

## **CHANCERY/PROBATE COURT INFORMATION**

### **E-Filing Website**

Beginning August 8, 2022, all cases in Coffee Chancery court will be e filed. You may access Tybera's e-filing website at <https://go.tybera.net/tncis/>

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Prior to e-filing, you should carefully review the 14<sup>th</sup> Judicial District Local Rules for e-filing located on the Chancery website.

### **Costs**

E-filing is provided by Tybera and can be accessed (1) by an annual subscription, or (2) on a per transaction basis.

1. The annual subscription fee is currently \$300 per attorney. This provides the attorney with unlimited filing transactions and document downloads during the subscription period.
2. The per transaction fee cost is currently \$5 per transaction for document transactions, \$50 maximum per case, and \$1.25 per document download.

A transaction may include more than one document being filed to a single case. However, the total size of all documents may not exceed 30 mb, and no single document may exceed 10 mb.

If the combined total of all documents either exceeds 30 mb, or an individual document is more than 10 mb, then the individual document will need to be broken into smaller documents, and/or submission will need to be made by more than one transaction. Each separate transaction will result in a fee being charged by Tybera.

Both of the foregoing options, either subscription or transactional, will require the creation of an account with Tybera and registration of a credit/debit card. Additional court costs and credit/debit card transaction fees may apply to any particular transaction.

Credit/debit card processing is provided through BIS which has established a minimum convenience fee of \$1 or 2.5% of the total transaction, whichever is greater.

### **CREATING AN ACCOUNT**

It could take 24-48 hours for your initial account to be approved. You will need a credit card for your subscription and also to set up your wallet for filing fees. If you get an error message regarding your Bar number, let us know. Make sure the email you set up is where you want to receive your notifications.

## **NEW CASE NUMBERS**

You will have to know your case number when you access your existing filing, and we are happy to help with that any time. You can also find this information in the eflex system under My Filings.

2011-CV-23 will now be 11CV-23

2011-PR-23 will now be 11PR-23

Please do not put blanks for Case numbers on petitions, orders, etc. The file stamp will have the date and case number on it in the top left corner.

## **PROPOSED ORDERS**

Please omit the judge's signature block and date entered line for the Judge or the Clerk & Master. Also, please omit any language such as "It is so ORDERED." The Judge or Clerk & Master will add a separate signature page onto any order you submit.

## **REDACTIONS**

It is the responsibility of the Authorized User to redact all documents that are E-Filed to the Court. When a document required to be E-Filed includes sensitive data that otherwise would be redacted, the Authorized User must **file an original and a redacted version**. The redacted version will be stored for public access. The Clerk will not review each document for redaction.

E-Filers shall refrain from including, or shall redact as follows **where inclusion is necessary**, the following personal identifiers from all documents filed publicly with the Clerk, including exhibits thereto, unless required by statute or otherwise ordered by the Court:

Social Security Numbers, Financial Account Numbers, Medical Records  
Other suggested redactions: Date of Birth, Names of Minors. Personal identifying numbers, such as a driver's license number, Employment History, Individual Financial Information, Proprietary or Trade Secret Information

Un-redacted copies of e-filed documents will be kept in the case file but will not be obtainable or reviewable through the e-file system.

## **THE FOLLOWING TYPES OF DOCUMENTS NEED TO BE PUT IN THE CORRECT DOCUMENT PLACE TO PROTECT PRIVACY:**

**Statistical information**  
**Statement of Condition**  
**Proposed Wage Assignment Order**  
**Bank Statements**  
**Medical Records**  
**Physician Statements**

## **FILE STAMP**

Your document will be stamp filed the date you efile. There may be a few minutes lag time so you might not want to file at midnight, because it might be file stamped the next calendar day.

## **Minute Stamps**

By order of the court, we will not be assigning book and page numbers on wills, orders, etc.

## **SUMMONS OR SUBPOENA**

The system will generate summons or subpoenas. You click the appropriate box and the party you want to serve, and choose whether you will serve the document or the sheriff. After the summons is issued, you will receive a notification in your email. You will log into your case, and print out the summons/subpoena for service as well as your service copy of the petition or complaint. If the sheriff serves the summons/subpoena, we will take care of sending it to them and will add the fee when approving the filing.

## **REJECTION REASONS**

A filing will be rejected if

1. Scanned wrong direction
2. Illegible
3. Duplicate document
4. If one document in a group of documents is wrong, it could cause the entire filing to be rejected.

## **NOTICE OF APPEARANCE**

If you enter an appearance, please file a Notice of Appearance, and we will get you associated with the case.

## **TYPES OF DOCUMENTS**

PDF for everything

PDF/Word for Orders

## **SERVICE**

**E-service shall have the same effect as service of a paper document per the local rules.**

Check your emails and notifications on the eflex system so you are aware when you receive a Notice of Electronic Filing (NEF). If the clerk or another registered user file a document within a case, you will receive the NEF email. This is considered service to you in your case. Just log in to your account to see the documents that have been filed in your case.

**Even if you do not plan to get a subscription, go ahead and set up an account. That way you can get electronic notifications.**

## **PROBATES**

### **Original Wills**

The originals **MUST** be filed with the Court. You may efile a copy of the will, but please mail or hand deliver the will to the Court. After efilng and upon receipt of the Will, the Letters will then be issued. When you mail or deliver the Will, please include a self-addressed stamped envelope for the return of your letters if you want them mailed. Otherwise, we will notify you when the letters are ready to be picked up.

### **Claims**

We will continue to handle claims in the same way. If a claim is filed in your estate, we will mail the attorney and personal representative a copy of the claim.

### **Notice to Creditors**

Please scan and submit these the same way with attorney and client signatures.

## **DIVORCES**

### **Statistical Data Sheet**

You **MUST** chose the document type statistical information. This document is sealed and will not be allowed to be viewed by the general public.

### **Divorce Certificates**

Divorce certificates must be filed online at [health.vrism@tn.gov](mailto:health.vrism@tn.gov). Please enter the information of the Vital Records site, and then, my office will complete and submit. If you need additional assistance with the website, we are happy to help. Contact us, and we can give you a form to assist with the submission.

### **Parenting Plans**

These will be signed by the Judge so they should be efiled as a proposed Parenting Plan. Continue to include language of incorporation in the Final Decree.