sure you have all of your document categories and types attached that you would like.
- Make sure all of the attachments are included.
- Make sure the correct OBO's are selected. ( Remember the juvenile has to be selected as the obo on the motion event.
- Include any special notes to the clerk in the space provided.
- Select Submit The Filing

The screenshot shows a web browser window with two tabs: 'eFlex' and 'Court Review'. The address bar displays 'courtreview.juvenile.jis.org/efile/worklist'. The page header includes 'Davidson County Juvenile Court', 'Lonnell Matthews, Clerk', and an '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 'Review and Submit Filing' and shows a yellow highlighted bar for 'PT0000252912' with the title 'Child Support Services of Tennessee'. Below this, the 'Petition Sub-Type' is 'CSS Modification' and there is a 'Client #' input field. A section for 'Document(s) to be Submitted:' includes an 'Add/Remove Documents' button and a table with columns 'Document Name', 'View Document', and 'On Behalf of'. The table lists two documents: 'Motion - Miscellaneous Motion to Nunc Pro Tunc Order' (Black v Turner.pdf) and 'Affidavit Affidavit of Signature' (Black v Turner.pdf). Below the table is a 'Special Filing Instructions for the Clerk:' text area. At the bottom, there are buttons for 'Back', 'Cancel (Delete)', 'Move to Draft', and 'Submit the Filing'. The footer contains links for 'E-Filing Manual', 'E-Filing Rules', 'Payment Policy', and 'Support', along with a copyright notice for Tybera Development Group, Inc.

Davidson County Juvenile Court  
Lonnell Matthews, Clerk

efiling

Home eFile Petitions My Profile Admin Log Out

Search Petitions ⇒ Add a Document ⇒ Review and Submit Filing

Review and Submit Filing

PT0000252912 Petition Title : Child Support Services of Tennessee

Petition Sub-Type : CSS Modification

Client #

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document	On Behalf of
Motion - Miscellaneous Motion to Nunc Pro Tunc Order	<a href="#">Black v Turner.pdf</a>	Zion D Woods:Juvenile
Affidavit Affidavit of Signature	<a href="#">Black v Turner.pdf</a>	Wilshonda Shonta Beard:Petitioner

Special Filing Instructions for the Clerk:

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

[E-Filing Manual](#) [E-Filing Rules](#) [Payment Policy](#) [Support](#)

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Once Submit filing is selected it ask if it is ok to file or cancel.

- To complete the filing you will click on OK at the top of the screen. Then it will give a conformation screen like the one on the next slide confirming your submission.

The screenshot shows the Davidson County Juvenile Court eFiling interface. A confirmation dialog box is displayed at the top right, stating: "courtreview.juvenile.jis.org says Your submission is complete. Click OK to file to the court." The dialog has "OK" and "Cancel" buttons. The main interface shows the "Review and Submit Filing" section with a yellow highlight. The petition details are: PT0000252912, Petition Title: Child Support Services of Tennessee, Petition Sub-Type: CSS Modification, and Client # [input field]. A table lists documents to be submitted:

Document Name	View Document	On Behalf of
Motion - Miscellaneous Motion to Nunc Pro Tunc Order	<a href="#">Black v Turner.pdf</a>	Zion D Woods:Juvenile
Affidavit Affidavit of Signature	<a href="#">Black v Turner.pdf</a>	Wilshonda Shonta Beaird:Petitioner

At the bottom, there are buttons for "Back", "Cancel (Delete)", "Move to Draft", and "Submit the Filing". The footer contains links for "E-Filing Manual", "E-Filing Rules", "Payment Policy", and "Support".

# Submission Confirmation Screen

The screenshot shows a web browser window with two tabs: 'eFlex' and 'Court Review'. The address bar displays 'courtreview.juvenile.jis.org/efile/worklist'. The page header includes the Davidson County Juvenile Court logo, the name 'Lonnell Matthews, Clerk', the 'efiling' logo, and a folder icon with an 'e'. A navigation menu contains 'Home', 'eFile', 'Petitions', 'My Profile', 'Admin', and 'Log Out'. The user is identified as 'user: Benny Rigby'. A breadcrumb trail reads: 'Search Petitions ⇒ Add a Document ⇒ Review and Submit Filing ⇒ Submission Confirmation'. The main content area features the heading 'Your Filing has been submitted' and the text 'Petition Sub-Type: CSS Modification - Motion - Miscellaneous'. A 'Note' states: 'This filing is now being processed and added to the Clerk of Court document repository. Once the eFiling System has stored the documents associated with your filing, a receipt will be issued to you. You may view the status of this filing, and access your receipt for 60 days, after which it will be purged from this system. The documents will be retained and available long term through the Clerk of Court.' A 'Filing Status' button is located at the bottom of the main content area.

Davidson County Juvenile Court  
Lonnell Matthews, Clerk

efiling

Home eFile Petitions My Profile Admin Log Out

user: Benny Rigby

Search Petitions ⇒ Add a Document ⇒ Review and Submit Filing ⇒ Submission Confirmation

## Your Filing has been submitted

Petition Sub-Type: CSS Modification - Motion - Miscellaneous

**Note:** This filing is now being processed and added to the Clerk of Court document repository. Once the eFiling System has stored the documents associated with your filing, a receipt will be issued to you. You may view the status of this filing, and access your receipt for 60 days, after which it will be purged from this system. The documents will be retained and available long term through the Clerk of Court.

Filing Status

