

## **Protocols for submitting a filing to the Hamilton County Juvenile Court by email:**

1. **The subject line of the email must include** language that clearly states the type of filing.
2. The email must include the following attached documents:
  - a. A cover letter with date of submission, type of action being filed, type of service requested and the attorney name and contact information including address, phone number and email address.
  - b. All attached documents required at time of filing including, but not limited to: pleading/petition, summons, parties contact information sheet and any other related documents associated with the filing.
3. An acknowledgement of the receipt of the petition will be sent to the sender of the email.
4. Once the petition/pleading has been processed a copy will be mailed to the attorney along with a cost bill to cover the cost of the filing and issuance of the initial summons. Any subsequent requested service would be assessed accordingly.
5. All filing fees will be applicable according to § T.C.A. 8-21-401. Pursuant to §T.C.A. 8-21-401, the Clerk may charge up to \$5.00 per transaction fee. Any fee usually charged for filing electronically is waived during these exigent times.
6. Upon request, any forms or information sheet required will be made available via e-mail to the sender.
7. Address your emailed filing(s) to: [JuvenileCourtFilings@hamiltontn.gov](mailto:JuvenileCourtFilings@hamiltontn.gov)

**If you have questions, please call 423.209.5250 or email [JuvenileCourtFilings@hamiltontn.gov](mailto:JuvenileCourtFilings@hamiltontn.gov)**