



Chamber Rule Spotlight: Correspondence with the Court

Rule IV, Page 5: Correspondence with the Court



- It is the preference of the Court that **all matters be communicated to the Court in pleadings, notices, and memoranda**, with the **adverse party copied** accordingly, **or in open court**.
- **When timing does not allow for communication with the Court** in a formal pleading, notice memoranda, or in open court, communication with the Court regarding a substantive or fact specific matter of a case, including a matter to be considered by the Judge outside of a formal hearing, may take place via email to the appropriate staff person with opposing counsel copied (or opposing party if a self-represented litigant).
- **Matters that are not substantive** and request general direction, scheduling, administration, procedure, or general assistance from court staff may be communicated via written email correspondence to a staff member of the Court or a telephone call to the Court's chambers.
- Unless otherwise allowed in these Chamber Rules, **discussing the merits of a pending case with a staff member is strictly prohibited**.

You may view the entire Chamber Rules on our website by clicking here: [Chamber Rules](#) or by scanning the QR code below:



Court Accessibility: It Matters!

At the Fourth Circuit Court, we believe that accessibility is fundamental to ensuring equal justice for all. For many individuals who enter our courtroom, this may be their first experience navigating the legal system. It is our responsibility to ensure that all litigants—regardless of language, ability, or background—are treated fairly and have access to the information they need.

To increase court transparency, we have made key resources available online, including regularly updated website and social media pages and comprehensive Chamber Rules. Most recently, we have introduced a **Spanish Court Translations Cheat Sheet** to help Spanish-speaking litigants better follow along during court proceedings and bridge the language gap. This document, along with a **Spanish-translated copy of our courtroom decorum**, is available on our website by clicking here: [Resources](#) or by scanning the QR code to the right:



Attorneys, you are your client's biggest advocate. Make sure to voice any accessibility needs—whether for language services, mobility accommodations, virtual appearances, or continuances—*before* appearing in court. Clear and effective communication is key to ensuring fair proceedings.

For more information on accessibility in Tennessee courts, you may click here: [Tennessee Court Accessibility FAQ](#).

**Have ideas on how we can further improve Court accessibility? Let us know!
Your feedback helps us better serve the families of Davidson County.**

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@jjsnashville.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.

Calendar

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

March

S	M	T	W	Th	F	S
		4		6		
				20		
	24	25	26	27		

3/4: ID Divorces with Appearance Waiver Only.

3/6: No Pro Se Divorce Docket.

3/20: Adoption Status Docket

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.

April

S	M	T	W	Th	F	S
				3	4	
				17	18	

4/3: Status Conference Docket Only.

4/4: No Motion Docket.

4/17: Adoption Status Docket.

4/18: Office Closed for Good Friday Holiday.

May

S	M	T	W	Th	F	S
						23
26						

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:

