

Division V Procedures During the COVID-19 Suspension of In-Person Proceedings

Suspension of In-Person Proceedings

Under the Order Continuing TN Supreme Court Order In Re: COVID-19 Pandemic, No. ADM2020-00428, Division V will not hold in-person proceedings at this time, except as provided by the Order. Trials or hearings set to proceed prior to the Court's lifting the suspension will not go forward as scheduled. Please reschedule cases by contacting the Division V courtroom clerk, Carlita Ross, at Circuit.Division5@shelbycountyttn.gov. All dates are subject to change, depending on when the Court ultimately lifts the suspension of in-person proceedings.

Motions

To schedule motions, please contact the Division V courtroom clerk who will provide a date and time for the matter to proceed remotely, via audio or video conference. You will need to provide login information for Zoom or another remote conferencing platform. Please also email any documents the court needs to review before the hearing and any proposed orders you wish to submit for consideration following the hearing. Please be sure to submit a certificate of consultation as required by Local Rule 5(H). The Division 5 email address is Circuit.Division5@shelbycountyttn.gov.

Uncontested Divorces

For uncontested divorces, please contact the Division V clerk for a date and time.

Prior to the hearing date, you must have complied with all notice requirements and submitted in advance the paperwork listed below to the Division V divorce referee, Ms Yolander Hardaway, at hardawayy@bellsouth.net:

Complaint

Marital Dissolution Agreement

Proposed Final Decree

If applicable, parenting seminar certificate and proposed Parenting Plan

Other paperwork (cost bill, demographic sheet, insurance notice, military affidavit, and divorce certificate)

After Ms Hardaway notifies you the matter is ready to proceed, please provide the Division V clerk, Ms Hardaway, and the court login information for Zoom or another video conferencing platform. The Plaintiff and any witnesses must be available via video conferencing to testify.

If Ms Hardaway informs you the matter is not ready to proceed, please contact the Division V clerk for another date.

Submission of Orders

Please email proposed orders to the Division V clerk at Circuit.Division5@shelbycountyttn.gov. If available, please provide email addresses for all attorneys/parties so the clerk can email attested copies.