



County Officials Orientation Program 2026

Hosted by University of Tennessee County Technical Assistance Service
*in coordination with the Tennessee County Services Association and the
County Officials Association of Tennessee*

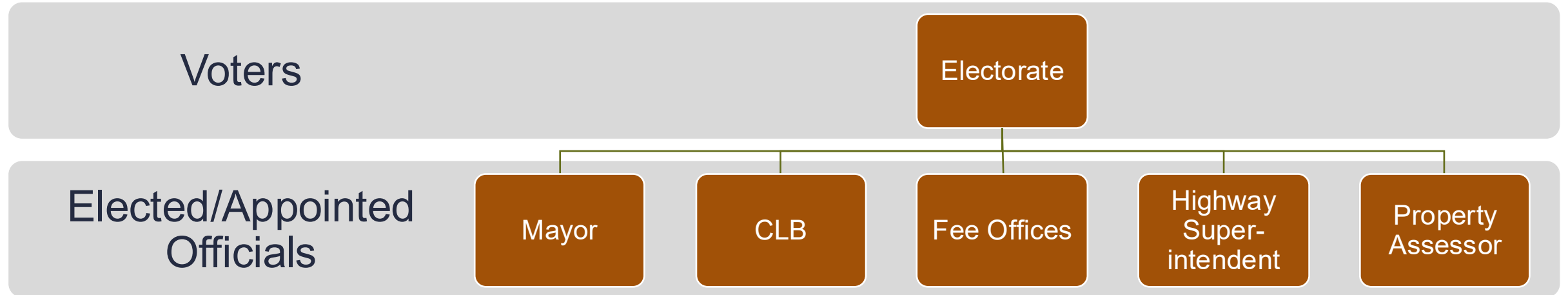
STATE COURT CLERKS

Duties and Responsibilities

Heather Duncan and Tyler Mayes



COUNTY GOVERNMENT STRUCTURE



CLERKS OF COURT

Chancery

Circuit

Criminal

General
Sessions

Juvenile



CLERKS OF COURT DUTIES

TITLE 18



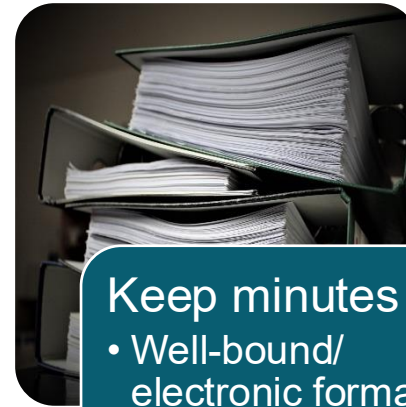
Attend court

- Manage paperwork for cases



Administer oaths

- Parties & witnesses who testify



Keep minutes

- Well-bound/
electronic format



Maintain court documents

- Dockets, receipts, disbursements
- Indexes of books & dockets

ATTEND EACH SESSION OF COURT WITH CASE FILES



- Well organized court file.
- All papers bound and in order.
- Petitions, warrants, motions.
- Be familiar with the case.....status....why is the case on the docket?
- Was everyone notified to be here?

ADMINISTERING OATHS

In the courtroom -
Some clerks do/
Some clerks don't

Court officers may
do this in

In the office –
Some forms
require
administering an
oath

MAINTAINING RULE AND EXECUTION DOCKETS

RULE DOCKET:

List of events/filings in a case

First thing on list should be petition/warrant (initial document)

Last thing on list should be the most recent filing or court appearance

EXECUTION DOCKET:

T.C.A. § 8-21-401

Should provide a break down of all charges and payments

Gives a current balance

INVESTING FUNDS

T.C.A. § 18-5-105

- Fiduciary responsibility to invest funds resulting from court actions, usually involving minors

DELINQUENT TAX SALES

T.C.A. § 8-21-401

- Clerk and Master conducts delinquent tax sales of property as ordered by the court

OFFICIAL BANK ACCOUNT

Required to maintain a bank account in name/title of Circuit Court Clerk/Sessions Court Clerk/Juvenile Court Clerk

Disbursements made by pre-numbered checks

Deposit all funds within 3 business days after receipt



FORMS OF PAYMENT



- Cash
- Checks
- Money orders
- Credit or debit cards
- Online payments

DUTIES OF THE CLERK



**Collecting Fines, Fees,
Costs, Restitution**



**Filing Bonding Agency
Petitions and Reports**



**Creating numerous
reports for the county, city,
state and others**

MORE DUTIES



Filing appeals



Filing Orders of Protection



Maintaining/Retaining/Disposing of ALL court records in accordance with the appropriate retention schedules.

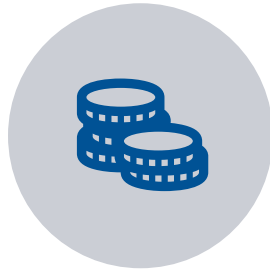


Issuing subpoenas

AND MORE DUTIES OF THE CLERK



**FILING ANNUAL
UNCLAIMED
PROPERTY
REPORT**



**INVESTING
MONEY
HANDLED OVER
TO THE COURT**



**CONDUCTING
JUDICIAL
SALES**



**ORIENTING
POTENTIAL
JURORS**

SOME OF THE RESPONSIBILITIES OF THE COURT CLERK



Certifying orders and authenticating judgments

Filing civil petitions and other documents

Entering judgments

Performing records searches

Executing garnishments and levies

EVERYTHING IS THE RESPONSIBILITY OF THE COURT CLERK



**COURT CLERK SOMETIMES
GETS CREDIT WHEN THINGS
FLOW SMOOTHLY**



**COURT CLERK OFTEN GETS
BLAME WHEN THINGS GO BAD**



**ACCEPT IT, KNOW YOUR ROLE,
AND ENSURE THINGS FLOW
SMOOTHLY**

RELAX....CALL CTAS FOR HELP!



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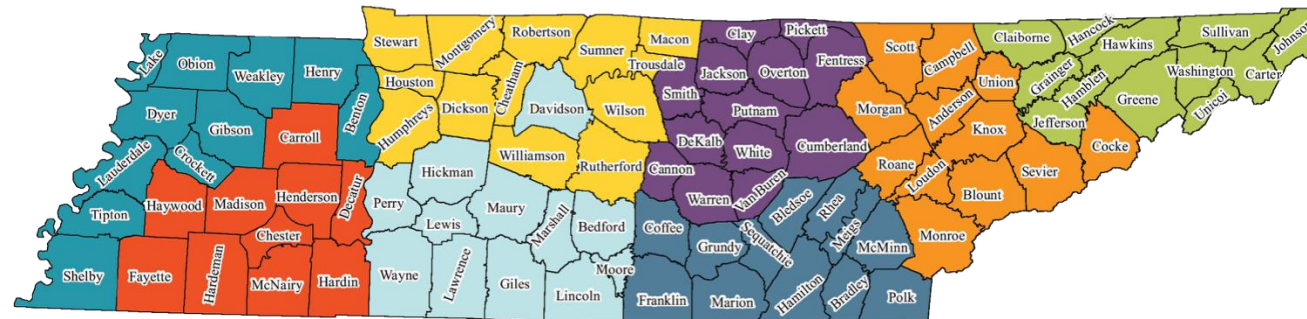


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