



VRISM

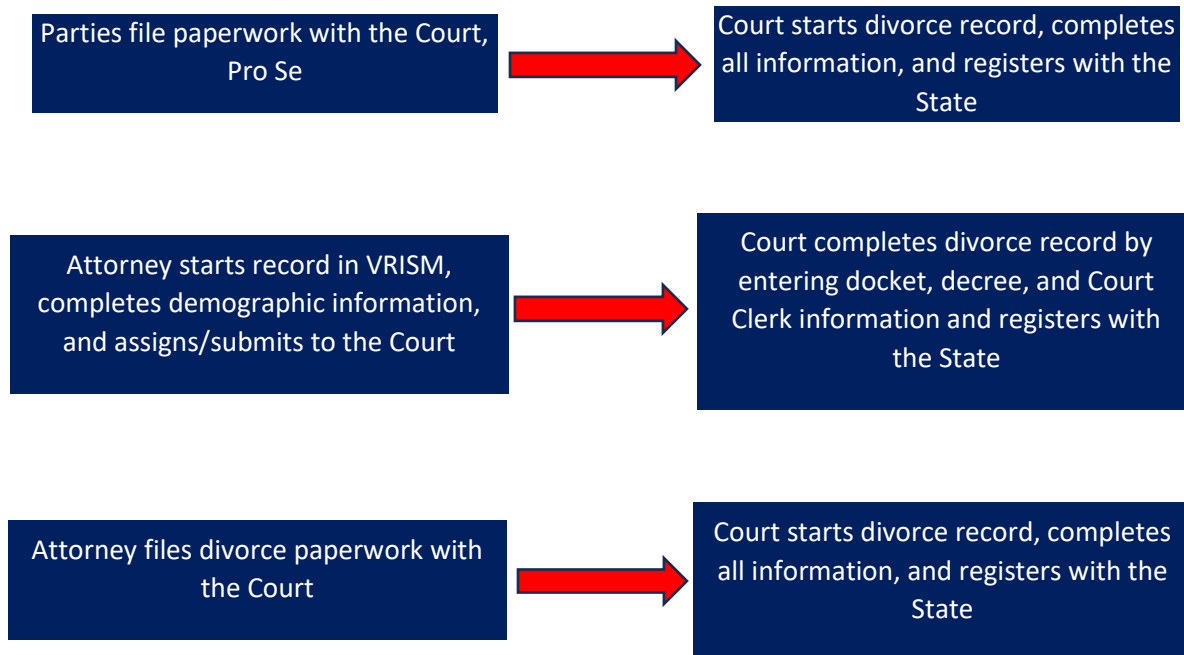
Court Clerk Guide for Divorce Records

Tennessee Vital Records

November 2024

Starting Divorce Records in VRISM

There are 3 scenarios:



- If Attorney(s) are involved, it is the preference of each County Court whether they would like to start and register the divorce record in VRISM or if they would like the Attorney to submit the record to their Court so the Court can register the divorce record with the State.
- Please confirm all information is completely accurate before registering a divorce record, especially those submitted by Attorneys (Court Clerks should be able to make any needed changes).
- Please ensure your office is not creating a duplicate record in the State system.

VRISM Home Page (Queue)

- After logging into VRISM, the first screen is the VRISM Home Page. Any outstanding records requiring action will be in the VRISM queue, and can be accessed by clicking the green circle under “Action” corresponding to the record.
- Cases under “Pending Divorce” were started by the Court and are un-finished. Cases under “Register Divorce” were assigned/submitted to the Court by an Attorney and are un-finished.

Bookmarks

No Bookmarks marked yet!!!

News

There is no news for Susan Smith

Pending Divorce2

Register Divorce1

Pending Divorce

Search

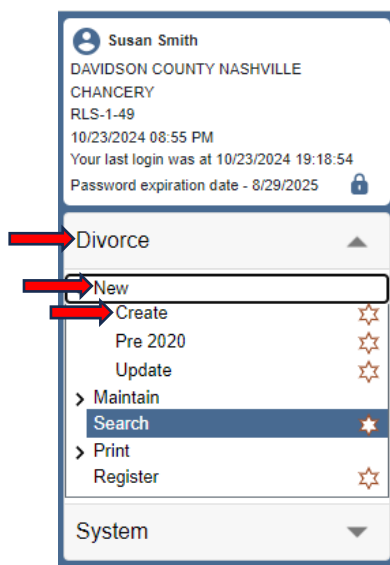
Details	Petitioner Last Name	Petitioner First Name	Respondent Last Name	Respondent First Name	Decree County	Decree Court	Action
	PAN	MOTHER	PAN	PETER	DAVIDSON	Chancery	
	BURNS	gracie	BURNS	GEORGE	DAVIDSON	Chancery	

1 to 2 of 2

Rows per page: 25

<<1>>

Creating a Divorce Record



- Start a new divorce record by clicking “Divorce”, then “New”, then “Create” from the VRISM Home Page.

Tab 1: Participant Info

- Complete all information in the opened white fields.
- If record was submitted to Court by an Attorney, verify all information is accurate, and add Docket Number and Date Decree Recorded. Click “Next.”

Divorce - New - Create

1. Docket Number
Rule docket number: DC-2024-1234

14f. Date Decree Recorded
Date of recording decree: 10/23/2024

1a and 1b. Petitioner/Plaintiff's Name
First: JACK
Middle:
Last: HILL
Suffix list: Select
Suffix:
☐ Copy last name to prior last name
Last name prior to first marriage: HILL
☐ Petitioner/plaintiff has AKA/alias

5a and 5b. Respondent/Defendant's Name
First: JILL
Middle:
Last: HILL
Suffix list: Select
Suffix:
☐ Copy last name to prior last name
Last name prior to first marriage: SMITH
☐ Respondent/defendant has AKA/alias

1c. Petitioner/Plaintiff's SSN
Reason SSN is not provided: Unknown
Social security number: 999-99-9999

5c. Respondent/Defendant's SSN
Reason SSN is not provided: Select
Social security number: 123-45-6789

2. Petitioner/Plaintiff's Residence
US Address search: Street Address
☐ Check to edit address selected or if unable to find address
Address: 710 JAMES ROBERTSON PKWY
Apartment number:
Country: UNITED STATES
State/Province: TENNESSEE
County: DAVIDSON
Cities/towns: NASHVILLE
City or town: NASHVILLE
Zip code: 37219

6. Respondent/Defendant's Residence
☐ Respondent/defendant residence same as the petitioner/plaintiff
US Address search: Street Address
☐ Check to edit address selected or if unable to find address
Address: 710 JAMES ROBERTSON PKWY
Apartment number: FL 1
Country: UNITED STATES
State/Province: TENNESSEE
County: DAVIDSON
Cities/towns: NASHVILLE
City or town: NASHVILLE
Zip code: 37219

3. Petitioner/Plaintiff's Birthplace (if not known, select UNKNOWN)
Country: UNITED STATES
State: TENNESSEE

7. Respondent/Defendant's Birthplace (if not known, select UNKNOWN)
Country: UNITED STATES
State/Province: TENNESSEE

4. Petitioner/Plaintiff's Date of Birth
☐ Unknown
Date of birth: 01/01/1990
Current age: 34

8. Respondent/Defendant's Date of Birth
☐ Unknown
Date of birth: 01/01/1991
Current age: 33

Previous **Next** Finish Cancel

- Address verification is now used to narrow down verified address options based on the data being entered. Select the correct address from the drop and all information will auto populate. Please confirm all information is correct. If the address verification does not find the correct address, click the box to “Check to edit address selected or if unable to find address” to manually enter the address.

Tab 2: Marriage/Children

- Complete all information in the opened white fields. If Attorney submitted the record, verify information for accuracy. Click “Next.”

Divorce - Petitioner/Plaintiff-JACK HILL, Respondent/Defendant-JILL HILL, Date of recording decree:10/23/2024 Divorce - New - Create

-9a. and 9b. Place of Marriage Country: UNITED STATES State/Province: TENNESSEE County: ANDERSON	-11a. Children from THIS Marriage Number of children ever born alive of this marriage: 2
-9c. Date of Marriage Date of marriage (MMDDYYYY): 01/01/2018	-11b. ALL Children Under 18 in This Family Number of ALL children in this family (under 18 years old): 2
-10. Cohabitation Date couple last resided in same household (MMDDYYYY): 01/01/2024	-11c. Number Under 18 - Physical Custody Awarded to Petitioner/plaintiff: 0 Respondent/defendant: 0 Joint custody: 2 Other custody: 0

Previous Next Finish Cancel

Tab 3: Decree

- Complete all information in the opened white fields. If record was submitted to Court by an Attorney, verify all information is accurate, and add Certifying Official Info. Click “Next.”

Divorce - Petitioner/Plaintiff-JACK HILL, Respondent/Defendant-JILL HILL, Date of recording decree:10/23/2024 Divorce - New - Create

-12. Joint Petition for Divorce Joint petition?: No	-14a. Type of Decree Type of decree: Absolute
-13. Petitioner/Plaintiff's Attorney ☐ Check if petitioner is pro se Attorneys: NASH WILLIAM B First name: WILLIAM Middle name: B Last name: NASH Suffix list: Select Suffix: US Address search: Street Address ☐ Check to edit address selected or if unable to find address Address: 2344 MAPLE STREET Apartment number: Country: UNITED STATES State/Province: TENNESSEE City/town: TAZEVELL City or town: TAZEVELL Zip code: 31423	-14b. Petitioner/Plaintiff Previous Legal Surname Petitioner/plaintiff's previous legal surname restored?: No Surname of Petitioner/plaintiff restored to: -14c. Respondent/Defendant Previous Legal Surname Respondent/defendant's previous legal surname restored?: Yes Surname of Respondent/defendant restored to: SMITH -14d. County of Decree ☐ Transfer to another court Decree county: DAVIDSON -14e. Title of Court Court list: DAVIDSON COUNTY NASHVILLE CHANCERY Court title: Chancery
	-14g. - 14i. Certifying Official Info Court clerk: ROBERT SEELAM - DEPUTY CLERK Name: ROBERT SEELAM Title: DEPUTY CLERK Date signed: 10/23/2024

Previous Next Finish Cancel

Tab 4: Origin/Race

Divorce -- Petitioner/Plaintiff:JACK HILL Respondent/Defendant:JILL HILL Date of recording decree:10/23/2024

Divorce - New - Create

15a. Petitioner/Plaintiff's Hispanic Origin

☐ No, not Spanish/Hispanic/Latino

☒ Yes, Mexican/Mexican American/Chicano

☐ Yes, Puerto Rican

☐ Yes, Cuban

☐ Yes, other Spanish/Hispanic/Latino

... (Specify)

☐ Unknown if Spanish/Hispanic/Latino

15b. Respondent/Defendant's Hispanic Origin

☐ No, not Spanish/Hispanic/Latino

☒ Yes, Mexican/Mexican American/Chicano

☐ Yes, Puerto Rican

☐ Yes, Cuban

☐ Yes, other Spanish/Hispanic/Latino

... (Specify)

☐ Unknown if Spanish/Hispanic/Latino

16a. Petitioner/Plaintiff's Race

☒ White

☐ Black or African American

☐ American Indian or Alaskan Native

... Name of enrolled or principle tribe

☐ Asian Indian

☐ Chinese

☐ Filipino

☐ Japanese

☐ Korean

☐ Vietnamese

☐ Other Asian

... (Specify)

☐ Native Hawaiian

☐ Guamanian or Chamorro

☐ Samoan

☐ Other Pacific Islander

... (Specify)

☐ Other

... (Specify)

☐ Unknown

16b. Respondent/Defendant's Race

☐ White

☒ Black or African American

☐ American Indian or Alaskan Native

... Name of enrolled or principle tribe

☐ Asian Indian

☐ Chinese

☐ Filipino

☐ Japanese

☐ Korean

☐ Vietnamese

☐ Other Asian

... (Specify)

☐ Native Hawaiian

☐ Guamanian or Chamorro

☐ Samoan

☐ Other Pacific Islander

... (Specify)

☐ Other

... (Specify)

☐ Unknown

Previous

Next

Finish

Cancel

Tab 5: Education/Previous Marriages

Divorce -- Petitioner/Plaintiff:JACK HILL Respondent/Defendant:JILL HILL Date of recording decree:10/23/2024

Divorce - New - Create

17a. Petitioner/Plaintiff's Education

Education: HIGH SCHOOL GRADUATE OR GED COMPLETED

17b. Respondent/Defendant's Education

Education: BACHELOR'S DEGREE

18a., 19a. Petitioner/Plaintiff's Previous Marriages

Number of this marriage: first (1), second (2), etc. 2 - Second

How did last marriage end? Divorce

18b., 19b. Respondent/Defendant's Previous Marriages

Number of this marriage: first (1), second (2), etc. 1 - First

How did last marriage end? Select

Previous

Next

Finish

Cancel

Tab 6: Record Actions

- No information is required here, although there is an option to add comments. Click “Finish.”

Divorce – Petitioner/Plaintiff:JACK HILL, Respondent/Defendant:JILL HILL, Date of recording decree:10/23/2024

Divorce - New - Create

Notes

Comments 8 / 500

Record History

10/23/2024 Record created by user ID: 238

41 / 0

Previous Next **Finish** Cancel

Registering a Divorce

- Once all required information is entered into the record after clicking “Finish,” the below screen will appear. We recommend printing the File Copy of Divorce Certificate for your records, as well as a final check for accuracy.

Successful Transaction

Your transaction has been saved successfully.

Record Details

Petitioner first name	JACK
Petitioner last name	HILL
Respondent first name	JILL
Respondent last name	HILL
Decree county	DAVIDSON
Title of the Court	Chancery
Date of decree	10/23/2024
State File Number	

Print Confirmation

Your actions have triggered the following documents to be printed.
Please select all documents you wish to print.

File Copy of Divorce Certificate ☒

Print

Other Options

Following options are available:

File Record

Return to Record

Main Menu Repeat Task

(Continued to Page 8)

- After printing the File Copy, click “File Record” when ready to register the record with the State.

Successful Transaction	
Your transaction has been saved successfully.	
Record Details	
Petitioner first name	JACK
Petitioner last name	HILL
Respondent first name	JILL
Respondent last name	HILL
Decree county	DAVIDSON
Title of the Court	Chancery
Date of decree	10/23/2024
State File Number	
Other Options	
Following options are available:	
File Record Return to Record	
Main Menu Repeat Task	

Confirmation Page

- Click “Continue” to register the record. This is the final confirmation.

Warning - Confirm	
Are you sure you want to File Record?	
Continue Cancel	

Successful Transaction

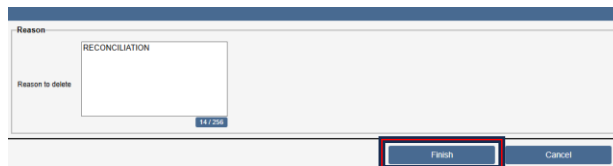
- This screen referencing the State File Number confirms registration with the State.

Successful Transaction	
Your transaction has been saved successfully.	
Record Details	
Petitioner first name	JACK
Petitioner last name	HILL
Respondent first name	JILL
Respondent last name	HILL
Decree county	DAVIDSON
Title of the Court	Chancery
Date of decree	10/23/2024
State File Number	000012
Main Menu Repeat Task	

VRISM Tips

Cancelling a Divorce

- Only the location (County Court or Attorney/Firm) who started the divorce record will have the ability to cancel a divorce.
- From the VRISM Home Page, click “Divorce”, “Maintain,” then “Cancel.”
- Search by Petitioner and Respondent First and Last Names. Click “Search.”
- Click the green circle under Details to the right of the corresponding record.
- Click “Continue” at the bottom of the screen.
- Enter the reason the record is being cancelled (duplicate, reconciliation, etc.).

A screenshot of a web form titled "Reason" for cancelling a divorce record. The form has a header bar with the title "Reason". Below the header, there is a section labeled "RECONCILIATION" with a text input field. To the left of the input field, the text "Reason to delete" is visible. At the bottom of the form, there are two buttons: "Finish" and "Cancel". The "Finish" button is highlighted with a red rectangular border.

- After clicking “Finish,” your screen should indicate Successful Transaction – Your transaction has been saved successfully, indicating the divorce record was cancelled and should no longer appear on any VRISM queues.

Printing File Copy of a Divorce Certificate

- From the VRISM Home Page, click “Divorce,” then “Print,” then “File Copy of Divorce Certificate.”
- Search by Petitioner and Respondent First and Last Names. Click “Search.”
- Click the green circle to the far right of the screen corresponding to the record.
- Click “Continue” at the bottom of the screen.
- Click “Generate Document.”
- The document should appear in a new browser window with the option to print in the top right.

Switch Names in Search

- If you are searching for a record, the “Switch Names” feature will switch the Petitioner and Respondent Names if you are having trouble searching for a record.

The screenshot displays the VRISM search interface. On the left, under 'Record Identifiers', there are fields for 'Event year' and 'State file number'. Below this, the 'Petitioner/Plaintiff's Name' section contains fields for 'First name' (JACK), 'Middle name', 'Last Name' (HILL), and 'Last name prior to first marriage'. The 'Respondent/Defendant's Name' section contains fields for 'First name' (JILL), 'Middle name', 'Last Name' (HILL), and 'Last name prior to marriage'. On the right, under 'Soundex Last Name/Switch Names/Clear Names', there are three checkboxes: 'Soundex' (unchecked), 'Switch names' (checked and highlighted with a red box), and 'Clear names' (unchecked). Below this, the 'Place of Divorce' section shows 'State of divorce' as TENNESSEE and 'County of divorce' as DAVIDSON. The 'Date Decree Filed' section has fields for 'Date decree was recorded', 'From (MM/DD/YYYY)', and 'To (MM/DD/YYYY)'. At the bottom, the 'Search' button is highlighted with a red box, and a 'Cancel' button is visible to its right.

Avoiding Duplicate Records

- It is best practice to search for an existing divorce record before creating one to confirm whether or not the record may have already been started, or possibly registered.
- After you complete Tab 1, if a duplicate divorce record is found, you will see the below screen.

VRISM Warning		
Please verify this is not a duplicate record.		
Criteria by which record was matched: Divorce Duplicate Check by Name (Record #1):	Module Divorce	Click a link to see existing record's details (Details)
IGNORE AND CONTINUE ENTRY		ABORT ENTRY OF RECORD

- After Clicking “Details,” this is the information provided to confirm whether or not a duplicate record may already be in VRISM:

Divorce module	
First:	JACK
Last:	HILL
Last name prior to first marriage:	HILL
Date of birth:	01/01/1990
Social security number:	999-99-9999
First:	JILL
Last:	HILL
Last name prior to first marriage:	SMITH
Date of birth:	01/01/1991
Social security number:	123-45-6789
Rule docket number:	DC-2024-1234
Date of recording decree:	10/23/2024

Need Assistance with VRISM?

Contact VRISM Support

M-F, 8 AM to 4:30 PM CST, excluding Holidays

Phone: 855-874-7686