



765 JUSTICE CENTER DR. SUITE 2
DANDRIDGE TENNESSEE 37725

CIRCUIT, GENERAL SESSIONS
& JUVENILE COURT SYSTEM

TELEPHONE 865.471.6000
FACSIMILE 865.397.4894

JeffersonCircuit.com

Pursuant to the Tennessee Supreme Court Order filed on December 22nd, 2021, the Circuit Court Clerk's Office will operate under COVID Operation Schedule per office policy. The Jefferson County Circuit Court Clerk's Office **will remain open**. Additionally, if Judges are scheduled to be here, I will staff them with a deputy clerk.

Jefferson County Circuit, General Sessions, and Juvenile Court will operate under the following conditions:

- **The Office will remain open**
- The service window will be closed beginning at 8am on December 29th and will reopen under normal operation at 8am on January 29th, 2021
- We will continue to answer phones, file cases by email, fax or drop box located at the Justice Center, and accept payments remotely (Phone and online)
 - o 865-397-2786
 - o Jeffersoncircuit.com
 - o A drop box will be utilized to limit contact between citizens and staff
 - o Dropbox location: 765 Justice Center Drive, Dandridge TN 37725
 - o Orders of Protection will be available for pick up
- Staff will operate on a rotating schedule (A and B)
 - o One shift will be in the office and the second shift will be working from home on remote access computers.
 - o Each shift will rotate daily
- General Sessions Court cases that were scheduled during the closure time have been rescheduled in coordination with Judge Roach. Parties will be notified by reset notice for a date in the future. Parties can check our public access site (jeffersoncircuit.com) for reset date.

If you have questions or need assistance, you can email me directly at kpoe@jeffersoncountyttn.gov.

We will continue to serve the Justice System without interruption while doing our best to maintain the safety of citizens and staff.

Respectfully,

Kevin Poe
Circuit Court Clerk
Jefferson County, TN

FILED 12/22 20 20
A.M.
AT 1:50 O'CLOCK P.M.
KEVIN POE, CLERK