

**TITLE 3****MUNICIPAL COURT****CHAPTER****1. COURT ADMINISTRATION.****CHAPTER 1****COURT ADMINISTRATION<sup>1</sup>****SECTION**

3-101. Maintenance of docket.

3-102. Imposition of penalties and costs.

3-103. Disposition and report of penalties and costs.

3-104. Disturbance of proceedings.

**3-101. Maintenance of docket.** The city judge, or his designee, shall keep a complete docket of all matters coming before him in his judicial capacity. The docket shall include for each defendant such information as his name; warrant and/or summons numbers; alleged offense; disposition; penalties and costs imposed and whether collected; and all other information which may be relevant.

**3-102. Imposition of penalties and costs.** (1) (a) In all cases, where guilt is determined by the city judge and in all cases where the imposition of costs is otherwise lawful, the city judge shall impose court costs in the amount of one hundred dollars (\$100.00).

(b) With the exception of cases filed pursuant to titles 10, 12, and 13 of this municipal code, a defendant may elect to appear before the clerk of the court prior to the scheduled court date for any offense and plead guilty to said offense, making the appropriate and required entries on the citation form. Said guilty plea shall include the collection of court costs by the clerk and payment of said court costs by the defendant. In those cases, the court costs shall be seventy five dollars (\$75.00), and said amount, in addition to fines, shall be paid to the clerk when the guilty plea is made, unless there is a payment plan entered by the court.

(c) One dollar (\$1.00) of the court costs shall be forwarded by the court clerk to the State Treasurer in accordance with *Tennessee Code Annotated*, § 16-18-304(a) to be used by the administrative office of the

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<sup>1</sup>Charter reference  
City court: § 10.

courts for training and continuing education courses for municipal court judges and municipal court clerks.

(2) Electronic citation regulations and fees. (a) As used in this section, "electronic citation" (or "e-citation") means a written citation or an electronic citation prepared by a law enforcement officer on paper or on an electronic data device with the intent the citation shall be filed, electronically or otherwise, with a court having jurisdiction over the alleged offense.

(b) Pursuant to and in accordance with state statutory requirements found in *Tennessee Code Annotated*, § 55-10-207(e), each court clerk shall charge and collect an electronic citation fee of five dollars (\$5.00) for each citation which results in a conviction.

(c) Pursuant to and in accordance with state statutory requirements found in *Tennessee Code Annotated*, § 55-10-207(e)(4), the collection of this electronic citation fee shall expire five (5) years from the date on which the ordinance is adopted. (Ord. #551, March 2023)

**3-103. Disposition and report of penalties and costs.** All funds coming into the hands of the clerk in the form of penalties, costs, and forfeitures shall be recorded by the clerk or the clerk's designee and paid over daily to the city. At the end of each month the clerk or the clerk's designee, shall submit to the board of mayor and aldermen a report accounting for the collection of all penalties and costs assessed and collected during the subject month and to date for the current fiscal year. (Ord. #551, March 2023)

**3-104. Disturbance of proceedings.** It shall be an offense for any person to create a disturbance of any proceeding before the court by making loud or unusual noises, by using indecorous or profane language, or by any disruptive conduct whatsoever. Said conduct shall subject the person to removal from the proceeding, in addition to any other lawful penalty. (Ord. #551, March 2023)