

Division V Circuit Court Procedures
(Revised 2/22/23)

Motions, Status Conferences, and Other Hearings

Specially Set Appearances: To schedule motions, status conferences, and other hearings specially, contact the Division V clerk who will provide a date and time for the matter to proceed. If the court gives you the option of appearing remotely, the court will send you Zoom login information. Email any documents for review before the proceeding and any proposed orders for consideration following the proceeding.

In-Person Appearances: For in-person appearances other than jury trials, the Court will attempt to have no more than fifteen persons in the courtroom at a time, not including courtroom staff. Wearing face covering while in the courtroom is not required but is strongly encouraged.

Motions: Although Division V will hear motions Monday through Friday, motions, including dispositive motions, may be set online for the Friday motion docket. Counsel may appear either in person or by Zoom. The court will send a 9:00 a.m. Zoom invitation to the movant who will be responsible for providing the login information to opposing counsel and all others who should be in attendance. The login information will be the same each week for motions on Fridays at 9:00 a.m. –

<https://www.zoomgov.com/j/1616665522?pwd=cGtyYlFSUHZFa1dRcHlRUG1DRzlyZz09>

Meeting ID: 161 666 5522

Passcode: 016239

For a motion to be heard, the movant must have submitted a certificate of consultation as required by Local Rule 5(H).

Uncontested Divorces

Counsel, their clients and witnesses, and self-represented litigants may appear in person or by Zoom for uncontested divorces. Before getting a confirmed hearing date for an uncontested divorce, you must have submitted in advance the paperwork listed below to the Division V divorce referee, Ms Yollander 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 determines your case is ready to proceed and confirms your date, she will send you a 9:00 a.m. Zoom invitation. The login information will be the same each week for uncontested divorce hearings on Wednesdays at 9:00 a.m.

Prior to the hearing, email Ms Hardaway and the court the proposed final decree and, if applicable, the proposed parenting plan.

Note: Parties may attend on-line parental education seminars offered by providers on the Shelby County Circuit Court's approved list located at –

<https://www.shelbycountytn.gov/DocumentCenter/View/36766/Parental-Education-Seminar-Provider-List>

Settlement of Minor's Tort Claim

For a minor settlement requiring court approval under TCA § 29-34-105, counsel must contact the court for the appointment of a guardian ad litem by emailing the Division V clerk at circuit.division5@shelbycountytn.gov or approaching the court by Zoom during the 9:00 a.m. Friday motion docket at –

<https://www.zoomgov.com/j/1616665522?pwd=cGtyYlFSUHZFa1dRcHlRUG1DRzlyZz09>

Meeting ID: 161 666 5522

Passcode: 016239

After the court appoints the GAL and receives the GAL's report, counsel must contact the Division V courtroom clerk for a hearing date. The court will provide video conference login information for the appearance. Email proposed orders and any documents the court needs to review before the hearing. The legal guardian and minor must be available for the hearing.

Submission of Orders

Email proposed orders to the Division V clerk at Circuit.Division5@shelbycountytn.gov or leave them in the Division V box in Room 208. If available, provide email addresses for all attorneys/self-represented parties so the clerk can email attested copies.