

FLAT FEE CLERKS

A(7)N

The clerk shall notify the office of the comptroller of the treasury and the county executive of the clerk’s election to charge a flat fee in lieu of itemizing fees. The election to charge a flat fee shall apply to all cases set out in the previous item. Elections become effective on July 1, after notice, and shall remain effective indefinitely unless the clerk gives notice to the office of the comptroller of the treasury and to the county executive of a change in the election.

Service	Fee	TN Code Selection
For proceedings in adoption and legitimation cases, change of name, registration of citizenship cases, (plus any litigation tax, if applicable)	\$75.00	a(7)I
In the following cases the clerk may, at the clerk’s option, charge a flat fee instead of itemizing the fees set out in subsection (a):		
(i) The Clerk’s fee in contempt cases shall be	\$35.00	a(7)M(i)
(ii) The Clerk’s fee for cases involving child support enforcement shall be the clerk’s fee for foreign order	\$35.00	a(7)M(ii)
(iii) The clerk’s fee for cases involving default judgments shall be, for each case	\$75.00	a(7)M(iii)
For petitions to enter a foreign judgment (from other states)	\$75.00	a(7)Q
For making copies as requested, other than for an original filing and other than when preparing a record upon appeal, the fee shall be fifty cents (.50) per page	\$0.50	(i)(4)

Additional Reimbursable Items for All Court Clerks	
Enter State Case Registry Information	\$1.55
Enter Non-IV-D Income Assignment Order	\$1.55
Enter Order on Modifications, Address Updates, Etc.	\$1.55
Receipting child support payments for IV-D and Non-IV-D cases on TCSES (only in cases where an NCP is between employers or order has just started or new employer mails it to you, or when receipting a cash bond or purge payment in a IV-D case). This rate is not available for regular recurring payment as those must be sent to the State Disbursement Unit.	\$.348

TITLE IV-D CLERK FEES ALLOWED PER T.C.A. §8-21-401

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FOR CLERKS WHO ITEMIZE

IV-D Billing Code	Service	Fee	TN Code Section
A	issue summons per defendant	\$5.00	(a)(1)(A)
B	issue order of publication	\$5.00	(a)(1)(A)
C	issue attachment for witness or property	\$5.00	(a)(1)(A)
D	issue injunction	\$5.00	(a)(1)(A)
E	issue any notice required by law	\$5.00	(a)(1)(A)
F	issue capias	\$5.00	(a)(1)(A)
G	issue writ	\$5.00	(a)(1)(A)
H	issue subpoena for paper or record	\$2.00	(a)(1)(B)
I	issue subpoena for witness	\$2.00	(a)(1)(B)
J	issuing each add'l name on state/civil warrant	\$1.00	(a)(1)(E)
K	prepare & issue garnishment to officer	\$2.00	(a)(1)(H)
L	issuing each copy of above process when required by law	\$1.50	(a)(1)(I)
M	issuing each recognizance	\$2.00	(a)(1)(J)
N	issuing each bond	\$2.00	(a)(1)(J)
O	issuing each mittimus	\$2.00	(a)(1)(J)
P	filing each bond	\$2.00	(a)(2)
Q	filing each complaint	\$2.00	(a)(2)
R	filing each motion or other pleading	\$2.00	(a)(2)
S	filing each document	\$2.00	(a)(2)
T	filing each exhibit	\$2.00	(a)(2)
U	filing each article	\$2.00	(a)(2)
V	filing each affidavit	\$2.00	(a)(2)
W	filing each record or paper	\$2.00	(a)(2)
X	qualify each surety on a bond	\$2.00	(a)(3)(A)
Y	take an affidavit	\$2.00	(a)(3)(A)
Z	affix the seal on any legal instrument	\$2.00	(a)(3)(B)
AA	enter order upon rule, trial or execution docket	\$2.00	(a)(4)(A)
BB	enter complaint upon rule, trial or execution docket	\$2.00	(a)(4)(A)
CC	enter motion or other pleading upon rule, trial or execution docket	\$2.00	(a)(4)(A)
DD	enter document upon rule, trial or execution docket	\$2.00	(a)(4)(A)
EE	enter exhibit upon rule, trial or execution docket	\$2.00	(a)(4)(A)
FF	enter article upon rule, trial or execution docket	\$2.00	(a)(4)(A)

GG	enter affidavit upon rule, trial or execution docket	\$2.00	(a)(4)(A)
HH	enter record or paper upon rule, trial or execution docket	\$2.00	(a)(4)(A)
II	enter return of process upon rule, trial or execution docket	\$2.00	(a)(4)(A)
JJ	enter judgment upon rule, trial or execution docket	\$3.00	(a)(4)(C)
KK	enter order of appeal to any appellate court upon rule, trial or execution docket	\$3.00	(a)(4)(E)
LL	bill of costs taxed to state	\$2.00	(a)(4)(G)
MM	enter minutes or transcript of record or copies of pleadings, papers and procedures in a cause, per 100 words, 4 figures to count as word	\$1.00	(a)(5)(A)
NN	certified copy of sentence furnished to superintendent of jail or workhouse	\$3.50	(a)(5)(C)
OO	minute entry or copy of certificate not included in some other service	\$2.00	(a)(5)(E)
PP	preparing and mailing correspondence notifying defendants and attorneys of record of setting civil case on docket	\$2.00	(a)(7)(H)
QQ	legitimation cases, including change of name, plus any litigation tax if applicable	\$75.00	(a)(7)(I)
RR	petition to enter foreign judgment	\$75.00	(a)(7)(Q)
SS	in each new case filed, data entry fee	\$2.00	(d)
TT	entering each continuance	\$5.00	(e)
UU	For making copies as requested, other than for an original filing and other than when preparing a record upon appeal, the fee shall be fifty cents (50¢) per page	\$0.50	(i)(4)

The Department of Finance and Administration has a preferred excel template for court clerk invoices. An instruction sheet is provided to assist with labeling the invoice. All elements are needed for proper payment.

Invoice should be emailed monthly to CSVendor.Invoices.DHS@tn.gov.

Please call 615-313-4880, option 4 for questions about invoicing.