

E-Mailing Protocols:

ALL ATTACHEMENTS SHOULD BE IN PDF FORMAT OR IT WILL NOT BE ACCEPTED.

NO COLOR PHOTOS WILL BE ACCEPTED AND SHOULD BE SUBMITTED IN PERSON OR BY MAIL

Please do not use this address for messaging

1. All filings must include a Cover Letter listing the date of submission, docket/case number (if one has been previously assigned to the case), type of actions being filed, type of service being requested if any, all parties names and contact information including address, phone number and e-mail address.
2. The subject line of the email must include language that clearly states the type of filing.
3. The email must include attached documents only in PDF format. Please be advised that tiff, png and jpeg images will not be accepted as they don't print legibly for scanning purposes. The Juvenile Court is a court of record and as such it is imperative that clear copies of documents/images be submitted for the permanent record.
4. Juvenile Division: All documents required at time of filing are required, including pleading/petition, summons, contact information sheet and any other related documents associated with the filing. (If you do not have the required contact information sheet, please contact our office at (423) 209-5250 to obtain a copy.
5. Child Support Division: All documents required at time of filing are required, including pleading/petition, summons and any other required document associated with the filing. If you have questions about any required document, please contact our office at (423) 209-5300 for assistance.
6. Any documents being filed in preparation for a court proceeding must be submitted at least 1 hour before the proceeding begins, otherwise it must be submitted in person.
7. All motions are required to have a motion date on the pleading. Please call the appropriate division clerk's office when needing assistance obtaining the motion date.
8. Acknowledgement of the receipt of the pleadings will be sent to the sender of the email.
9. 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.

10. Any documents that contain color (i.e., photographs, screenshots, text messages, certificates or any items containing color images) will need to be mailed in or submitted in person at the Clerk's office.
11. 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.
12. Any document required will be made available upon request.
13. Address your filing(s) to: JuvenilecourtFilings@hamiltontn.gov.

For assistance please call (423) 209-5250 for our Juvenile Division

For assistance please call (423) 209-5300 for our Child Support Division.