



FAMILY MATTERS

IN THE FOURTH CIRCUIT COURT

VOLUME 2 | ISSUE 6 | MARCH 17, 2025

UPDATES AND
ANNOUNCEMENTS
FOR THE FOURTH
CIRCUIT COURT

Out with the Old and In with the New: Spring Cleaning in Family Court



No, your eyes do not deceive you: Judge Robinson has ditched his beloved “Jitterbug” flip phone for a new—and-improved iPhone! Just as Judge Robinson is committed to using the most up-to-date technology, Third and Fourth Circuit Court are dedicated to providing the families and attorneys of Davidson County with the most up-to-date service. Sometimes all it takes is a little spring cleaning to ditch the old and bring in the new.

In this newsletter you can expect:

Timely Reminders	2
Pending Cases	2
General Pleading Requirements	3
Calendar	4

In the spirit of spring cleaning, here’s what’s “Old” and “New” for practicing in the Fourth Circuit Court:

Old

- Showing up late to Court
- Not copying the opposing party on case-related emails
- Dormant pending cases
- Not reading our Updates and Announcements
- Flip phones

New

- Reading our Chamber Rules
- Copying the opposing party on emails to the Court
- Being proactive in advancing cases to timely resolutions
- Following Judge Stephanie J. Williams on social media



Timely Reminders

“To be early is to be on time. To be on time is to be late. And to be late is unacceptable.”

—Unknown

Attorneys, please let your clients know that they need to **arrive to Court early to ensure they are on time**. Additionally, please inform them of both the parking logistics at the courthouse and the security process upon entering the building. This is to ensure smooth and timely hearings. **Your client’s case may be the first or only case heard by the Court, despite what the docket might reflect**. If you or your client are expecting to run late, please call the Court at (615) 862-5910 to inform a staff member of the timing.



Pending Cases

A 2025 goal of our Court is to look through pending cases in an effort to tie up loose ends and clean up our caseload. This includes scheduling and setting Status Conference Orders, which we have been mailing out and will continue to do throughout the year.

Attorneys, we encourage you to look at your caseload and notice any pending cases that can either be closed, dismissed, or worked on. Not only will this lighten our load but will make you—and your clients—very happy.

Keep up the great work!

Share

Our Updates and Announcements are for everyone. Please feel free to share with your staff, clients, and anyone else who may have an interest. Anyone who would like to be added to the email list may contact Bekah Haralson at: RebekahLHaralson@jnsnashville.gov.

Should you have any questions regarding anything contained in this memorandum or any matters of the Court, please feel free to contact us at: 615-862-5910 and stay tuned for more updates.

Additionally, you may view this and all previous newsletters on our website by clicking this link: [Updates and Announcements](#) or by scanning the QR code:



Chamber Rule Spotlight: General Requirements for Pleadings



Rule VI.6&7, Page 9: Signature Blocks and Certificates of Service

6. Signature Blocks

“All pleadings shall include a signature block for the attorney or self-represented litigant filing the pleading. The signature block shall include:”

Sandy A. Robinson

Sandy A. Robinson, 012345

Attorney for Katie Allen

123 Attorney Lane, Ste. A

Nashville, Tennessee 99999

(615) 999-9999

sandyarobinson@attorneyemail.com

- Name of the person filing the pleading
- Party the attorney represents (if applicable)
- Board of Professional Responsibility (BPR) number (if an attorney)
- Address of the person filing the pleading
- Phone number of the person filing the pleading
- **Email address of the person filing the pleading**

7. Certificate of Service

“With the exception of pleadings that are served via summons, all pleadings shall include a certification that the pleading has been served on the opposing party. The certification shall include:”

- The date of service
- The method of service
- The address, fax number, or email address where the pleading was served
- Signature of the attorney or self-represented litigant serving the pleading

CERTIFICATE OF SERVICE

The undersigned hereby certifies that on the 17 day of March, 2025, a true and exact copy of the foregoing has been sent via U.S. mail to:

John Paul Smith

456 Main Street

Nashville, Tennessee 99999

johnpsmith@husband.com

Sandy A. Robinson
Sandy A. Robinson

Calendar

Check out the list below for changes to our regularly scheduled dockets and Court closures:

S M T W Th F S

●	●	●	●	●	●	●
●	●	●	●	●	●	●
●	●	●	●	●	●	●
●	●	●	●	20	●	●
●	24	25	26	27	●	●
●	●	●	●	●	●	●

March

3/20: Adoption Status Docket and First Day of Spring

Judicial Conference is March 24th--March 27th. The Court will limit hearings on those dates as follows:

3/24: No Adoption or Child Support Dockets

3/25: ID Divorces with Appearance Waiver Only

3/26: ID Divorces with Appearance Waiver Only

3/27: ID Divorces with Appearance Waiver and Pro Se Divorce Docket Only

S M T W Th F S

●	●	●	●	3	4	●
●	●	●	●	●	●	●
●	●	●	●	17	18	●
●	●	●	●	●	●	●
●	●	●	●	●	●	●

April

4/3: Status Conference Docket Only, No Other Hearings

4/4: No Motion Docket

4/17: Status Conference Docket

4/18: Office Closed for Good Friday Holiday

S M T W Th F S

●	●	●	●	1	●	●
●	●	●	●	●	●	●
●	●	●	●	●	●	●
●	●	●	●	●	23	●
●	26	●	●	●	●	●

May

5/1: Law Day with the Fourth Circuit Court (details coming soon)

5/23: No Motion Docket, Office Open

5/26: Office Closed for Memorial Day Holiday

For a complete view of our regularly scheduled dockets and available Court dates, please see the calendar page on our website by clicking here: [Website Calendar](#) or by scanning the QR code:

