

Filing for Contempt in Juvenile Court

- Filing contempt Petitions (AC) through eFlex in Juvenile Court. Couple of things to remember before we get started.
- The person being charged with contempt role in eFlex is going to be Adult Respondent, the juveniles involved will have a role of co-petitioner and of course the petitioner is the petitioner.
- The same process applies with Civil or Criminal Contempt the only difference is in the TCA selection.

Log into your eFlex account

- Once logged in and on the Home screen select 'New Petition'.
- Once you have selected 'New Petition', Select 'Petition Type' as 'Adult' and 'Petition Sub-Type' as 'Contempt of Court'.

The screenshot shows a web browser window with the URL `courtreview.juvenile.jis.org/efile/worklist?pageAction=DefaultTask`. The page header identifies the user as **Davidson County Juvenile Court**, *Lonnell Matthews, Clerk*, and the user is logged in as **user: Benny Rigby**. A navigation menu includes **Home**, **eFile**, **Petitions**, **My Profile**, **Admin**, and **Log Out**. The main content area, titled "Home", features a list of action buttons:

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 (6)	Approve/Deny User Request

Petition Initiation for Contempt Of Court

- 'Referral Date' is typically the date the petition was signed
- 'Referral Source' is the petitioner (Parents, Relatives, Attorney...etc)
- 'Petition Title' will always be 'PETITION PREPARED BY ATTORNEY– Document not in JIMS'
- You will also select the radio button for 'Adult Charge Petition'. You will see it gives a place for 'Add Adult'.

The screenshot shows the eFiling interface for the Davidson County Juvenile Court. The page title is "Petition Initiation: Contempt of Court". The form includes the following fields and options:

- Date of Referral: 05/25/2023
- Referral Source: Parents (biological, foster, adoptive or step)
- Petition Title: PETITION PREPARED BY ATTORNEY - Document not in JIMS
- 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:

Below the form, there are buttons for "Add Petition Participants": Add Juvenile, Add Petitioner, Add Adult, Add My Parties, Add Other Parties, and Import Original Petition Parties. A table header is visible with columns: Remove, Participant Name, Type, and Attorney/Agent for Party.

At the bottom, there are navigation buttons: Back, Save to Draft, and Next.

Footer text: E-Filing Manual E-Filing Rules Payment Policy Support
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Adding parties to contempt petitions

- First you will select 'Add Petitioner' and add the petitioner and all of their information.
- Next you will 'Add My Parties', this is where you will add the juvenile as a co-petitioner and enter all their information.
- Next step is to 'ADD Adult', this is where you will add the Respondents information along with the TCA for civil or criminal contempt or both.
- Next Slide

- You can see I have added the Petitioner, Respondent and Co-petitioner along with the corresponding TCA's.
- Once you have verified all parties have been entered select 'Next'.
- Once you select 'Next', the rest of the steps are the same for all New Petitions no matter type.

Davidson County Juvenile Court
Lonnell Matthews, Clerk

eFiling user: Benny Rigby

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

Petition Initiation: Contempt of Court

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
<input checked="" type="checkbox"/>	Mom rigby	Petitioner	
<input checked="" type="checkbox"/>	child Rigby	Co-Petitioner	
<input checked="" type="checkbox"/>	test Rigby	Adult Respondent	

TCA's

Incident Date	Description	Statute	Offender
<input checked="" type="checkbox"/> 05/25/2023	Contempt of Court (Criminal)	29-9-101	test Rigby
<input checked="" type="checkbox"/> 05/25/2023	Contempt of Court (Civil)	29-9-102	test Rigby

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Filing the Contempt

- Once all Documents/Types have been added and all files have been attached:
- Select 'Next', this will take you to the payment screen where you will select 'Payment with your attached Wallet Item', select who you are making the payment for and enter any special instructions for the clerk and select 'Submit the Filing.'

The screenshot shows the eFiling interface for Davidson County Juvenile Court. The user is logged in as Benny Rigby. The current page is for filing a document under the sub-type 'Contempt of Court'. The form includes fields for Document Category (set to Affidavit), Document Type, and Additional Text. There is a section for Document Location with a 'Choose File' button and a note 'No file chosen'. Below this is a table listing the documents to be filed.

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Petition Data	form.xml		<input checked="" type="checkbox"/>		
Initial eFiling Documents	Black v Turner.pdf	Mom rigby:Petitioner	<input checked="" type="checkbox"/>	0.22 MB	
Instructions for Service - Summons (New Petition)	View Generated Document	Mom rigby:Petitioner	<input checked="" type="checkbox"/>	0.0 MB	
Affidavit of Reasonable Efforts	Black v Turner.pdf	Mom rigby:Petitioner	<input checked="" type="checkbox"/>	0.22 MB	

Total Size: 0.44 MB

Buttons: Back, Move to Draft, Next

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