

Title VI Policy Statement for the Circuit Court Clerk's Office, Jefferson County, Tennessee

The Circuit Court Clerk's Office of Jefferson, Tennessee, is committed to ensuring full compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance. It is the policy of this office to provide equitable access to all services, programs, and activities administered by the Circuit Court Clerk's Office, including but not limited to court filings, record management, jury coordination, and other clerical functions for Circuit, General Sessions, and Juvenile Courts.

We are dedicated to ensuring that no person is excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity offered by this office. To support this commitment, the Circuit Court Clerk's Office will take reasonable steps to provide timely and meaningful access to individuals with Limited English Proficiency (LEP) through the use of qualified interpreters and translated materials, as authorized by Supreme Court Rule 42 and coordinated with the Tennessee Administrative Office of the Courts.

The Circuit Court Clerk's Office will maintain a transparent and accessible process for addressing Title VI complaints. Any individual who believes they have been subjected to discrimination based on race, color, or national origin may file a complaint with the Circuit Court Clerk's Office or directly with the Tennessee Administrative Office of the Courts. Complaint procedures and forms are available at our office or online at www.tncourts.gov.

For further information or to file a complaint, please contact our Title VI Coordinator at:

Jefferson County] Circuit Court Clerk's Office
765 Justice Center Drive, Dandridge, TN 37725
865-397-2786
kpoe@jeffersoncountyttn.gov

This policy statement affirms our commitment to fostering an inclusive environment and upholding the principles of fairness and equality in all operations of the Circuit Court Clerk's Office.