


THE UNIVERSITY of TENNESSEE 
INSTITUTE for PUBLIC SERVICE
MUNICIPAL TECHNICAL ADVISORY SERVICE

August 1, 2013

Mr. Kevin L. Helms
City Manager
City of Oak Hill Tennessee
5548 Franklin Pike, Suite 101
Nashville, Tennessee 37220

Dear Mr. Helms:

Responsive to your inquiry regarding the establishment of a city court, please be advised that the city should notify the Administrative Office of the Courts (AOC) at <http://www.tsc.state.tn.us/courts/municipal-courts>. It is best to memorialize this notification by letter so there is a record of the information being provided.

Ms. Theresa Grisham is the AOC staff person. She can be contacted at 615-741-2687 if you have any questions.

Once the AOC has the judge's and clerk's names in their system, they will get notices of conferences and training classes. The information is on their website, but you must register and have a password to access the information.

Please also send the names and contact information to me as well since MTAS provides clerk training. Once that is in our system, notices about court clerk training will be sent to the city and the clerk.

Please let me know if you have any other questions.

Very truly yours,



Jeffrey J. Broughton
Municipal Management Consultant