

Knox County Civil Sessions Court Clerk's Office

FRONT COUNTER

A significant portion of filings and payments come across the front counter. The office typically receives about 20,000 new cases annually.

There are three deputy clerks assigned to the counter. Two are generally up front at any given time.

They enter new cases into the system, accept and enter filings for existing cases and appeals and accept payments. They also provide information to pro se plaintiffs or defendants. A large percentage of civil sessions actions are brought by non-attorney citizens representing themselves.

Teri Carringer – works the front counter; helps with charge ins and charges outs.

Jennifer Wright-Guider – works the front counter and mail.

Tammy Parker – works the front counter, courtroom deputy, mail.

FRONT OFFICE

Focuses on processing cases from the initial filing through hearing and resolution. There are two clerks answering phone calls because of the large number of court users representing themselves. The Circuit Court Clerk believes it's important for them to be able to speak to a person. All records are scanned into an electronic content management system and are available online by subscription.

Rhonda Caldwell – answers phones and provides copies for court users

Linnette Carmichael – answers phones and charges in warrants

Bryce Blanchard (part-time) – runs receipts, files cases and related documents, charges warrants in and out and provides copies to court users.

Laura Bull (part-time) – runs receipts.

Debbie Byrd – assistant supervisor, charges warrants in and out

Kelli Sharp – supervises the office and courts, handles bankruptcies, appeals and 10-year letters.

Courtroom Clerks – There are three including **Tammy Parker** who also works the counter. Two are always present in sessions court because cases move very quickly with very few ultimately going to trial. There can be dozens of resets or settlements of cases per court session and each must be accurately – and rapidly – reflected in court documents and scanned into the system.

Delshunna Huckleby – courtroom clerk; also sets court dockets, phones, and mail

Michelle Tipton- courtroom clerk; sets court dockets, phones and mail

BUSINESS OFFICE

More than \$17 million passed through the Knox County Circuit and Civil Sessions Court Clerk's Office in FY 2019, a typical year. Nearly \$10 million of that went to court users in judgments, settlements, payments on garnishments etc. Approximately \$6 million flowed to Knox County government and the State of Tennessee in the form of fees and litigation taxes. The Circuit Court Clerk's Office retained a little more than \$1.6 million for salaries.

All cases and monies that are received must be receipted, recorded in the system and deposited in a timely manner - usually within 72 hours.

Typically, the civil sessions office handles approximately 8,000 garnishments; 9,400 monetary judgments and 2,500 judgments involving landlords and tenants in a fiscal year. That is in addition to the roughly 20,000 new case filings each year.

Stacey Jenkins – handles garnishments, mail and receipts

Teresa Moore – handles garnishments, mail and receipts

Lawanda Foust – handles satisfactions (documents confirming a garnishment, agreement, judgment etc. has been paid) bills of cost and disburses payments

Elizabeth Wise – Bookkeeper, writes checks, disburses money and writes bills of cost

Lorie Smith – head bookkeeper, oversees all the civil sessions court's financial transactions.