

# **Hawkins County Chancery Court E-Filing Information**

## **GENERAL INSTRUCTIONS**

Hawkins County Chancery Court cases are now e-filed through Tybera's filing system that can be accessed at <https://go.tybera.net/tncis/>

We encourage all attorneys and pro se filers to review the Hawkins County Chancery Court's Local Rules for e-filing located at [https://www.hawkinscountyttn.gov/chancery\\_court\\_clerk\\_master.html](https://www.hawkinscountyttn.gov/chancery_court_clerk_master.html)

An account with Tybera can be accessed by either an annual subscription, or on a per transaction basis.

1. The annual subscription fee is currently \$300 per attorney for unlimited filings and downloads.
2. The per transaction fee costs is \$5 per transaction, with a \$50 maximum per case, and \$1.25 per document download.

The annual subscription allows access and filing into each court within the state that is partnered with Tybera.

**Even if you do not plan to get a subscription, an account should be set up so that you can receive electronic notifications.** If a clerk or another registered user files within a case that you are associated with, then you will receive a Notice of Electronic Filing (NEF). This will be considered service in your case.

When filing into an existing case or accessing an existing case, the case number entered will be entered as exemplified:

2025-CH-25 will now be 25CH-25

2025-PR-14 will now be 25PR-14

New filings will be issued a case number once the filing is approved and will be placed within the file stamp along the top right corner.

**All documents will need to be e-filed as a PDF document.** A filing can include more than one document, but the different documents must be filed individually within the filing. i.e. Petition is filed as one document and Notice of Hearing filed as separate document, etc. Do not file all documents as one PDF or the filing will be rejected. The total size of all documents within a transaction cannot exceed 30 mb, and no single document cannot exceed 10 mb. Transactions or documents that exceed these restrictions will need to be filed in multiple transactions and/or the documents be broken into multiple documents.

## **LODGED ORDERS**

It is recommended that Proposed Orders be submitted through eflex with a deferred to date of the court/trial date. Alternatively, email the proposed Order to the Clerk's office with a message of

asking to be deferred until the court/ trial date. This will help to get the Order's signed and entered more quickly and lessen the time for them to be filed.

## **FILING FEE PAYMENTS**

We encourage filing fees to be paid through the E-Flex system via the token process that is integrated within Tybera. This allows the user to enter a debit or credit card to be associated with the user and charged accordingly. Alternatively, payment can be made at the counter or through the mail, but filings will not be processed until payment is received unless prior arrangements have been made with the Clerk & Master.

## **REDACTIONS**

It is the responsibility of the Authorized User to redact any information concerning minors, account numbers, etc. that are required to be redacted. **When filing documents needing redaction, you must file a redacted version and a non- redacted version for the court titled accordingly.** Non-redacted versions will not be obtainable or reviewable through the e-file system. The clerk will **not** be responsible nor review each document for redaction.

## **PROBATE**

Original Wills must still be filed with the Court. You may e-file a copy of the Will as a Will (proposed) for the Clerk to review, or an as exhibit to the petition. After e-filing and upon receipt of the original Will, the Letters will then be issued.

## **DIVORCES**

You must choose the document type STATISTICAL DATA SHEET for filing the statistical data sheet. This document will be sealed and not viewable by the general public.

Divorce certificates must be filed online at [health.vrism@tn.gov](mailto:health.vrism@tn.gov) Information must be entered on the Vital Records site. It is the filer's responsibility to enter on the VRISM site.

## **COMMON REJECTION REASONS**

Some of the more common reasons filings may be rejected are:

- Document scanned wrong direction. Be sure to check your orientation
- Illegible
- More than one document included within a scan. (this does not apply to multiples of the same type of document such as Receipt & Waiver within a Probate that may be scanned as one document)

## **SUMMONS AND SUBPOENAS**

Tybera will generate both summons and subpoenas. You will click the appropriate box and the party that you wish to serve. There will be a box that will list how it is to be served. If it is to be served by the Sheriff, we will continue to take care of sending the service packet to them and will add the appropriate fee when approving the filing. If it is to be served by private process,

you will be notified by email when the summons or subpoena is issued. You will then need to log into the case and print out the summons/ subpoena as well as the service copies.

Tybera Customer support is 1-801-226-0418

As always, if you have any questions please feel free to reach out to our office and we will be glad to try to answer. Any suggestions you have, likewise feel free to share.