



Maintaining the Docket

Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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Reference Number: MTAS-321

The court may use bound docket books purchased from a vendor, and the book may have pre-printed docket numbers for each entry. Docket books without numbers also can be purchased. Pre-numbered docket books allow the court to order a new docket book with the first number beginning sequentially with the last number of the previous docket book.

Bound docket books require an alphabetical index of all defendants entered in the docket book.

Court clerks are required to keep a record of all judgments (dispositions) with each case numbered in sequential order (docket number). The disposition includes:

1. The date of the trial and any continuances;
2. The full name of the defendant;
3. The fine amount;
4. The court cost amount;
5. The name of the officer and/or prosecutor;
6. The disposition (plead guilty, found guilty, dismissed, etc.);
7. The citation number or warrant number if different from the docket number;
8. The receipt number of any payment; and
9. The actual offense (speeding, allowing animals to run at large, running a stop sign, etc.).

Note: These docket requirements are compiled from T.C.A. § 16-15-303, T.C.A. § 18-1-105, and regulations promulgated by the Division of Municipal Audit. See MTAS-323 for Computerized Dockets [1].

Links:

[1] <https://www.mtas.tennessee.edu/reference/computerized-dockets>

DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.

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