

SUMNER COUNTY CHANCERY COURT (e-filing)

We are excited to offer a new tool to the legal community. Starting Monday, August 17, 2020 the Sumner County Chancery Court will offer e-filing to everyone. We will still accept filings in person, by mail or by facsimile.

E-filing is currently available in Davidson Circuit, Rutherford Chancery and Williamson Chancery and will now be available in Sumner Chancery through Tybera. For an annual fee of \$300.00 for each attorney, you can file unlimited in any of these counties. If you do not wish to pay the annual fee, you will also be able to pay a transaction fee of \$5.00 for each filing with a per case limit of \$50.00 per year. There will be a small processing fee of 2.5% charged by the payment portal (BIS) for use of credit cards for any filing fees assessed for e-filing. Once you have e-filed on a case you will have access to the entire file on your computer.

It is easy to e-file. Go to www.efiling-tn.com for short video instructions on how to use the Tybera e-filing system. When you register, you may need to contact us to make sure your BPR number is in our system and you will also need to set up a wallet item (credit card) in each county you wish file. We also have a guide for e-filing in Sumner County to help you get started which is attached.

We will be glad to answer any questions you may have by calling:
Civil/Domestic (615) 452-4282 or Probate/Delinquent Taxes (615) 451-6036
Tybera also has a support staff available to help with e-filing questions:
Phone: (801) 226-2746 or online at support@tybera.com

EFLEX

E-FILING IN SUMNER CHANCERY

8/17/2020 (3 pages)

- ❖ Attorney/Filer site - go.tybera.net/tncis/
- ❖ E-filing Local Rules can be found on our website www.sumnerchancerycourt.com
- ❖ TNCIS refers to the case management software used by the clerk's office. NEXTGEN refers to the document management software used by the clerk's office. TYBERA and EFLEX refer to the e-filing software we are utilizing. EFlex, TNCIS and NEXTGEN sync continuously. TNCIS is the official court record and the case history in eFlex reflects the official filings in TNCIS.
- ❖ It could take 24 – 48 hours for a new account to be approved through Tybera. The support team is trying to push through on the same day requested but as volume increases that will be more difficult, so please be patient.
- ❖ There is an annual subscription fee of \$300 per attorney and allows access to all the eFiling functionality necessary for submission of documents as well as unlimited retrieval of file-stamped documents from cases on which the attorney is counsel of record. **Note: The subscription covers access to the eFiling system only.** All court fees incurred will require setting up a Wallet Account. If you have subscribed in Rutherford or Williamson Chancery, the annual fee covers Sumner Chancery and all courts coming on in the future using Tybera, which right now is the only vendor approved for TNCIS clerks.

If you do not wish to purchase an annual subscription, filers may elect to use the Transaction Payment Method where a fee of \$5.00 per transactions with a case limit of \$50.00 per year will be charged through the eFiling system. *these fees are in addition to the statutory fees *. There will also be a charge of \$1.25 per each document download, should you elect to do so.

After the Transaction Payment Method is set up (or Subscription is purchased as described above), the user will have access to file to new or existing cases as well as to access case histories, notifications, filing statuses, etc.

- ❖ A credit card – new wallet/token item - will also have to be registered for regular court statutory filing fees. This card has to be registered separately in each county. So even if you have a “token” card/wallet account registered in Rutherford or Williamson County for court filing fees, you will have to register again in Sumner County.
- ❖ If you get an error message regarding your Bar #, please notify the C&M office. The TNCIS database will need to be revised.
- ❖ If you have never filed a case in Sumner County (or you get an error message saying you are not in our database), please notify the C&M office. The TNCIS database will need to be updated.

- ❖ If your address is correct in eFlex but notifications are incorrect, please notify the C&M office. The TNCIS database will need to be revised.
- ❖ During this start up time and until e-filing is mandatory, our office will print all documents e-filed and place in the paper file, whether an existing case or new case. So even if the other attorneys are not e-filers or the adverse party is pro se, we will ensure that the paper file is complete.
- ❖ You must choose a document drop down type for each document.
- ❖ If one document, even in a group of documents filed together, cannot be approved – i.e. bad scan, duplicate document, etc. – the entire filing will be rejected. The clerk will send a note to filer as to the reason, the document can be corrected and the document/entire group of documents resent.

DOCKET NUMBERS

- The docket number will **now** be in these types of format: “00CV-000”, “00PR-000” “00DM-000”, “00AD-000”. The first two digits are the year the case was originally filed – not reopened – the letters represent the type of case; i.e. Civil - “CV”, Probate - “PR”, Domestic - “DM”, Adoption - “AD” and the remaining numbers are the traditional docket numbers generated. **Do not use the judge letter.** If you are filing a new case, the docket number will be generated upon court approval.
- For cases filed before April 1, 2011 the TNCIS docket number that syncs to eFlex will be different than the “official” docket number originally assigned to your case. You **must** call the clerk’s office and ask for the “TNCIS docket number”. The original docket number remains the “official” docket number, but please put the **TNCIS docket number below the official docket number on your pleading.**
- **PLEASE START PLACING THE ENTIRE E-FILING DOCKET NUMBER - IN THE NEW FORMAT - “00CV-000” “00PR-000” “00DM-000” “00AD-000” - ON ALL YOUR PLEADINGS.**

PROPOSED ORDERS

- All orders must be filed using a document type beginning with “proposed”. If you do not find a specific description for your specific order just use the “proposed order” type. We have tried to limit the number of choices you have to scroll through for any document type. (Please note there are document types for Final Decrees and Parenting Plans).
- **The eFlex system is set up so Proposed Orders must be submitted in Word format.**

**DO NOT INCLUDE THE JUDGE’S SIGNATURE LINE, BLANKS FOR THE “ENTERED DATE”, OR A CLERK’S CERTIFICATE. THE SYSTEM GENERATES ALL.
FINAL DECREES**

- Do not leave the big blank space in the Final Decree for the MDA to supposedly be inserted. The MDA will be e-filed separately, and the Final Decree will incorporate the MDA with appropriate language.

PARENTING PLANS

- Parenting Plans will continue to be signed by the Judge so they should be e-filed as a Proposed Parenting Plan. You should continue to include language of incorporation in the Final Decree.

DIVORCE CERTIFICATES

- Must be mailed/hand filed. Vital Records will not accept anything but their odd sized form. That office is considering an online form but that will not happen for a while.

STATISTICAL DATA SHEET

- Required to be filed with a divorce complaint, is automatically marked sealed in the eFlex system so don't hesitate to e-file that document

SEALED DOCUMENTS/CASES

- You must have an order date to input to file a document under seal. The system has been configured so you will receive notifications on an under seal case, unless an order prohibits, but the document(s) will not be visible. The clerk will email a copy of sealed documents or orders as allowed by order.

EXHIBITS

- If possible, exhibits should be scanned as one document with the document they are attached to.

FILE STAMP

- Your document will be stamp-filed the date you e-file. There may be a few minutes lag time so do not file at 12 midnight and be disappointed that it is not stamp-filed until the next calendar day.

SUMMONS OR SUBPOENA

- These are autofill forms. If you use a private process server or if the attorney will be serving the document you will be able to print the issued document from eflex upon approval. If you intend for the sheriff to serve, we will add the sheriff fee when approving the filing, print the form and send to the Sheriff that you have selected.

Please call the Clerk and Master's office if you are having difficulties:

(615) 452-4282 – Civil/Domestic

(615) 451-6036 - Probate

or Email: sumnerclerkandmastersoffice@tncourts.gov

Tybera has a great support team - Tybera support number is

801-226-2746 or online: support@tybera.com