

Juvenile Court Clerk

eFiling New Petition

New Petition

The screenshot shows a web browser window with two tabs: 'Court Review' and 'eFlex'. The address bar displays 'courtreview.juvenile.jis.org/efile/worklist'. The page header includes 'Davidson County Juvenile Court' with 'Lonnell Matthews, Clerk' below it, 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'. The main content area is titled 'Home' and lists several options:

- 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 (2)**: Approve/Deny User Request

At the bottom of the page, there are links for 'E-Filing Manual', 'E-Filing Rules', 'Payment Policy', and 'Support', followed by the copyright notice: '©2001-2023 Tybera Development Group, Inc. All rights reserved.'

Select
Petition Type

The screenshot shows a web browser window with two tabs: "Court Review" and "eFlex". The address bar displays "courtreview.juvenile.jis.org/efile/worklist". The page header includes "Davidson County Juvenile Court" with "Lonnell Matthews, Clerk" below it, 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". The main content area shows "Home » New Case Filing: Petition Type" and a section titled "Petition Type" with a "Description" sub-section containing links for "Adult", "Neglect/Dependency", "Other", and "Unruly".

Davidson County Juvenile Court
Lonnell Matthews, Clerk

efiling

Home eFile Petitions My Profile Admin Log Out

user: Benny Rigby

Home » New Case Filing: Petition Type

Petition Type

Description

- Adult
- Neglect/Dependency
- Other
- Unruly

E-Filing Manual E-Filing Rules Payment Policy Support

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Select
Petition Sub-
Type

The screenshot shows a web browser window with two tabs: "Court Review" and "eFlex". The address bar displays "courtreview.juvenile.jis.org/efile/worklist". The page header includes "Davidson County Juvenile Court" with "Lonnell Matthews, Clerk" below it, 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". The breadcrumb trail is "Home ⇒ New Case Filing: Petition Type ⇒ Petition Sub-Type". The main heading is "Petition Sub-Type". Below it is a table with a "Description" header and a list of options: "Child Support", "Contempt of Court", "Custody - other than parent", "Custody - parent", "Modify Child Support", "Modify Visitation", "Parentage", and "Visitation". A "Back" button is located at the bottom left of the list. 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 ⇒ New Case Filing: Petition Type ⇒ Petition Sub-Type

Petition Sub-Type

Description
Child Support
Contempt of Court
Custody - other than parent
Custody - parent
Modify Child Support
Modify Visitation
Parentage
Visitation

[Back](#)

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Petition Initiation Page

The screenshot shows the 'Petition Initiation: Parentage' page in the eFiling system. The browser address bar shows 'courtreview.juvenile.jis.org/efile/worklist'. The page header includes 'Davidson County Juvenile Court', 'Lonnell Matthews, Clerk', and the 'efiling' logo. A navigation menu has 'Home', 'eFile', 'Petitions', 'My Profile', 'Admin', and 'Log Out'. The user is identified as 'Benny Rigby'. The breadcrumb trail is 'Home > New Case Filing: Petition Type > Petition Sub-Type > Petition Initiation'. The form fields include: 'Date of Referral' (text input), 'Referral Source' (dropdown), 'Petition Title' (dropdown), 'Adult Charge Petition' (checkbox), 'Counter Petition' (checkbox with explanatory text), and 'Original Petition' (text input). Below the form are buttons for 'Add Juvenile', 'Add Petitioner', 'Add Adult', 'Add My Parties', 'Add Other Parties', and 'Import Original Petition Parties'. A table header for adding participants is visible with columns: 'Remove', 'Participant Name', 'Type', and 'Attorney/Agent for Party'. At the bottom are 'Back', 'Save to Draft', and 'Next' buttons. The footer contains links for 'E-Filing Manual', 'E-Filing Rules', 'Payment Policy', and 'Support'.

- 'Date of Referral' typically date petition was signed.
- 'Referral Source' typically Parents or Private Attorney.
- Since Juvenile eFlex does not have petition templates to choose from, it would be 'PETITION PREPARED BY ATTORNEY – Document not in JIMS'.
- Only select the 'Adult Charge Petition' button if you are charging an adult with contempt.
- Please do not use the 'Counter Petition' button even if you are filing a counter petition.

Adding Parties to the petition

- ‘Add Juvenile’ is where you will add all juveniles to your petition.
- ‘Add Petitioner’ is where you would add petitioner or petitioners if more than one.
- ‘Add My Parties’ is where you would add co-petitioners or special parties to the case.
- ‘Add Other Parties’ is where you would add respondent or other parties that you don’t represent.

The screenshot shows a web browser window with two tabs: 'Court Review' and 'eFlex'. The address bar shows the URL 'courtreview.juvenile.jis.org/efile/worklist'. 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 breadcrumb trail is 'Home > New Case Filing: Petition Type > Petition Sub-Type > Petition Initiation'. The main heading is 'Petition Initiation: Parentage'. The form includes fields for 'Date of Referral', 'Referral Source', and 'Petition Title'. There are checkboxes for 'Adult Charge Petition' and 'Counter Petition'. A text box for 'Original Petition' is present. Below the form is a row of buttons: 'Add Juvenile', 'Add Petitioner', 'Add Adult', 'Add My Parties', 'Add Other Parties', and 'Import Original Petition Parties'. A table header for 'Add Petition Participants' is visible with columns for 'Remove', 'Participant Name', 'Type', and 'Attorney/Agent for Party'. At the bottom, there are 'Back', 'Save to Draft', and 'Next' buttons, and a footer with 'E-Filing Manual', 'E-Filing Rules', 'Payment Policy', 'Support', and '©2001-2023 Tybera Development Group, Inc. All rights reserved.'

Adding Juvenile to petition

- Please fill out as much information as possible. Do not use initials. All fields marked with an '*' are required fields.
- You must enter the TCA that corresponds with what you are asking for in the petition you could have multiple TCA's for one child also If you have multiple children you will need the corresponding TCA's for each child.

Court Review x eFlex x +

← → ↻ courtreview.juvenile.jis.org/efile/worklist

Party Type: Juvenile

First Name: * John

Middle Name:

Last Name: * Smith

Juvenile ID:

SSN: 123-45-6789

DOB: 10/01/2010

Place of Birth:

Gender: Male Female Unknown

Marital Status: Single / Never Married ▾

Race: Caucasian ▾

Ethnicity: ▾

Interpreter needed: Yes No

Eye Color: ▾

Hair Color: ▾

Height: ft in

Weight: lb

Living Arrangement of child: * With relatives ▾

Special Ed. Class: * Yes No Unknown

School: Unknown ▾

Last Grade Completed: * Unknown ▾

In School: * Yes No Unknown

E-Mail:

Last Name Middle Name First Name Bar # Type

Add

Add Addresses

Type	Address
<input checked="" type="checkbox"/> <input type="checkbox"/> Residential	123 Main St nashville, TN 37216

Add

Add Phones

Type	Phone
------	-------

Add

Add Relationships

Type	With
------	------

Add

Add TCA's

Incident Date	Description	Statute
<input checked="" type="checkbox"/> <input type="checkbox"/> 04/11/2023	Parentage	36-2-301
<input checked="" type="checkbox"/> <input type="checkbox"/> 04/11/2023	Set Visitation	36-6-301*1

Add

Employer:

Court Review x eFlex x +

courtreview.juvenile.jis.org/efile/worklist

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

Home ⇒ New Case Filing: Petition Type ⇒ Petition Sub-Type ⇒ Petition Initiation ⇒ Add a Party

Add a Party: Parentage

Plaintiff

Organization Person

Party Type: Petitioner

First Name: *

Middle Name:

Last Name: *

Juvenile ID:

SSN:

DOB:

Place of Birth:

Gender: Male Female Unknown

Marital Status:

Race:

Ethnicity:

Interpreter needed: Yes No

Language / Dialect:

Eye Color:

Hair Color:

Height: ft in

Weight: lb

E-Mail:

Employer:

Add an Attorney for this Party

Last Name	Middle Name	First Name	Bar #	Type
<input type="button" value="Add"/>				

Add Addresses

Type	Address
<input checked="" type="checkbox"/> Residential	123 Main St nashville, TN 37218
<input type="button" value="Add"/>	

Add Phones

Type	Phone
<input type="button" value="Add"/>	

Add Relationships

Type	With
<input type="button" value="Add"/>	

Adding Petitioner

- Please enter all the information you have for the petitioner.
- Full name and address are required.

Add my Parties

- This screen is where you would add an additional Petitioner or Co-Petitioner
- Please enter as much information as you have but only name and address are required fields.

The screenshot shows a web browser window with two tabs: 'Court Review' and 'eFlex'. The address bar shows the URL 'courtreview.juvenile.jis.org/efile/worklist'. The breadcrumb trail is: 'Home > New Case Filing > Reason Type > Reason Sub Type > Reason Addition > Add a Party'. The main heading is 'Add a Party: Parentage'. The form is divided into two main sections: 'Plaintiff' and 'Add an Attorney for this Party'. The 'Plaintiff' section has radio buttons for 'Organization' and 'Person' (selected). Below this are various input fields: 'Party Type' (dropdown menu with 'Petitioner' selected), 'First Name: *', 'Middle Name:', 'Last Name: *', 'Juvenile ID:', 'SSN:', 'DOB:' (format mm/dd/yyyy), 'Place of Birth:', 'Gender:' (radio buttons for Male, Female, Unknown), 'Marital Status:', 'Race:', 'Ethnicity:', 'Interpreter needed:' (radio buttons for Yes, No), 'Eye Color:', 'Hair Color:', 'Height:' (ft and in fields), 'Weight:' (lb field), 'EMail:', and 'Employer:'. At the bottom of the form are 'Back' and 'Next' buttons. The 'Add an Attorney for this Party' section has a table with columns: 'Last Name', 'Middle Name', 'First Name', 'Bar #', and 'Type', with an 'Add' button below it. Below this are sections for 'Add Addresses' (with 'Type' and 'Address' columns and an 'Add' button), 'Add Phones' (with 'Type' and 'Phone' columns and an 'Add' button), and 'Add Relationships' (with 'Type' and 'With' columns and an 'Add' button).

Court Review x eFlex x +

courtreview.juvenile.jis.org/efile/worklist

Add a Party: Parentage

Defendant

Organization Person

Party Type:

First Name: *

Middle Name:

Last Name: *

Juvenile ID:

SSN:

DOB:

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

E-Mail:

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Add an Attorney for this Party

Last Name	Middle Name	First Name	Bar #	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Addresses

Type	Address
<input checked="" type="checkbox"/> Residential	456 OHB Nashville, TN 37206

Add Phones

Type	Phone
<input type="text"/>	<input type="text"/>

Add Relationships

Type	With
<input type="text"/>	<input type="text"/>

Employer:

Add Other Parties


- This screen is where you would add the Respondent or Witness or anyone that needs to be added that you do not represent.
- Please enter as much information as you have but only name and address are required fields.

After entering the last person on the petition, you should be here. Verify you have all parties and their proper roles associated and the correct TCA's for the juvenile listed before selecting 'Next' to add your documents to the filing.

Court Review x eFlex x +

← → ↻ courtreview.juvenile.jis.org/efile/worklist

Davidson County Juvenile Court
Lonnell Matthews, Clerk

efiling 

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

Home ⇒ New Case Filing: Petition Type ⇒ Petition Sub-Type ⇒ Petition Initiation

Petition Initiation: Parentage

Date of Referral:

Referral Source:

Petition Title:

Adult Charge Petition:

Counter Petition: If this is a counter petition, enter the original petition number. If you previously answered the original petition, import the original petition parties after identifying the original petition number. If this is an answer as well as a counter petition, the clerk will add the parties from the original petition when reviewing your counter petition.

Original Petition:

Add Petition Participants

Remove	Participant Name	Type	Attorney/Agent for Party
	Connie Smith	Petitioner	
	John Smith	Juvenile	
	sammy Jones	Respondent	

TCA's

Incident Date	Description	Statute	Offender
04/11/2023	Parentage	36-2-301	John Smith
04/11/2023	Set Visitation	36-6-301*1	John Smith

Submitting documents with eFiling.

- 'Doc Category': Petition
- 'Doc Type': Initial Efiling documents
- 'Choose file': Select the file you want to associate to the entry
- Select 'Add' it will add it to the entry then select the 'On Behalf of' drop down (petitioner)
- If you have additional documents to attach, repeat process for each entry

Davidson County Juvenile Court
Lonnell Matthews, Clerk

eFiling

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

Home ⇒ New Case Filing: Petition Type ⇒ Petition Sub-Type ⇒ Petition Initiation ⇒ Add a Document

Petition Sub-Type : Parentage

Document Category

Document Type *

Additional Text

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
Petition Data	form.xml		<input checked="" type="checkbox"/>		

Total Size: 0.0 MB

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How to have service issued for a new petition.

- Select 'Category': Petition
- Select 'Type': Instructions For Service
- Select 'Add' it will take you to the next screen.
- Select 'Service Method'
- Select who is being issued 'On Behalf of' and then who is to be served.
- Then select 'Next'.

Davidson County Juvenile Court
Lonnell Matthews, Clerk

Home efile Petitions My Profile Admin Log Out

Home » New Case Filing: Petition Type » Petition Sub-Type » Petition Initiation » Add a Document

Petition Sub-Type : Parentage

Document Category: Petition
Document Type *: Instructions for Service - Subpoena (New Petition)
Additional Text:

Acceptable File Format Type(s) (*.pdf)
Document Location: Choose File | No file chosen
Add to Submission: Add

Petition Data	Document Name	View Document	On Behalf of	Edit Data	Size	Remo
Initial eFiling Documents	Waddie Caleb Pdf		Connie Smith:Petitioner	<input checked="" type="checkbox"/>	1.05 MB	

Back Move to Draft Next

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Davidson County Juvenile Court
Lonnell Matthews, Clerk

Home efile Petitions My Profile Admin Log Out

Home » New Case Filing: Petition Type » Petition Sub-Type » Petition Initiation » Add a Document » Instructions For Service

Parentage

TCSES No. * Required for Child Support Petitions
Service Method: Davidson Country Sheriff
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"/>	Connie Smith	123 Main St nashville, TN 37218	Petitioner	
<input type="radio"/>	<input checked="" type="radio"/>	sammy Jones	456 OHB Nashville, TN 37206	Respondent	
<input type="radio"/>	<input type="radio"/>	John Smith	123 Main St nashville, TN 37216	Juvenile	


Other Address Add
For Name Address Delete

Back Next

Verify you have entered all pleadings you would like filed with this petition. Once this has been verified, please select 'Next'

Court Review x eFlex x +

courtreview.juvenile.jis.org/efile/worklist

Davidson County Juvenile Court *Lonnell Matthews, Clerk* **efiling** 

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

Home ⇒ New Case Filing: Petition Type ⇒ Petition Sub-Type ⇒ Petition Initiation ⇒ Add a Document

Petition Sub-Type : Parentage

Document Category

Document Type *

Additional Text

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
Petition Data	form.xml		<input checked="" type="checkbox"/>		
Initial eFiling Documents	Waddle Caleb P.pdf	<input type="text" value="Connie Smith:Petitioner"/>		1.05 MB	
Instructions for Service - Subpoena (New Petition)	View Generated Document	<input type="text"/>	<input checked="" type="checkbox"/>	0.0 MB	

Total Size: 1.05 MB

Payment Screen. If you did not add a 'Wallet Item' when you set up your eFile account with Juvenile, you will need to do this now.

- You will select to pay by your 'Wallet Item' you entered into the eflex system (at this time, it only allows for a credit/debit card to be used).
- You will select 'Payment on behalf of' your client or that you are a non-payer.
- If you have any special filing instructions for the clerk, please enter those in the space provided before hitting the 'Submit the Filing' button.

The screenshot shows a web browser window with the URL courtreview.juvenile.jis.org/efile/worklist. The page displays estimated fees of \$169.75 and a table of fee descriptions:

Fee Description	Amount
Filing Fee - Petition Paternity, Legitimization, Child Sup	\$102.00
Litigation Tax - Mediation	\$2.00
Litigation Tax - State	\$23.75
Service Fee - Davidson County	\$42.00

Below the table is an "Add Wallet Item" button. There are several radio button options for payment status:

- Filer Exempt (with red text: "Filer belongs to company that is Fee Payments Exempt")
- Waived by Judicial Officer
- Pay At Counter
- Indigency
- Government Agency (with red text: ": State Agency Exempt From Court Filing Fees.")

The "Payment on behalf of" section has a dropdown menu set to "connie smith" and an "OR" option. The "Non-Party Payer" section has radio buttons for "Person" and "Organization", and input fields for First Name, Middle Name, Last Name, Suffix, and Organization Name.

There are buttons for "Change Case Data" and "View Data" under "Generated Petition Data".

There is an "Add/Remove Documents" button under "Document(s) to be Submitted:". Below it is a table of documents:

Document Name	View Document	On Behalf of
Instructions for Service - Summons (New Petition)	View Generated Document	connie smith:Petitioner
Initial eFiling Documents	Waddle Caleb P.pdf	connie smith:Petitioner

At the bottom, there is a text area for "Special Filing Instructions for the Clerk:".

Once you hit submit, one last confirmation will pop up. Click 'Ok' and you have completed the eFiling of a new petition.

- If you have any questions, please contact the Juvenile Court Clerks office at.

Juvenileefilesupport@jisnashville.gov

or 615-862-7993

