



765 JUSTICE CENTER DR. SUITE 2  
DANDRIDGE TENNESSEE 37725

CIRCUIT, GENERAL SESSIONS  
& JUVENILE COURT SYSTEM

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*JeffersonCircuit.com*

I learned today, November 9<sup>th</sup>, 2020, that a court officer in Jefferson County has a positive COVID test. That person has had significant close contact with the office. While all Supreme Court guidelines have been followed, I have a staff member that is now displaying a high fever and is pending test results.

Given the current situation and coordination with the General Sessions Judge, our office is going to go into our COVID Operation Status. The Jefferson County Circuit Court Clerk's Office **will remain open**. Additionally, if Judges are scheduled to be here, I will staff them with a deputy clerk.

Jefferson County Circuit, General Sessions, and Juvenile Court will operate under the following conditions:

- **The Office will remain open**
- The service window will be closed beginning at 12pm on November 9<sup>th</sup> and will reopen under normal operation at 8am on November 23rd
- We will continue to answer phones, file cases by drop box located at the Justice Center, and accept payments remotely (Phone and online)
  - 865-397-2786
  - [Jeffersoncircuit.com](http://Jeffersoncircuit.com)
  - A drop box will be utilized to limit contact between citizens and staff
  - Drop box location: 765 Justice Center Drive, Dandridge TN 37725
  - Orders of Protection will be available for pick up
- Staff will operate on a rotating schedule (A and B)
  - One shift will be in the office and the second shift will be working from home.
  - Each shift will rotate daily
- General Sessions Court cases that were scheduled during the closure time have been rescheduled in coordination with Judge Roach. Parties will be notified by reset notice for a date in the future. Parties can check our public access site ([jeffersoncircuit.com](http://jeffersoncircuit.com)) for reset date.

If you have questions or need assistance, you can email me directly at [kpoe@jeffersoncountyttn.gov](mailto:kpoe@jeffersoncountyttn.gov).

We will continue to serve the Justice System without interruption while doing our best to maintain the safety of citizens and staff.

Respectfully,

  
Kevin Poe  
Circuit Court Clerk  
Jefferson County, TN

FILED 11/9 20 20 A.M.  
AT 9:57 O'CLOCK P.M.  
KEVIN POE, CLERK