



TENNESSEE BAR ASSOCIATION YOUNG LAWYERS DIVISION

DISASTER ASSISTANCE MANUAL

*A guide for volunteer attorneys providing
legal assistance to victims of disasters*

**Produced by the
Disaster Relief Committee
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INTRODUCTION

The Tennessee Bar Association Young Lawyers Division's *Disaster Assistance Manual* was created to equip volunteer attorneys with the information they need to effectively provide pro bono services following a disaster. The manual may be read quickly and we encourage you to read the document in its entirety to familiarize yourself with the Young Lawyers Division's volunteer program. We also encourage you to share this material with colleagues so they might be informed and be willing to provide legal assistance when disaster strikes.

We hope that you find this manual beneficial as you perform your duties as a volunteer attorney, and we welcome any suggestions you might have to make improvements to this resource. Suggestions or comments should be forwarded to Joel Wallace at (931) 552-1480 or jwallace@cunninghammitchell.com. You also may contact the Tennessee Bar Association at (615) 383-7421.

Additional copies of this manual are available at http://www.tba.org/yld/disaster_manual.pdf.

Again, we thank you for your willingness to volunteer your time to help victims of disasters in our state. It is this "Volunteer Spirit" that makes Tennessee such a wonderful place to live.

Tennessee Bar Association
Young Lawyers Division
Disaster Relief Committee

2008

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Raymond F. Runyon, Co-Chair
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2009

Joel Wallace, Chair
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PROCESS OF PROVIDING LEGAL SERVICES

The American Bar Association Young Lawyers Division (ABA/YLD), in conjunction with the Tennessee Bar Association (TBA), has implemented a process to be followed when disasters are declared in Tennessee. The following steps will be taken following declaration of a federal disaster in the state:

1. The Federal Emergency Management Agency (FEMA) will set up a toll-free telephone number for victims of disaster to call and request assistance. The number will be routed to the Tennessee Alliance for Legal Services (TALS). Once TALS receives a call, an intake form will be completed for each client. TALS will determine whether the matter can be handled by one of Tennessee's many legal aid societies. If it can, the information will be sent to that organization. If TALS determines that the matter cannot be handled by a legal aid organization, the information will be forwarded to the TBA, which will refer the case to a TBA-recruited volunteer.
2. A volunteer attorney recruited by the TBA should call the victim within 24 hours of the victim's initial call to determine whether the person is eligible for disaster assistance.
3. The volunteer attorney should assess whether the legal service requested is a fee-generating matter and, if so, refer the victim to the appropriate local bar attorney referral service. Volunteer attorneys MAY NOT accept fee-generating cases, as this is strictly forbidden by the ABA/YLD's agreement with FEMA.
4. If the legal service requested is not a fee-generating matter, the volunteer attorney should proceed to help the victim with his or her legal needs. Once the volunteer has addressed those needs, a Disaster Legal Services Case Closure Form should be completed and sent to the TBA. A copy of the form can be found on page 82.
5. Volunteer attorneys should remember that even though services are provided on a pro bono basis, the *Tennessee Rules of Professional Conduct* apply to representation of disaster victims. Therefore, attorneys should ensure they have no conflicts in representing the victim. If a conflict is identified or arises during representation, the attorney should contact the Tennessee Bar Association at (615) 383-7421 or (800) 899-6993 so the case may be reassigned.
6. Volunteer attorneys should take careful notes regarding the intake, recommendations and disposition of the matter for his/her own benefit, and for the benefit of subsequent attorneys who may work on the matter. A copy of the Disaster Legal Services Intake Form can be found on page 81.

HOUSING ISSUES

1. My house was damaged and I cannot live in it. Do I need to pay my mortgage?

You must pay your mortgage even if your house is damaged and you cannot live in it. However, check with your lender, as many companies offer a grace period of several months to delay payments (although interest may continue to accrue). In the event you are able to reach an agreement, it is important to request that the lender verify the agreement in writing.

2. What if I cannot pay my mortgage?

If you have received a written foreclosure notice as a result of a disaster-related financial hardship, you may be eligible for FEMA payments to help you with your mortgage. If you have income and you want to keep your house, you may be able to file for bankruptcy protection. For instance, you may file a Chapter 13 bankruptcy. In a Chapter 13 bankruptcy, the homeowner proposes a plan of how he or she will pay regular mortgage payments and all other living expenses, and also pay an amount every month toward the mortgage arrears. If you think you want to file for bankruptcy protection, you should consult with an attorney. A list of lawyer referral services can be found on page 80 of this document.

3. What if I live in a condominium?

If you live in a condominium or pay maintenance to any type of homeowners' association, you still need to pay your maintenance fees even if your homeowners' association is not fixing the common areas or you do not like the way they are handling repairs. You should attend homeowners' association meetings to voice your concerns and talk with other homeowners and members of the board about your complaints. A group of residents may decide to seek legal advice. If you simply stop making your maintenance fees, however, you may be subject to foreclosure and other financial penalties.

4. I have homeowner's insurance, but was told it will take months for an adjuster to look at my house and that it will take even longer for a check to be issued. Am I eligible for any type of assistance in the interim?

If you have homeowner's insurance, you most likely will be eligible for funds to help with living expenses while you cannot live in your house. You need to contact your insurance company. If you do not have homeowner's insurance then you may be eligible for assistance under FEMA's Individual and Family Grant (IFG) program to pay for necessary repairs to essential parts of your home. You may apply for IFG funds by telephone at (800) 462-9029. For TDD assistance, call (800) 462-7585.

5. What if my landlord won't negotiate with regard to my apartment?

The answer to this question depends on where the property is located. It must first be determined if the county where the rental property is located is governed by the Uniform Residential Landlord and Tenant Act (see generally Tenn. Code Ann. § 66-28-101 et seq.). If the rental unit

or property is covered by the act and the property is damaged to the extent that it is substantially impaired, then the tenant may immediately vacate the premises and provide the landlord with written notice within fourteen (14) days of vacating the premises. If this is done, then the lease is terminated and the landlord must return all prepaid rent and security deposits. Further, an apportionment of rent must be made as of the date of the disaster (see Tenn. Code Ann. § 66-28-503).

If the property is not covered by the Uniform Residential Landlord and Tenant Act, then it must be determined whether the property is a portion of a building or a single unit, such as a leased house. In either event, the rental contract should be examined to determine its provisions with regard to destruction of the premises. If the lease is silent, then the tenant is responsible for all rent if the tenant leases the entire premises. If the rental property is a portion of a larger building, then the lease is terminated as of the date of disaster, assuming it substantially impairs the tenant's use of the property. In either case, tenants should send a certified letter, return receipt requested, to the landlord notifying him or her of their actions.

6. All my stuff was destroyed when the roof fell in on the place I rent. What help can I get?

If you had renter's insurance at the time of the disaster, contact your insurance company. If your situation is desperate, make sure you describe your situation to the insurance company. If the company agrees that there is coverage, you can ask for an advance payment to cover a part of your loss. See the "Common Questions Related to Insurance" section on page 12 of this document for information about preparing for an adjuster's visit and handling insurance claims.

7. What if I do not have insurance on my property?

If you do not have renter's insurance, see if your landlord had insurance to cover your belongings. However, this is not likely. If your losses are not covered by any insurance policy, you may be able to get Individual and Family Grant (IFG) money from FEMA for replacement of necessary items of personal property. You may apply for IFG funds by telephone at (800) 462-9029. For TDD assistance call (800) 462-7585.

8. My landlord told me to move out the next day because he wants the apartment for his daughter who lost her home in the disaster. He told me that if I do not leave, he would change the locks. Do I have to move?

Tennessee law does not allow a landlord to lock you out, turn off utilities or use any other "self help" means to get you to leave. The landlord must file an eviction action (called a detainer warrant) in court. You only have to move out after the judge in your case enters a final judgment. If you are in a county where the Uniform Residential Landlord and Tenant Act is effective, the landlord must give you written notice before filing a detainer warrant. Furthermore, if the landlord locks you out or terminates utilities to get you out, then the landlord can be subject to an action for damages. If the landlord does lock you out, you can call the police to re-gain entry. You should also consult an attorney. A list of lawyer referral services can be found on page 80 of this document.

9. Must I continue paying rent even though my apartment or office has been completely destroyed or severely damaged?

The answer to this question depends on where the property is located. It must first be determined if the county where the rental property is located is governed by the Uniform Residential Landlord and Tenant Act (see generally Tenn. Code Ann. § 66-28-101 et seq). If the rental unit or property is covered by the act and the property is damaged to the extent that it is substantially impaired, then the tenant may immediately vacate the premises and provide the landlord with written notice within fourteen (14) days of vacating the premises. If this is done, then the lease is terminated and the landlord must return all prepaid rent and security deposits. Further, an apportionment of rent must be made as of the date of the disaster (see Tenn. Code Ann. § 66-28-503).

If the property is not covered by the Uniform Residential Landlord and Tenant Act, then it must be determined whether the property is a portion of a building or a single unit, such as a leased house. In either event, the rental contract should be examined to determine its provisions with regard to destruction of the premises. If the lease is silent, then the tenant is responsible for all rent if the tenant leases the entire premises. If the rental property is a portion of a larger building, then the lease is terminated as of the date of disaster, assuming it substantially impairs the tenant's use of the property. In either case, the tenant should send a certified letter, return receipt requested, to the landlord notifying him or her of the situation.

10. Can I sue my landlord for injuries I suffered in my apartment or office during the disaster?

When injury results from the disaster itself and not from defects in the demised premises (which the landlord may be obligated to repair), the landlord has no liability for such injuries. As such, there is no implied promise by the landlord that no harm will come to the tenant from a natural disaster.

11. Is the damage to my home covered under my insurance policy?

Hazard insurance (i.e., homeowners policies or other fire and extended coverage policies) from the private sector generally does not cover flood damage. It may cover water damage inside the home but damage from floods or surface water is usually specifically excluded. Windstorm insurance is normally limited to greater-than-normal wind conditions.

The federal government provides coverage for flooding under the National Flood Insurance Program (NFIP). Policies can be purchased from any state licensed agent. Individuals can search for an agent in their area by city, state or zip code on FEMA's web site at: <http://www.floodsmart.gov/floodsmart/pages/agentsearch/searchform.jsp>.

Even if policies extend coverage to the type of disaster damage that occurred, they may limit coverage to losses directly resulting from the disaster. Courts generally have found coverage if the covered risk was the efficient cause, if not the only cause, of the loss and even if the other concurrent causes are otherwise expressly excluded from coverage (see 1 Tenn. Juris. § 70).

12. May I sue the person from whom I bought my home for not telling me about the possibility of flooding?

If an affirmative misrepresentation was made by the seller concerning the possibility of flooding, an action for fraud may be maintained, assuming all other elements of fraud are present. It is important to note that an action based solely on the residential disclosure statement required under Tennessee law must be brought within one (1) year from the date the purchaser received the disclosure statement or the date of closing, whichever occurs first (see Tenn. Code Ann. § 66-5-208).

13. Does my automobile insurance cover damage to my car resulting from the disaster?

Normally, auto insurance will cover damage under the comprehensive policy coverage, although the particular language and exclusions of the policy will control. Even if an exclusion from comprehensive coverage exists for damage caused by natural disasters, coverage may exist under a collision policy if the natural disaster and event causing the damage could be construed as a collision (see 1 Tenn. Juris. § 70).

14. Can I sue a neighbor whose property ran into or fell onto my property during a disaster?

The general rule is that a person is not liable for injuries or damages caused by a disaster or an “Act of God” where there is no fault or negligence. Thus, there can only be liability where there is concurrent negligence and that negligence was the proximate cause of the damage.

15. What can I do with property of my neighbor that was carried over onto my land by the disaster?

When personal property is carried away (e.g., by a flood) and comes to rest on the land of another, it still remains the property of the original owner and the original owner may enter and retrieve it. If the landowner refuses to let the original owner enter or appropriates the property for the landowner’s use, the original owner of the personal property will have an action against the landowner.

On the other hand, the landowner, as an involuntary bailee, has the right to possession of the property against all others, save the true owner. The landowner has no obligation to preserve the property and may move the property in a reasonable manner if necessary to use the land.

TANF BENEFITS

Temporary Assistance for Needy Families (TANF) is known as Families First in Tennessee. This program provides temporary financial assistance with supportive services to families who are experiencing financial hardships. Each participant must follow a personal responsibility plan that requires working toward self-sufficiency. The plan also requires that children go to school and receive regular health appointments.

Applicants are urged to apply at their county Department of Human Services office. A list of offices in Tennessee can be found on page 71 of this document. Applicants should be prepared to provide birth certificates, bank account statements, paycheck stubs, rent receipts, tax returns and insurance policies. A decision is made within 45 days to either accept or deny the applicant.

MEDICAID BENEFITS

During a natural disaster, Medicaid benefits may be eligible to persons who might not otherwise qualify. This is especially true for applicants who are pregnant, have young children or are disabled, elderly or an unemployed head of household. Other factors considered are immigration status, income, resources and the size of the applicant's household. Applicants can apply at the Tennessee Department of Human Services office located in their home county. A list of offices in Tennessee can be found on page 71 of this document. Applicants are notified of a decision within 45 days.

SOCIAL SECURITY AND SSI BENEFITS

1. I did not receive my latest Social Security or SSI benefits. What do I do?

First, visit your local post office to see whether they are holding your check. If the check is determined to be lost, call the Social Security Administration at (800) 772-1213.

2. Could I be eligible for Supplemental Security Income (SSI) now even if I was not before?

If you are blind, over the age of 65 or disabled and cannot perform any kind of work, you should apply for SSI benefits at the nearest Social Security office. A list of offices serving Tennessee can be found on page 71 of this document, or by calling (800) 772-1213. You should provide Social Security with proof of earnings and medical proof of the disability to document your claim. You will be notified of the administration's decision in writing.

If you are denied, you may reapply within 60 days of the date of the initial decision. If you are denied again, you can request a hearing. It is recommended that you contact an attorney to represent you at this second hearing. A list of lawyer referral services can be found on page 80 of this document.

3. Are there any other benefits besides old age and disability benefits for which I might be eligible?

Yes, you may be eligible for other kinds of Social Security or SSI benefits, on your own account, or on the account of another if you are an aged or disabled widow or widower or are the dependent family member of a disabled, retired or deceased worker. If you think that you are eligible for any of these benefits, you should contact the Social Security Administration at (800) 772-1213.

Online Services

It is often difficult to reach local Social Security offices by telephone. Clients should be encouraged to use the administration's online services as much as possible. Log in at <http://www.ssa.gov/onlineservices>. The following transactions may be conducted online:

- Determining eligibility for benefits
- Applying for benefits and monitoring the status of an application
- Replacing lost, stolen or damaged Medicare cards and tax summaries of benefits
- Updating addresses and phone numbers
- Estimating future benefits
- Starting or changing procedures for direct deposit of benefits
- Requesting Proof of Income letters, documentation of benefits and Forms 1099/1042S
- Creating or updating an Adult Disability and Work History Report
- Creating an Online Appeal Disability Report
- Using online benefit planners to calculate retirement, disability and survivors' benefits

EXPEDITED FOOD STAMPS

1. What are expedited food stamps?

Expedited food stamps are available to very needy persons within seven (7) calendar days of an application being filed. The expedited process is part of the regular food stamp program application process.

2. How do I know if I am eligible for expedited food stamps?

To be eligible for expedited food stamps, you must show one of the following:

- You or your household have no more than \$150 in monthly income before taxes and \$100 or less in cash or in bank accounts; or
- Your basic shelter and utility expenses are greater than your present income and resources combined

3. What verification do I need to obtain expedited food stamps?

You must only be able to verify your identity by presenting documents that bear your name or by having someone vouch for you.

4. Do I have to meet any other eligibility requirements?

You will be asked for verification of your immigration status, your Social Security number and your income and expenses at the time you apply. However, you will be eligible for expedited food stamps within seven (7) days after you apply even if all verifications cannot be obtained within that time frame.

5. If I do not qualify for expedited food stamps, can I still apply for regular food stamps?

Yes. Your food stamp application must be processed and you must receive a written decision within 30 days stating whether you are eligible, and the amount of benefits to which you are entitled. If you are denied benefits, but you believe you are entitled to them, contact the legal services office nearest you. A map of legal aid offices can be found on page 81 of this document.

COMMON QUESTIONS RELATED TO INSURANCE

IT IS IMPORTANT TO NOTE THAT EACH INSURANCE POLICY IS DIFFERENT AND ANY ANSWER GIVEN TO VICTIMS ABOUT THEIR RIGHTS IS SUBJECT TO THE PROVISIONS OF THEIR PARTICULAR POLICIES.

1. How can I preserve my claims and protect my right to repayment from insurance coverage?

If you have an insurance policy that you think may cover your damage, whether it is a homeowner's, renters or auto insurance policy, call your agent, broker or insurance company immediately to report your loss. Many policies exclude coverage for failure to timely report a claim. While this is not likely in a disaster, it is not worth taking a risk. It is always a good idea to contact your insurance company both by telephone and in writing. Even if there is no coverage for your particular claim, it never hurts to ask. If you believe the insurance company is incorrectly denying your claim, you may wish to seek further legal counsel. A list of lawyer referral services can be found on page 80 of this document.

2. What if I live in a condominium?

If you own a condo, you should look at coverage provisions in both your association insurance policy and your individual unit owner's insurance policy.

3. How do I get an insurance adjuster to come to my home and assess the damage?

Immediately following a disaster, you should contact your insurance company both by phone and in writing. Most insurance carriers have toll-free numbers that are designed to handle new claims. Your carrier should send an adjuster out to inspect your damage within days. If you are not satisfied with the timeliness of their efforts, contact the Tennessee Department of Commerce and Insurance's Consumer Insurance Service at (800) 342-4029.

4. What can I do to prepare for the insurance adjuster?

If circumstances allow, make a list of all property damaged or destroyed, take pictures, collect names, addresses and telephone numbers of witnesses, obtain repair estimates, keep a record of expenses (such as alternative housing, etc.) and locate original bills and receipts for lost items. Submit these along with your claim to the insurance company.

5. What if I cannot wait for the insurance adjuster?

Some insurance policies provide for reimbursement for temporary housing relocation costs while your home is being repaired and for car rental costs while your car is being repaired or replaced. Check your policy or call your insurance company.

If your situation is desperate, make sure to let the insurance company know and, if the company agrees that there is coverage, ask for an advance payment toward your losses. Do not begin to

replace lost or damaged property on the assumption that your carrier will cover the loss. Make sure you speak to your insurance company before replacing items.

6. What if the insurance company offers to settle?

You should consult an attorney before signing any release or waiver and before cashing any check from the insurance company that could be deemed full and final payment of your claim. Before you settle with the insurance company, be aware of the full extent of your damage and the full value of your claim. You might want to get multiple estimates before settling. While you may not wish to hire an attorney, this is the safest thing to do to protect your interests. A list of lawyer referral services can be found on page 80 of this document.

7. What if the insurance company denies my claim or offers me less than I think I am entitled to receive?

You should demand that the insurance company give you in writing its reasons for denying the claim. Insurance companies are subject to the bad faith laws of the state of Tennessee. Thus, they must be very certain when denying or compromising your claims. In this circumstance, you will want to consult with an attorney. A list of lawyer referral services can be found on page 80 of this document.

8. What if my insurance does not cover all of the damage to my home or personal property?

You may be eligible for benefits under the FEMA program if you are unable to pay for the repair or replacement of essential parts of your home or essential personal property. See the “Housing Issues” section of this manual for a discussion of FEMA benefits.

You also may file your losses with the IRS on your income tax return the following year. Make sure to keep all repair and replacement receipts. For information on this option contact the IRS at (800) 829-1040.

INSURANCE COMPANY HOTLINES

Allstate Insurance Company	(800) 255-7828
American National Property & Casualty	(800) 333-2860
AIG Insurance Company	(877) 638-4244
American Superior	(800) 342-2762
Auto-Owners	(888) 252-4626
Cincinnati Insurance Company	(877) 242-2544
Cotton States	(800) 457-1658
Encompass Insurance	(800) 340-3016
Fireman's Fund	(888) 347-3428
Grange	(800) 445-3030
Hartford Insurance Company	(800) 637-5410
Liberty Mutual	(800) 633-1833
Nationwide	(800) 421-3535
Progressive	(800) 776-4737
Prudential	(800) 346-3778
Safeco Insurance	(800) 332-3226
State Farm	(800) 732-5246
St. Paul/Travelers	(800) 252-4633
Tennessee Farm Bureau	(800) 836-6327

If you cannot reach your agent or your insurance company, or if you have problems with your claim, contact the Tennessee Department of Insurance at (615) 741-2241.

REPLACING LOST DOCUMENTS

Bank Records

1. What if my bank has lost my records?

Banks are required to have emergency plans for all disasters. They have back-up systems kept in safe locations so that records can be reconstructed/restored. If you need more information about banks, call the Federal Deposit Insurance Corporation (FDIC) hotline at (877) ASK-FDIC (877-275-3342).

Birth, Marriage & Death Records

1. How do I replace birth, marriage and death certificates?

The Tennessee Department of Health maintains copies of all birth, death, marriage and divorce certificates in the state of Tennessee. The department may be reached at (800) 852-2187 or at <http://www2.state.tn.us/health/vr>. The department will provide certified copies of these records for a fee.

Marriage certificates and divorce records also are maintained at the county level:

Marriage certificates are maintained in the county clerk's office of the county where the parties were married. A list of county clerk's office can be found on page 50 of this document and also is available at <http://www.state.tn.us/revenue/vehicle/countyclerks.htm>.

Certified copies of divorce certificates may be obtained at the office of the clerk of the court that granted the divorce. A list of court clerks can be found on page 35 of this document and also is available at <http://www.tsc.state.tn.us/geninfo/ASP/getrowsclerks.asp>.

Vehicle Title

1. How do I replace the title to my vehicle?

Contact the county clerk's office for the county in which the vehicle was registered to obtain lost or damaged title and registration documents. A list of county clerk's office can be found on page 50 of this document, and also is available at <http://www.state.tn.us/revenue/vehicle/countyclerks.htm>.

Credit Cards

1. I no longer have my credit cards. How can I get new ones?

Call the bank that issued the card(s) to get new ones. Even if you do not need new cards, it is a good idea to notify the bank that you have been impacted by a disaster. Many banks are willing to waive fees and payments due to disasters.

Deeds and Mortgage Paperwork

1. How can I replace my deed and mortgage papers?

Contact the register of deeds in the county where the property is located. A list of county registers of deeds can be found on page 57 of this document.

Federal Employment Documents

1. How do I replace my DD214, documentation of separation from military service?

The National Personnel Records Center can replace your DD214 in about six (6) days. Go to <http://www.vetrecs.archives.gov> to request a replacement copy.

If you need to expedite the process, write “disaster victim” on the bottom of the signature page and fax the request to (314) 801-0763 or (314) 801-0764.

If you do not have Internet access to download the forms, you can fax a plain sheet of paper with the following information to (314) 801-0763 or (314) 801-0764:

- The documents or information needed
- All identification of the veteran available (full name, Social Security number, service number, birth date, branch of the military and approximate dates of service)
- The fax number or mailing address where the information should be sent
- The requesting party’s name and relationship to the veteran
- The requesting party’s signature
- The veteran’s signature or the signature of the deceased veteran’s next of kin (if it is different than the requester’s)
- The deadline for needing the information
- The nature of the emergency (burial, medical care, VA loan, etc.)

2. How do I get information from my federal civil service records?

If you are a former federal employee and need information about your civil service records, you may fax your request to (314) 801-9269. Include your full name, Social Security number, name of agency and dates of service. Sign your request and include the fax number or mailing address where the information should be sent.

Current federal employees should contact the Office of Personnel Management at (202) 606-1800 or <http://www.opm.gov> for information concerning benefits and employment.

Driver’s License & I.D. Cards

1. I have lost my Tennessee driver’s license or identification card. How do I get a new one?

You may contact the Tennessee Department of Safety by calling (866) 849-3548 or by accessing the department’s web site at <http://tennessee.gov/safety/driverlicense/license.htm>. The web site

typically will post information specific to a particular disaster. Always check this site for additional information. Many times replacement licenses or identification cards are offered free of charge during disasters.

2. What information will I need to request a replacement ID? Is the state taking any precautions to guard against identity theft in this process?

Apply for a replacement ID by contacting the Department of Safety at (866) 849-3548 or <http://tennessee.gov/safety/driverlicense/idonly.htm>. You will need to include your full name, birth date, race, sex, Social Security number, a “mail to” address and a telephone number on the application. To guard against identity theft, the Department of Safety will compare the signature on your application to your signature in the office database.

Identity Theft

1. Should I worry about identity theft?

Unfortunately, identity theft is possible during the chaotic time following a disaster. You may want to place a fraud alert on your credit report. There are three credit-reporting agencies in the country. Contact TransUnion at (800) 888-4213, Equifax at (800) 525-6285 and Experian at (888) 397-3742. One note of caution: placing a fraud alert on your credit report may slow down or deter criminals, but it also may slow down your ability to obtain credit should you need it. The fraud alert will prevent you from applying for credit unless the agency is able to confirm your identity.

2. Are there any other steps I can take to protect myself from identity theft?

Yes. Protect your personal information like your Social Security number, bank account and credit card numbers. Be very careful about sharing this information with anyone, especially strangers who ask for it.

Immigration Documentation

1. How do I replace my immigration documentation?

Local U.S. Citizenship and Immigration Services Offices can process requests for replacement documentation. The forms to request replacement documents can be downloaded from the U.S. Citizenship and Immigration Services web site at <http://www.uscis.gov>. Specific links include:

Application to Replace Permanent Residence Card

<http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=b3f7ab0a43b5d010VgnVCM10000048f3d6a1RCRD&vgnnextchannel=db029c7755cb9010VgnVCM10000045f3d6a1RCRD>

Application for Replacement Naturalization/Citizenship Document

<http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=a910cac09aa5d010VgnVCM10000048f3d6a1RCRD&vgnnextchannel=db029c7755cb9010VgnVCM10000045f3d6a1RCRD>

A list of all immigration offices serving Tennessee can be found on page 78 of this document.

Insurance Documents

1. Can I replace my insurance documents?

Yes. Contact your insurance agency. For flood insurance issued by the National Flood Insurance Program go to <http://www.floodsmart.gov> and click on “Help with Claims.” If you cannot reach your agent or your insurance company, or if you have problems with your claim, contact the Tennessee Department of Insurance at (615) 741-2241. A list of insurance companies can be found on page 14 of this document, as well as on the Tennessee Department of Commerce’s web site at <http://www.state.tn.us/commerce>.

Medicare and Medicaid Cards

1. How do I replace my Medicare or Medicaid cards?

You can request replacement cards from the Medicaid office in the state where they were issued or online at <https://s044a90.ssa.gov/apps6z/IMRC/main.html>. If you need immediate proof of coverage, visit the nearest Social Security office. A list of Tennessee Department of Human Services offices, as well as Social Security offices serving the state, can be found on pages 71 and 77 of this document. Individuals also may call (800) 772-1213 (TDD: 800-325-0778) or visit <https://s044a90.ssa.gov/apps6z/FOLO/fo001.jsp> to locate an office.

Shot Records

1. How do I get copies of my children’s immunization records?

Contact the Department of Health unit in the county where the child lived at the time of the immunization. A list of offices can be found on page 64 of this document.

Social Security Cards

1. How do I replace my lost Social Security card?

Use Form S8-5 to apply for a new Social Security card. The form can be downloaded at <http://www.ssa.gov/online/ss-5.html>. A list of all Social Security offices serving Tennessee can be found on page 77 of this document. Individuals also may call (800) 772-1213 (TDD: 800-325-0778) or visit <https://s044a90.ssa.gov/apps6z/FOLO/fo001.jsp> to locate an office.

2. I was receiving a Social Security check. How do I get it now?

Go to the nearest Social Security office. A list of all Social Security offices serving Tennessee can be found on page 77 of this document. Individuals also may call (800) 772-1213 (TDD: 800-325-0778) or visit <https://s044a90.ssa.gov/apps6z/FOLO/fo001.jsp> to locate an office. For more information visit <http://www.socialsecurity.gov>.

U.S. Passport

1. Who do I contact to replace my U.S. passport?

Call the U.S. Department of State at (877) 487-2778 or visit <http://www.travel.state.gov/passport> to request a replacement passport.

Wills

1. My loved one has died, and the original will has been lost or destroyed due to the disaster. What can I do?

If you have a copy of the will, the copy can be submitted to probate if you are able to show that the original will was lost and the deceased person did not intend to destroy it. If a person dies and his or her will cannot be found, Tennessee law considers the person to have died without a will. If you do not have a copy of the will, you may try contacting the attorney who prepared the will.

2. I had prepared a will for myself. The original has been destroyed, but I have a copy of it. What should I do?

It is best to replace the copy of your will with an original. Contact the lawyer who originally prepared your will about making a new one. It may be a simple process for your attorney to prepare a duplicate of the original for you to sign. Be sure to destroy old copies.

INFORMATION FOR IMMIGRANTS

Documented Immigrants

Emergency Care – Most federal emergency relief available to U.S. citizens is also available to documented immigrants. FEMA offers short-term, non-cash, in-kind emergency disaster relief to immigrants and citizens alike. These services include:

- Search and rescue
- Emergency medical care
- Emergency shelter
- Provision of food, water, medicine and other essential needs
- Warning of further hazards and dissemination of information

Post-Disaster Relief – In addition, “Qualified Immigrants”¹ are eligible for FEMA’s Individual and Family Grant (IFG) Program. The maximum grant to any individual or family is currently set at \$14,800.² The Tennessee Department of Human Services (615-313-4700, <http://www.state.tn.us/humanserv>) and the Tennessee Emergency Management Agency (800-258-3300, <http://www.tnema.org>) administer the application and disbursement process for this program and are responsible for disseminating information to the public as to the “time, place, procedures, program descriptions and deadline for filing applications.” Funds provided through the program may be used for the following purposes:

- Repairs to damaged property
- Replacement of household items
- Job essentials
- Medical, dental and funeral costs

For Hurricane Katrina victims, assistance also was approved for expenses other than medical, dental and funeral costs for individuals not eligible for Small Business Association (SBA) loans. In future disasters, a similar allowance may be made.

Emergency Food Stamps – In addition to food provided through FEMA’s disaster relief program, Emergency Food Stamps are available through the Temporary Emergency Food Assistance Program to the following groups of “Qualified Immigrants”:

- Children under 18
- Seniors born before Aug. 22, 1931, who were lawfully residing in the U.S. on Aug. 22, 1996

¹ “Qualified Immigrants” are defined by FEMA as: (1) lawful permanent residents; (2) refugees, asylees and persons granted withholding of deportation/removal, conditional entry or parole in the U.S. for at least one year; (3) Cuban or Haitian entrants; and (4) battered spouses and children with either a self-petition for an immigrant visa, immigrant visa filed by a U.S. citizen or lawful permanent resident, or application for cancellation of removal/suspension of deportation so long as the application has a substantial connection to the battery or cruelty – any three of these documents, whether pending or approved, will suffice. Parents and children of battered spouses and children who meet any of these criteria also are considered qualified immigrants.

² As of January 2002.

- Persons receiving benefits for blindness or disability who were lawfully residing in the U.S. on Aug. 22, 1996
- Lawful permanent residents credited with 40 hours of work
- Refugees, victims of trafficking, veterans and certain tribe members

The disaster food stamp system operates under a different set of eligibility and benefit delivery requirements than the regular food stamp program. People who might not ordinarily qualify for food stamps may be eligible under the disaster food stamp program if they (1) have had disaster damage to their homes or expenses related to protecting their homes, (2) have lost income as a result of the disaster or (3) have no access to bank accounts or other resources.

Information regarding the Temporary Emergency Food Assistance Program can be obtained from:

Tennessee Department of Agriculture
Commodity Distribution Section
P.O. Box 40627
Nashville, TN 37204
Phone: (615) 837-5162

Lost Documents – Immigrants who have lost their permanent resident card will need to obtain Form I-90, which is available on the U.S. Citizenship and Immigration Services (USCIS) web site at <http://www.uscis.gov> (click on the “Immigration Forms” tab at the top of the page). The forms also are available at local USCIS offices. Immigrants should take whatever identifying information they have with them to speed the replacement process.

Due to Hurricane Katrina, the office that serves Tennessee has been temporarily moved from New Orleans to Memphis. The contact information is as follows:

U.S. Citizenship and Immigration Services
Memphis Field Office
842 Virginia Run Cove
Memphis, TN 38122
Phone: (800) 375-5283

Public Charge – Receiving disaster relief does not place an immigrant at risk of being considered a “public charge.”

Undocumented Immigrants

Eligibility – All immigrants, regardless of status, ARE ELIGIBLE for FEMA’s disaster relief, crisis counseling and disaster legal services, as well as services from the American Red Cross and other voluntary agencies. The American Red Cross can be reached at (866) 438-4636 or (800) 257-7575 for Spanish speakers.

Undocumented immigrants ARE NOT ELIGIBLE for disaster unemployment assistance, emergency food stamps or FEMA cash assistance programs, except that an undocumented

immigrant may apply on behalf of a minor child who was born in the U.S. if the child and the immigrant live together.

Deportation Risks – After Hurricane Katrina, the U.S. and Mexican governments agreed that undocumented migrants who sought help would not be subject to pressure or prosecution by U.S. officials. However, there is no U.S. law or regulation that protects undocumented immigrants from deportation while a state of disaster is in effect.

English Language – The U.S. Congress is considering legislation that would, among other provisions, declare English as the national language of the U.S. As an example, one particular bill states that, “Unless otherwise authorized...no person has a right, entitlement or claim to have the Government of the United States or any of its officials or representatives communicate...or provide materials in any language other than English.” Agencies may choose to make exceptions, but it could become increasingly difficult to obtain material from the federal government in any language other than English, even in times of disaster, if such law were to be enacted.

Resources for Immigrants

The following organizations may be able to provide additional information for immigrants:

National Immigration Law Center
3435 Wilshire Blvd., Ste. 2850
Los Angeles, CA 90010
Phone: (213) 639-3900
Fax: (213) 639-3911
Email: info@nilc.org
Web site: <http://www.nilc.org>

Tennessee Immigrant and Refugee Rights Coalition
442 Metroplex Drive, Bldg. D, Ste. 118
Nashville, TN 37211
Phone: (615) 833-0384
Fax: (615) 833-0387
Email: mail@tnimmigrant.org
Web site: <http://www.tnimmigrant.org>

United States Citizenship and Immigration Service
Memphis Field Office
842 Virginia Run Cove
Memphis, TN 38122
Phone: (800) 375-5283

A list of immigration offices serving Tennessee can be found on page 78.

EMPLOYMENT ISSUES

Disaster Unemployment Assistance

Purpose – Disaster unemployment assistance provides financial assistance to individuals whose employment or self-employment has been lost or interrupted as a direct result of a major disaster declared by the President of the United States. Before an individual can be determined eligible for this assistance, it must be established that the individual is not eligible for regular unemployment insurance benefits under any state or federal law. The program is administered by states as agents of the federal government.

Eligibility – Disaster unemployment assistance is available to unemployed U.S. nationals and qualified aliens who worked or were self-employed if they:

- Worked or were self-employed, or were scheduled to begin work or self-employment, in an area declared a federal disaster area;
- Can no longer work or perform services because of physical damage to or destruction of their place of employment as a direct result of a disaster;
- Establish that the work or self-employment they can no longer perform was their primary source of income;
- Do not qualify for regular unemployment insurance benefits from any state;
- Can not perform work or self-employment because of an injury or because they were incapacitated as a direct result of a disaster; or
- Became the breadwinner or major support of a household because of the death of the head of the household (Note: the regulations are not clear as to whether the death must be disaster-related for the assistance to apply).

Suffering a monetary loss due to damage of property or crops does not automatically entitle an individual to disaster unemployment assistance. For more information about this program contact:

Tennessee Department of Labor and Workforce Development
Unemployment Claims Center
(877) 813-0950

Benefits – Disaster unemployment assistance is available to unemployed individuals immediately following, and for up to 26 weeks after, a major disaster is declared by the President, as long as the unemployment continues to be a result of the disaster.

The maximum weekly benefit amount is determined under the provisions of state law for unemployment insurance in the state where the disaster occurred.

Employer/Employee Issues

Wages – Tenn. Code Ann. § 50-2-103 regulates how and when employees in private employment are to be paid. The law applies to any business that employs five (5) or more

individuals. Wages must be paid on or before the 20th day of the month after the month in which hours were worked. There is no exception under the statute that would allow an employer to delay payment because of a natural disaster, but an employer will not be fined or charged civilly for “unintentional” violations. Payment of wages by private employers is governed by the Tennessee Department of Labor and Workforce Development. For additional information or questions regarding non-payment of wages, you may access the Tennessee Department of Labor’s web site at: <http://www.state.tn.us/labor-wfd> or call (615) 741-2858.

Whether or not an employer is required to pay employees for days the employees did not work because the business did not operate due to a natural disaster will depend on whether the employees are exempt or non-exempt under the tax code. Non-exempt employees are not required to be paid for hours they did not work, while exempt employees are required to be paid full salary for each week in which they performed any work.

Time Off – How much time an employer is required to allow an employee to take off is governed by the Family Medical Leave Act and the Americans with Disability Act, discussed in the “Small Business” section of this manual. There are no specific federal or state provisions regarding time off following a disaster.

INFORMATION FOR VETERANS

General Assistance

Veterans should begin the process of applying for FEMA aid as soon as possible after a disaster. In addition, veterans should contact local offices of the American Legion, Veterans of Foreign Wars, Disabled American Veterans (DAV) or other veteran organizations to see if special assistance may be available to non-members of the organization. These groups can be reached at:

American Legion
700 North Pennsylvania Street
P.O. Box 1055
Indianapolis, IN 46206
Phone: (317) 630-1200
Fax: (317) 630-1223
Web site: <http://www.legion.org>

Veterans of Foreign Wars
406 West 34th Street
Kansas City, MO 64111
Phone: (816) 756-3390
Fax: (816) 968-1149
Email: info@vfw.org
Web site: <http://www.vfw.org>

Disabled American Veterans
3725 Alexandria Pike
Cold Spring, KY 41076
Phone: (859) 441-7300
Toll free: (877) 426-2838
Web site: <http://www.dav.org>

VA Home Loans

A veteran with a VA home loan on a home that has been damaged by a natural disaster should not assume that he or she is excused from making repayments on that loan, even if the home is no longer habitable. Therefore, veterans who may have difficulty making monthly payments due to a natural disaster should contact their lenders and homeowners' insurance providers as soon as practicable.

Post-Traumatic Stress Disorder

Crisis counseling for veterans experiencing post-traumatic stress disorder following a natural disaster may be available. Veterans should contact the nearest VA Medical Center for information. A list of centers in Tennessee can be found on page 26 of this document.

Medical Assistance & Prescriptions

To ensure that veterans continue to receive medical benefits following a disaster, contact the nearest open VA Medical Center. The centers in Tennessee are:

Memphis: Veterans Affairs Medical Center
1030 Jefferson Ave.
Memphis, TN 38104
Phone: (901) 523-8990
Fax: (901) 577-7251
Web site:
<http://www1.va.gov/directory/guide/facility.asp?ID=86&dnum=ALL&map=1>

Mountain Home: Veterans Affairs Medical Center
P.O. Box 4000
Mountain Home, TN 37684
Phone: (423) 926-1171
Fax: (423) 979-3519
Web site:
<http://www1.va.gov/directory/guide/facility.asp?ID=93&dnum=ALL&map=1>

Murfreesboro: Tennessee Valley Healthcare System – Alvin C. York Campus
3400 Lebanon Pike
Murfreesboro, TN 37129
Phone: (615) 867-6000
Fax: (615) 867-5768
Web site:
<http://www1.va.gov/directory/guide/facility.asp?ID=94&dnum=ALL&map=1>

Nashville: Tennessee Valley Healthcare System – Nashville Campus
1310 24th Ave., South
Nashville, TN 37212
Phone: (615) 327-4751
Fax: (615) 321-6350
Web site:
<http://www1.va.gov/directory/guide/facility.asp?ID=95&dnum=ALL&map=1>

DEATH

Proof of Death & Presumption of Death

After a natural disaster, it may be difficult to prove that a loved one has died if they went missing during the disaster. Tenn. Code Ann. § 30-3-102 provides that “A person absent from such person’s place of residence and unheard of for seven (7) years or longer, whose absence is not satisfactorily explained, is presumed to be dead; provided, however, such presumption may be rebutted by proof.” A claimant need not wait seven years in order to prove death, however, and “specific peril” such as a natural disaster, must be considered in every case.

Intestate Succession

A person who dies without a will is said to have died “intestate.” In this situation, the deceased’s property is distributed according to the laws of the state where the person resided or where the assets are located. Generally, the decedent’s property will pass to his or her spouse, children or relatives. An administrator will be appointed by the court to distribute the assets of the estate.

If two or more people from the same family (e.g., husband and wife) die intestate in the same disaster and it is impossible to determine which death occurred first, the Tennessee Uniform Simultaneous Death Act states that each person’s estate will be distributed as if they had survived the other person.

The administrator is strongly advised to obtain legal assistance to be sure that the assets of the estate are distributed in accordance with Tennessee law. A list of lawyer referral services can be found on page 80 of this document.

Probate of Wills

If the deceased left a will, the executor of the estate (either named in the will or appointed by the court) must file a petition for probate with the court and issue letters testamentary. Again, it is advisable to consult an attorney to assist with the filing of the petition and the administration of the estate. A list of lawyer referral services can be found on page 80 of this document.

Employment-Related Benefits

Benefits – Many employers provide life insurance coverage with death benefit protection equal to a worker’s salary or twice his or her salary as well as disability insurance covering a portion of the employee’s salary. Contact the deceased’s employer or the insurance company directly to obtain benefits information.

Life Insurance Claims – Life insurance companies typically pay claims on insured lives upon receipt of a death certificate for the insured and a claim form. Because death certificates may not be immediately available for people who reside in areas affected by a natural disaster, insurance companies may accept a sworn affidavit or other documentation in lieu of a death certificate.

Claimants should check with their insurance company to determine what supporting documentation is required to process a claim.

Claim forms must be filled out, signed and returned within the period of time stated on the form. Claimants must return all forms on time and should keep records of all communications to and from the insurance company, including correspondence, faxes, e-mail messages and telephone notes.

Premium Payments – Life insurance companies may waive deadlines for premium payments for families affected by a disaster. Contact your agent, employer or insurance company to learn what benefits they offer.

Loans – Emergency loans against the cash value of some life insurance policies may also be available. Contact your agent, employer or insurance company to learn what benefits they offer.

A list of insurance companies can be found on page 14 of this document.

Funeral Expenses

FEMA has grants available to victims of natural disasters to cover medical, dental and funeral-related expenses not covered by insurance. One of the first steps following a disaster should be to contact FEMA and ask about the Individual and Family Grant Programs (IFG). You may apply for IFG funds by telephone at (800) 462-9029. For TDD assistance, call (800) 462-7585. For additional information contact the Tennessee Department of Consumer Insurance Services at (615) 741-2218 or (800) 342-4029.

INFORMATION FOR SMALL BUSINESSES

Loans

If your business has suffered physical damage or sustained economic injury after a disaster, you may be eligible for financial assistance from the U.S Small Business Administration (SBA). Any business – regardless of size – that is located in a declared disaster area may apply for a low-interest loan to repair or replace damaged property. Small business owners also may apply for a working capital loan from the SBA to recover from economic injury caused by a disaster, even if the business's property was not damaged.

Physical Disaster Loans – Any business may apply for a Physical Disaster Loan of up to \$1.5 million to repair or replace damaged real estate, equipment, inventory and fixtures. The loan may be increased by as much as 20 percent to protect the property against future disasters of the same type. These loans will cover uninsured or under-insured losses. For physical disaster loans, amounts over \$10,000 must be secured. The SBA won't decline a loan if there is not enough collateral, but will ask for whatever collateral is available. The disaster loan is intended to help restore property to pre-disaster condition, and, under certain circumstances, protect the structure from future disasters. These funds cannot be used to upgrade or expand a business unless required by city or county building codes.

Economic Injury Disaster Loans – Small businesses and small agricultural cooperatives suffering substantial economic injury may be eligible for an Economic Injury Disaster Loan (EIDL) of up to \$1.5 million to meet necessary financial obligations (i.e., bills the company would have paid if the disaster had not occurred). EIDL loans over \$5,000 must be secured. The SBA won't decline a loan if there is not enough collateral, but will ask for whatever collateral is available.

These loans provide operating funds until a business recovers. Loan funds may be used to make payments on short-term notes, accounts payable and installment payments on long-term notes. EIDL requests may be made for the amount of economic injury and operating needs, but not in excess of what the business could have paid if the disaster had not occurred. The SBA will not refinance long-term debts or provide working capital needed before the disaster. Neither lack of profit or loss of anticipated sales alone is enough to establish substantial economic injury. Substantial economic injury is defined as the inability to meet current obligations because of the disaster, and indicators may include a larger-than-normal volume of receivables, a lower sales volume and delinquencies in debt payments.

Interest Rates – The interest rate on both the physical disaster loan and the EIDL is four (4) percent if no credit is available elsewhere. Repayment can be up to 30 years, depending on the business's ability to repay the loan. For businesses and non-profit organizations with credit available elsewhere, the interest rate is higher.

Application Information – Businesses may apply directly to the SBA for assistance. Downloadable forms are available at http://www.sba.gov/disaster_recov. In addition to the loan form, applicants will need a copy of their federal income tax information, a short history of the

business, and personal and business financial statements. The SBA must review the applicant's financial statement and one for each partner, officer, director and stockholder with 20 percent or more ownership. The SBA requires the principals of the business to personally guarantee repayment of the loan, and in some instances to secure the loan by pledging additional collateral. The SBA tries to make a decision on each application within seven (7) to 21 days. Make sure the application is complete, as missing information causes delays.

For more information about disaster assistance for businesses contact the SBA Disaster Customer Service Center at (800) 659-2955 or online at http://www.sba.gov/disaster_recov. The Small Business Center serving Tennessee may be reached at:

U.S. Small Business Administration
Field Operations Center – East
One Baltimore Place, Ste. 300
Atlanta, GA 30308
Phone: (800) 359-2227

Contracts

A business's written contracts may contain provisions regarding excuses for non-performance of a contract in the event of a disaster, or liability for damaged goods. If the contracts were destroyed in a disaster, a business owner should contact the business's vendors, customers and other parties with whom it has contractual relationships as soon as possible to try to obtain copies of the agreements or determine the terms of those agreements. If no written contract was in place or no copies can be recovered, default legal rules will govern the relationship between the parties.

Impossibility of Performance – Generally, a party may be excused from performance only if performing the contract has been rendered impossible through no fault of the party looking to be excused. A significant increase in cost of performance of a contract will not be sufficient to allow a party to refuse to perform. Whether a business may be excused from a contract to supply goods because a warehouse was destroyed, for example, will depend on whether or not the supplier can obtain more of those goods from a different source. If so, even if the second source of goods is significantly more expensive, the supplier will not be excused from performing the contract.

Liability for Damage to Goods – An insurance policy may cover damage to or destruction of goods. In the absence of an agreement to the contrary, risk of loss of goods subject to sale passes in the following manner:

- If a contract requires physical delivery of identified goods to a specific destination, title passes on tender of the goods at that destination.
- If the contract does not specify a place of delivery, title passes at the time and place of shipment; if delivery is to be made without moving the goods, title passes at the time and place documents of title are to be delivered.
- If no documents of title are delivered, title passes at the time and place of contract.

Business Licenses

In the event of a natural disaster, business owners should contact the local regulatory authority that issued the business license to (1) ensure that the license is still on file and in effect, or (2) request replacement copies if the license was lost or destroyed. Some jurisdictions in Tennessee require business owners to secure both city and county business licenses. Business owners should check with their local government to determine what licenses are required.

Employee Records

Employers are generally not relieved of their obligation to pay employees due to a natural disaster (see the “Employment Issues” section of this manual). In the event payroll records are destroyed, the employer is generally required under federal law to recreate at least the following information:

- Employee’s full name, as used for Social Security purposes
- Address, including zip code
- Birth date, if younger than 19
- Sex and occupation
- Time and day of week when employee’s workweek begins
- Hours worked each day and total hours worked each workweek
- Basis on which employee’s wages are paid
- Regular hourly pay rate
- Total daily or weekly straight-time earnings
- Total overtime earnings for the workweek
- All additions to or deductions from the employee's wages
- Total wages paid each pay period, including money paid in cash
- Date of payment and the pay period covered by the payment

Employee Benefits

Employers should be encouraged to contact an employment lawyer regarding wage, insurance and leave issues following a disaster.

How much time an employee may take off after a disaster is governed by federal law, including the Family Medical Leave Act and the Americans with Disabilities Act. Compliance information regarding the Family Medical Leave Act is available on the Department of Labor’s web site at <http://www.dol.gov/esa/whd/fmla>. Compliance information regarding the Americans with Disabilities Act is available on the Department of Justice’s web site at <http://www.usdoj.gov/crt/ada/adahom1.htm>.

FAMILY ISSUES

Medical Treatment

1. Will my child be able to get emergency medical care if I cannot be reached by telephone?

Yes. A licensed doctor may perform emergency medical or surgical treatment on a minor, despite the absence of parental consent or court order, where such physician has a good faith belief that delay in rendering emergency care would, to a reasonable degree of medical certainty, result in a serious threat to the life of the child or a serious worsening of the child's medical condition, and that such emergency treatment is necessary to save the minor's life or prevent further deterioration of the minor's condition. This treatment will only be provided after reasonable efforts have been made to notify the parent or guardian of the child, if known or readily discoverable. Moreover, any physician providing such emergency treatment is not liable for civil damages except those damages that result from the physician's negligence in rendering the care. See generally Tenn. Code Ann. § 63-6-22.

2. My child is living with a relative. Will my child be able to get medical care if I cannot be reached by telephone?

Yes. In the event a parent or guardian cannot be located, a minor is authorized to consent to surgical and medical treatment or procedures, as suggested, recommended, prescribed or directed by a duly licensed physician. See generally Tenn. Code Ann. § 63-6-229.

3. I have a child in my home that was placed by the Department of Children's Services. What will happen during an emergency if the child requires medical care?

Contact your case manager as soon as possible. If you are unable to reach your case manager, use your best judgment to make sure the child is properly treated.

4. How can I get counseling for my family or myself?

Information on disaster counseling is usually made available through public information announcements after the disaster. Individuals may also check with hospitals, mental health agencies, churches and charities in the community as to the availability and cost of disaster counseling. The American Red Cross also provides counseling opportunities and can be reached at (866) 438-4636 or (800) 257-7575 for Spanish speakers.

Public Education

1. Do I have to send my children to school following a disaster?

Yes. If schools are open in your county, unless there is a good reason for not sending them, you must send your children to school. Listen closely to public announcements, which will provide information as to whether schools are open and the procedures for dropping off and picking up children. For additional information contact the child's school directly.

LOCATING LOST PETS

Resources for locating lost pets include:

Petfinder.com

<http://www.petfinder.org>

Post classified ads for lost pets or browse pictures of pets lost during disasters.

The Animal Welfare Emergency Response System

<http://disaster.petfinder.com/emergency>

Access information regarding pets affected by disasters.

Humane Society of the United States

<http://www.hsus.org>

Access information on rescuing animals, volunteering time, donating money and locating emergency pet shelters.

Noah's Wish

<http://www.noahswish.org>

Noah's Wish set up a pet shelter, with a searchable web site and photographs of lost or missing pets, in response to Hurricane Katrina. They may do the same for future disasters.

Locating Microchipped Pets

Avid Microchip ID (They also own Pet Net Microchip Company)

(800) 336-2843

<http://www.avidmicrochip.com>

Home Again Microchip Recovery

(866) 738-4324

<http://www.homeagainid.com>

Vet-Link.com Microchip

(800) 838-8563

HELPFUL PHONE NUMBERS & WEBSITES

STATE OF TENNESSEE

Name	Phone	Website
Bureau of TennCare	(866) 311-4287	http://www.tennessee.gov/tenncare
Department of Commerce and Insurance	(615) 741-2241	http://www.tennessee.gov/commerce
Bureau of Consumer Affairs	(615) 741-4737	http://www.tennessee.gov/consumer
Department of Mental Health	(615) 532-6500	http://www.tennessee.gov/mental
Tennessee Emergency Management Agency	(615) 741-0001	http://www.tnema.org/DA/Default.htm
Employment Security Division	(615) 253-4809	http://www.tennessee.gov/labor-wfd.esdiv.html
Department of Financial Institutions	(615) 741-2236	http://www.tennessee.gov/tdfi
Department of Human Services	(615) 313-4700	http://www.tennessee.gov/humanserv
Department of Veterans' Affairs	(615) 741-2931	http://www.tennessee.gov/veteran

FEDERAL GOVERNMENT

Name	Phone	Website
Federal Emergency Management Agency	(800) 621- 3362	www.fema.gov
Federal Disaster Assistance Process for Individuals	(800) 621- 3362	http://www.fema.gov/about/process
Department of Homeland Security	(202) 282-8000	http://www.dhs.gov/dhspublic
Administration on Aging	(202) 619-0724	http://www.aoa.gov
Department of Health and Human Services	(877) 696-6775	http://www.hhs.gov/disasters
Center for Disease Control	(888) 232-6348	http://www.bt.cdc.gov/disasters
Small Business Administration	(800) 827-5722	http://www.sba.gov
Social Security Administration	(800) 772-1213	http://www.ssa.gov

COURT CLERKS IN TENNESSEE

Anderson County

Circuit Clerk
County Courthouse, Rm 301
100 Main St.
Clinton, TN 37716
(865) 463-6842

General Sessions Clerk
100 North Main St.
Clinton, TN 37717
(865) 457-6214

Chancery Clerk & Master
100 Main St.
Clinton, TN 37717
(865)457-6205

Bedford County

Circuit & General Sessions Clerk
County Courthouse, Rm 200
1 Public Square
Shelbyville, TN 37160
(931) 684-3223

Chancery Clerk & Master
County Courthouse, Rm 302
1 Public Square
Shelbyville, TN 37160
(931) 684-1672

Benton County

Circuit Clerk
P.O. Box 685
1 East Court Square, Rm 207
Camden, TN 38320
(731) 584-6711

General Sessions Clerk
1 East Court Square, Rm 210
Camden, TN 38320
(731) 584-6165

Chancery Clerk & Master
1 Court Square, Rm 206
Camden, TN 38320
(731) 584-4435

Bledsoe County

Circuit & General Sessions Clerk
P.O. Box 455
3150 Main St., Ste. 300
Pikeville, TN 37367
(423) 447-6488

Chancery Clerk & Master
P.O. Box 389
3150 Main St., Ste. 400
Pikeville, TN 37367
(423) 447-2484

Blount County

Circuit Clerk
Blount Co. Justice Center
926 E. Lamar Alexander Pkwy.
Maryville, TN 37804
(865) 273-5400

General Sessions Clerk
Blount Co. Justice Center
926 E. Lamar Alexander Pkwy.
(865) 273-5450

Chancery Clerk & Master
Blount Co. Justice Center
930 E. Lamar Alexander Pkwy.
Maryville, TN 37804
(865) 273-5500

Bradley County

Circuit Clerk
155 North Ocoee St., Rm 206
Cleveland, TN 37311
(423) 476-0530

General Sessions Clerk
County Courthouse, Rm 204
155 North Ocoee St.
Cleveland, TN 37311
(423) 728-7265

Chancery Clerk & Master
County Courthouse, Rm 203
155 North Ocoee St.
Cleveland, TN 37311
(423) 476-0527

Campbell County

Circuit & General Sessions Clerk
P.O. Box 26
571 Main St.
Jacksboro, TN 37757
(423) 562-2624

Chancery Clerk & Master
P.O. Box 182
570 Main St., Ste. 110
Jacksboro, TN 37757
(423) 562-3496

Cannon County

Circuit & General Sessions Clerk
County Courthouse
1 Public Square
Woodbury, TN 37190
(615) 563-4461

Chancery Clerk & Master
County Courthouse
1 Public Square
Woodbury, TN 37190
(615) 563-5936

Carroll County

Circuit Clerk
99 Court Square, Ste. 103
Huntingdon, TN 38344
(731) 986-1920

General Sessions Clerk
99 Court Square, Ste. 104
Huntingdon, TN 38344
(731) 986-1927

Chancery Clerk & Master
99 Court Square, Ste. 105
Huntingdon, TN 38344
(731) 986-1920

Carter County

Circuit Clerk
County Courthouse, Ste. 906
900 East Elk Ave.
Elizabethton, TN 37643
(423) 542-1835

General Sessions Clerk
County Courthouse, Ste. 906
900 East Elk Ave.
Elizabethton, TN 37643
(423) 542-1825

Chancery Clerk & Master
801 East Elk Ave.
Elizabethton, TN 37643
(423) 542-1812

Cheatham County

Circuit Clerk
Criminal Justice Center
100 Public Square, Rm 225
Ashland City, TN 37015
(615) 792-3272

General Sessions Clerk
100 Public Square, Rm. 223
Ashland City, TN 37015
(615) 792-4866

Chancery Clerk & Master
Criminal Justice Center
100 Public Square, Rm 106
Ashland City, TN 37015
(615) 792-4620

Chester County

Circuit & General Sessions Clerk
P.O. Box 133
126 Crook Ave.
Henderson, TN 38340
(731) 989-2454

Chancery Clerk & Master
P.O. Box 262
126 Crook Ave.
Henderson, TN 38340
(731) 989-7171

Claiborne County

Circuit Clerk
County Courthouse, Ste. 201
1740 Main St.
Tazewell, TN 37825
(423) 626-8181

General Sessions Clerk
County Justice Center, Ste. 5
415 Straight Creek Rd.
New Tazewell, TN 37825
(423) 626-3334

Chancery Clerk & Master
P.O. Box 180
1740 Main St.
Tazewell, TN 37879
(423) 626-3284

Clay County
Circuit & General Sessions Clerk
P.O. Box 749
100 Courthouse Square
Celina, TN 38551
(931) 243-2557

Chancery Clerk & Master
P.O. Box 332
100 Courthouse Square
Celina, TN 38551
(931) 243-3145

Cocke County
Circuit Clerk
County Courthouse, Rm 201
111 Court Ave.
Newport, TN 37821
(423) 623-6125

General Sessions Clerk
County Courthouse
111 Court Ave.
Newport, TN 37821
(423) 623-8619

Chancery Clerk & Master
Courthouse Annex, Ste. 103
360 East Main St.
Newport, TN 37821
(423) 623-3321

Coffee County
Circuit & General Sessions Clerk
P.O. Box 629 (37349)
300 Hillsboro Blvd.
Manchester, TN 37355
(931) 723-5110

Chancery Clerk & Master
300 Hillsboro Blvd., Box 8
Manchester, TN 37355
(931) 723-5132

Crockett County
Circuit & General Sessions Clerk
1 South Bells St., Ste. 6
Alamo, TN 38001
(731) 696-5462

Chancery Clerk & Master
1 South Bell St., Ste. 5
Alamo, TN 38001
(731) 696-5458

Cumberland County
Circuit Clerk
2 N. Main St., Ste. 309
Crossville, TN 38555
(931) 484-5852

General Sessions Clerk
2 N. Main St., Ste. 302
Crossville, TN 38555
(931) 484-6647

Chancery Clerk & Master
2 North Main St., Ste. 101
Crossville, TN 38555
(931) 484-4731

Davidson County
Circuit Clerk
1 Public Square, Ste. 302
Nashville, TN 37201
(615) 862-5181

General Sessions Clerk
P.O. Box 196304 (37219)
408 2nd Ave. North, Ste. 2110
Nashville, TN 37201
(615) 862-5195

Chancery Clerk & Master
1 Public Square, Ste. 308
Nashville, TN 37201
(615) 862-5710

Decatur County

Circuit & General Sessions Clerk
P.O. Box 488
22 West Main
Decaturville, TN 38329
(731) 852-3125

Chancery Clerk & Master
P.O. Box 488
22 West Main
Decaturville, TN 38329
(731) 852-3422

DeKalb County

Circuit & General Sessions Clerk
1 County Courthouse
Public Square, Rm 303
Smithville, TN 37166
(615) 597-5711

Chancery Clerk & Master
1 Public Square, Rm 302
Smithville, TN 37166
(615) 597-4360

Dickson County

Circuit Clerk
P.O. Box 70
4 Court Square
Charlotte, TN 37036
(615) 789-7010

General Sessions Clerk
P.O. Box 217
1 Court Square
Charlotte, TN 37036
(615) 789-5414

Chancery Clerk & Master
P.O. Box 547
Court Square
Charlotte, TN 37036
(615) 789-7011

Dyer County

Circuit & General Sessions Clerk
P.O. Box 1360
1 Veterans Square
Dyersburg, TN 38024
(731) 286-7808

Chancery Clerk & Master
P.O. Box 1360
County Courthouse, Rm. 201
Dyersburg, TN 38024
(731) 286-7818

Fayette County

Circuit & General Sessions Clerk
P.O. Box 670
1 Court Square, Rm 210
Somerville, TN 38068
(901) 465-5205

Chancery Clerk & Master
P.O. Box 220
1 Court Square, Rm 104
Somerville, TN 38068
(901) 465-5219

Fentress County

Circuit & General Sessions Clerk
P.O. Box 699
101 Main St.
Jamestown, TN 38556
(931) 879-7919

Chancery Clerk & Master
P.O. Box 66
101 Main St.
Jamestown, TN 38556
(931) 879-8615

Franklin County

Circuit Clerk
1 South Jefferson St.
Winchester, TN 37398
(931) 967-2923

General Sessions Clerk
101 First Ave., SW
Winchester, TN 37398
(931) 967-2089

Chancery Clerk & Master
1 South Jefferson St.
Winchester, TN 37398
(931) 967-2843

Gibson County

Circuit & General Sessions Clerk
P.O. Box 147

295 North College
Trenton, TN 38382
(731) 855-7615

Chancery Clerk & Master
P.O. Box 230
1421 Osborne St.
Humboldt, TN 38343
(731) 784-9551
(Humboldt office covers civil districts 1-4, 18, 20)

P.O. Box 290
204 North Court Square
Trenton, TN 38382
(731) 855-7639
(Trenton office covers all other civil districts)

Giles County
Circuit & General Sessions Clerk
P.O. Box 678
1 Public Square
Pulaski, TN 38478
(931) 363-5311

Chancery Clerk & Master
P.O. Box 678
1 Public Square
Pulaski, TN 38478
(931) 363-2620

Grainger County
Circuit & General Sessions Clerk
P.O. Box 157
270 Justice Center Dr., Ste. 114
Rutledge, TN 37861
(865) 828-3605

Chancery Clerk & Master
P.O. Box 160
270 Justice Center Dr., Ste. 107
Rutledge, TN 37861
(865) 828-4436

Greene County
Circuit & General Sessions Clerk
101 South Main St.
Greeneville, TN 37743
(423) 798-1760

Chancery Clerk & Master
P.O. Box 263 (37744)

101 S. Main, Ste. 104
Greeneville, TN 37743
(423) 798-1742

Grundy County
Circuit & General Sessions Clerk
P.O. Box 161
68 Cumberland
Altamont, TN 37301
(931) 692-3368

Chancery Clerk & Master
P.O. Box 174
200 Cumberland
Altamont, TN 37301
(931) 692-3455

Hamblen County
Circuit & General Sessions Clerk
510 Allison St.
Morristown, TN 37814
(423) 586-5640

Chancery Clerk & Master
County Courthouse, Rm 308
511 West 2nd North St.
Morristown, TN 37814
(423) 586-9112

Hamilton County
Circuit Clerk
County Courthouse, Rm 500
201 Seventh Street
Chattanooga, TN 37402
(423) 209-6700

General Sessions Clerk
Courts Bldg., Rm 203
600 Market St.
Chattanooga, TN 37402
(423) 209-7660

Chancery Clerk & Master
201 E. 7th St., Rm 300
Chattanooga, TN 37402
(423) 209-6600

Hancock County
Circuit & General Sessions Clerk
P.O. Box 347

1237 Main St.
(423) 733-2954
Sneedville, TN 37869

Chancery Clerk & Master
P.O. Box 347
1237 Main St., Ste. 104
Sneedville, TN 37869
(423) 733-4524

Hardeman County
Circuit & General Sessions Clerk
100 North Main St.
Bolivar, TN 38008
(731) 658-6524

Chancery Clerk & Master
P.O. Box 45
100 North Main
Bolivar, TN 38008
(731) 658-3142

Hardin County
Circuit Clerk
465 Main St.
Savannah, TN 38372
(731) 925-3583

General Sessions Clerk
465 Main St.
Savannah, TN 38372
(731) 925-3583

Chancery Clerk & Master
465 Main St.
Savannah, TN 38372
(731) 925-8166

Hawkins County
Circuit & General Sessions Clerk
County Courthouse, Rm 203
100 East Main
Rogersville, TN 37857
(423) 272-3397

Chancery Clerk & Master
P.O. Box 908
100 East Main St., Rm 103
Rogersville, TN 37857
(423) 272-8150

Haywood County
Circuit & General Sessions Clerk
1 North Washington
Brownsville, TN 38012
(731) 772-1112

Chancery Clerk & Master
P.O. Box 356
1 North Washington
Brownsville, TN 38012
(731) 772-0122

Henderson County
Circuit Clerk
17 Monroe Ave., 2nd Floor, Rm 9
Lexington, TN 38351
(731) 968-2031

Chancery Clerk & Master
17 Monroe Ave., 2nd Floor, Rm 2
Lexington, TN 38351
(731) 968-2801

Henry County
Circuit & General Sessions Clerk
P.O. Box 429
101 W. Washington St.
Paris, TN 38242
(731) 642-0461

Chancery Clerk & Master
P.O. Box 313
100 Washington St., Ste. 101
Paris, TN 38242
(731) 642-4234

Hickman County
Circuit & General Sessions Clerk
104 College Ave., Ste 204
Centerville, TN 37033
(931) 729-2211

Chancery Clerk & Master
104 College Ave., Ste. 202
Centerville, TN 37033
(931) 729-2522

Houston County
Circuit & General Sessions Clerk
P.O. Box 414

4725 East Main St.
Erin, TN 37061
(931) 289-4673

Chancery Clerk & Master
P.O. Box 332
31 East Main, Rm 203
Erin, TN 37061
(931) 289-3870

Humphreys County

Circuit & General Sessions Clerk
106 Court Square
Waverly, TN 37185
(931) 296-2461

Chancery Clerk & Master
County Courthouse, Rm 202
100 East Court Square
Waverly, TN 37185
(931) 296-2558

Jackson County

Circuit & General Sessions Clerk
P.O. Box 205
101 East Hull Ave.
Gainesboro, TN 38562
(931) 268-9314

Chancery Clerk & Master
P.O. Box 342
101 East Hull Ave.
Gainesboro, TN 38562
(931) 268-9516

Jefferson County

Circuit & General Sessions Clerk
P.O. Box 671
765 Justice Dr.
Dandridge, TN 37725
(865) 397-2786

Chancery Clerk & Master
P.O. Box 5
202 West Main
Dandridge, TN 37725
(865) 397-2404

Johnson County
Circuit Clerk

P.O. Box 73
222 West Main St.
Mountain City, TN 37683
(423) 727-9012

General Sessions Clerk
P.O. Box 679
222 West Main St.
Mountain City, TN 37683
(423) 727-7861

Chancery Clerk & Master
P.O. Box 196
222 West Main St.
Mountain City, TN 37683
(423) 727-7853

Knox County

Circuit & General Sessions Clerk
P.O. Box 379
400 Main St.
Knoxville, TN 37901
(865) 215-2400

Chancery Clerk & Master
City-County Bldg., Ste. 125
400 Main St.
Knoxville, TN 37901
(865) 215-2555

Lake County

Circuit & General Sessions Clerk
229 Church St., Box 11
Tiptonville, TN 38079
(731) 253-7137

Chancery Clerk & Master
229 Church St., Box 12
Tiptonville, TN 38079
(731) 253-8926

Lauderdale County

Circuit & General Sessions Clerk
P.O. Box 509
675 Hwy. 51 South
Ripley, TN 38063
(731) 635-0101

Chancery Clerk & Master
P.O. Box 265

100 Court Square
Ripley, TN 38063
(731) 635-1941

Lawrence County

Circuit & General Sessions Clerk
NBU 12
240 West Gains St.
Lawrenceburg, TN 38464
(931) 762-4398

Chancery Clerk & Master
NBU 13
240 West Gains St.
Lawrenceburg, TN 38464
(931) 766-4182

Lewis County

Circuit & General Sessions Clerk
County Courthouse, Rm 201
110 Park Ave. North
Hohenwald, TN 38462
(931) 796-3724

Chancery Clerk & Master
County Courthouse, Rm 208
110 Park Ave. North
Hohenwald, TN 38462
(931) 796-3734

Lincoln County

Circuit & General Sessions Clerk
112 Main Ave., Rm 203
Fayetteville, TN 37334
(931) 433-2334

Chancery Clerk & Master
112 Main Ave. South, Rm B109
Fayetteville, TN 37334
(931) 433-1482

Loudon County

Circuit Clerk
P.O. Box 280
601 Grove St.
Loudon, TN 37774
(865) 458-2042

General Sessions Clerk
12680 Hwy. 11 West. Ste. 3

Lenoir City, 37771
(865) 986-3505

Chancery Clerk & Master
P.O. Box 509
601 Grove St.
Loudon, TN 37774
(865) 458-2630

Macon County

Circuit & General Sessions Clerk
Macon Co. Justice Center
904 Hwy. 52 Bypass East
Lafayette, TN 37083
(615) 666-2354

Chancery Clerk & Master
Macon Co. Justice Center, Rm 107
906 Hwy. 52 Bypass East
Lafayette, TN 37083
(615) 666-2000

Madison County

Circuit Clerk
515 S. Liberty St., Ste 200
Jackson, TN 38301
(731) 423-6035

General Sessions Clerk
515 S. Liberty St., Ste 300
Jackson, TN 38301
(731) 423-6016

Chancery Clerk & Master
County Courthouse, Rm 200
100 East Main St.
Jackson, TN 38301
(731) 423-6032

Marion County

Circuit & General Sessions Clerk
P.O. Box 789
Marion Co. Justice Center
5 Oak Ave.
Jasper, TN 37347
(423) 942-8020

Chancery Clerk & Master
P.O. Box 789
County Courthouse, 2nd Floor, Rm 203

1 Courthouse Square
Jasper, TN 37347
(423) 942-2601

Marshall County

Circuit Clerk
302 County Courthouse
Lewisburg, TN 37091
(931) 359-0536

General Sessions Clerk
301 County Courthouse
Lewisburg, TN 37091
(931) 359-4050

Chancery Clerk & Master
201 County Courthouse
Lewisburg, TN 37091
(931) 359-2181

Maury County

Circuit Clerk
County Courthouse, Rm 202
41 Public Square
Columbia, TN 38401
(931) 375-1100

General Sessions Clerk
County Courthouse, Rm 203
41 Public Square
Columbia, TN 38401
(931) 375-3690

Chancery Clerk & Master
County Courthouse, Rm 302
41 Public Square
Columbia, TN 38401
(931) 375-1300

McMinn County

Circuit & General Sessions Clerk
6 East Madison Ave.
Athens, TN 37303
(423) 745-1923

Chancery Clerk & Master
6 East Madison Ave.
Athens, TN 37303
(423) 745-1281

McNairy County

Circuit & General Sessions Clerk
Criminal Justice Center
300 Industrial Park Dr.
Selmer, TN 38375
(731) 645-1015

Chancery Clerk & Master
County Courthouse, Rm 205
170 W. Court Ave.
Selmer, TN 38375
(731) 645-5446

Meigs County

Circuit & General Sessions Clerk
17214 State Hwy. 58 N., 2nd Floor
Decatur, TN 37322
(423) 334-5821

Chancery Clerk & Master
17214 State Hwy. 58 N., 2nd Floor
Decatur, TN 37322
(423) 334-5243

Monroe County

Circuit Clerk
105 College St., Ste. 3
Madisonville, TN 37354
(423) 442-2396

General Sessions Clerk
310 Tellico St., Ste. 1
Madisonville, TN 37354
(423) 442-9537

Chancery Clerk & Master
105 College St., Ste. 2
Madisonville, TN 37354
(423) 442-2644

Montgomery County

Circuit & General Sessions Clerk
2 Millennium Plaza, Ste. 115
Clarksville, TN 37040
(931) 648-5700

Chancery Clerk & Master
2 Millennium Plaza, Ste. 101
Clarksville, TN 37040
(931) 648-5703

Moore County

Circuit & General Sessions Clerk
P.O. Box 206
196 Main St., Ste. 404
Lynchburg, TN 37352
(931) 759-5673

Chancery Clerk & Master
P.O. Box 206
196 Main St., Ste. 312
Lynchburg, TN 37352
(931) 759-7028

Morgan County

Circuit & General Sessions Clerk
P.O. Box 163
415 North Kingston St.
Wartburg, TN 37887
(423) 346-3503

Chancery Clerk & Master
P.O. Box 789
415 North Kingston St., Rm 104
Wartburg, TN 37887
(423) 346-3881

Obion County

Circuit Clerk
7 Bill Burnett Circle
Union City, TN 38261
(731) 885-1372

General Sessions Clerk
9 Bill Burnett Circle
Union City, TN 38261
(731) 885-1811

Chancery Clerk & Master
P.O. Box 187
6 Bill Burnett Circle
Union City, TN 38261
(731) 885-2562

Overton County

Circuit & General Sessions Clerk
1000 John Tom Poindexter
Livingston, TN 38570
(931) 823-2312

Chancery Clerk & Master
P.O. Box 127
100 East Court Square, Ste. A
Livingston, TN 38570
(931) 823-2536

Perry County

Circuit & General Sessions Clerk
P.O. Box 91
121 Main St.
Linden, TN 37096
(931) 589-2218

Chancery Clerk & Master
P.O. Box 251
Main St.
Linden, TN 37096
(931) 589-2217

Pickett County

Circuit & General Sessions Clerk
P.O. Box 188
1 Courthouse Square
Byrdstown, TN 38549
(931) 864-3958

Chancery Clerk & Master
1 Courthouse Square, Ste 203
Byrdstown, TN 38549
(931) 864-3359

Polk County

Circuit & General Sessions Clerk
P.O. Box 256
6239 Hwy. 411
Benton, TN 37307
(423) 338-4524

Chancery Clerk & Master
P.O. Box 689
County Courthouse, Rm 307
Benton, TN 37307
(423) 338-4522

Putnam County

Circuit & General Sessions Clerk
421 East Spring St., Rm 1C49A
Cookeville, TN 38501
(931) 528-1508

Chancery Clerk & Master
421 East Spring St., Ste. 1C38
Cookeville, TN 38501
(931) 526-6321

Rhea County

Circuit & General Sessions Clerk
1475 Market St., Ste. 102
Dayton, TN 37321
(423) 775-7805

Chancery Clerk & Master
1475 Market St., Ste. 301
Dayton, TN 37321
(423) 775-7806

Roane County

Circuit Clerk
200 East Race St., Ste. 11
Kingston, TN 37763
(865) 376-2390

General Sessions Clerk
200 East Race St., Ste. 16
Kingston, TN 37763
(865) 376-5578

Chancery Clerk & Master
P.O. Box 402
200 East Race St., Ste. 12
Kingston, TN 37763
(865) 376-2487

Robertson County

Circuit Clerk
County Courthouse, Rm 109
Springfield, TN 37172
(615) 384-7864

General Sessions Clerk
County Courthouse, Rm 109
Springfield, TN 37172
(615) 382-2324

Chancery Clerk & Master
533 South Brown St.
Springfield, TN 37172
(615) 384-5650

Rutherford County

Circuit Clerk
Judicial Bldg., Rm 201
20 Public Square North
Murfreesboro, TN 37130
(615) 898-7820

General Sessions Clerk
Judicial Bldg., Rm 101
20 Public Square North
Murfreesboro, TN 37130
(615) 898-7820

Chancery Clerk & Master
Judicial Bldg., Rm 302
20 Public Square North
Murfreesboro, TN 37130
(615) 898-7860

Scott County

Circuit & General Sessions Clerk
P.O. Box 330
283 Court St.
Huntsville, TN 37756
(423) 663-2440

Chancery Clerk & Master
P.O. Box 195
283 Court St.
Huntsville, TN 37756
(423) 663-2627

Sequatchie County

Circuit & General Sessions Clerk
351 Fredonia Rd., Ste. B
Dunlap, TN 37327
(423) 949-2618

Chancery Clerk & Master
P.O. Box 1651
22 Cherry St.
Dunlap, TN 37327
(423) 949-3670

Sevier County

Circuit Clerk
125 Court Ave., Rm 204E
Sevierville, TN 37862
(865) 453-5536

General Sessions Clerk
125 Court Ave., Rm 107E
Sevierville, TN 37862
(865) 453-6116

Chancery Clerk & Master
P.O. Box 4426
125 Court Ave., Rm 108W
Sevierville, TN 37864
(865) 453-4654

Shelby County

Circuit Clerk
140 Adams Ave., Rm 324
Memphis, TN 38103
(901) 545-4710

General Sessions Clerk
P.O. Box 3824 (38173)
140 Adams Ave., Rm 137
Memphis, TN 38103
(901) 545-4495

Chancery Clerk & Master
140 Adams Ave., Rm 308
Memphis, TN 38103
(901) 545-4002

Smith County

Circuit & General Sessions Clerk
211 Main St. North
Carthage, TN 37030
(615) 735-0500

Chancery Clerk & Master
211 Main St. North
Carthage, TN 37030
(615) 735-2092

Stewart County

Circuit Clerk
P.O. Box 193
225 Donelson Pkwy.
Dover, TN 37058
(931) 232-7042

General Sessions Clerk
P.O. Box 398
225 Donelson Pkwy.
Dover, TN 37058
(931) 232-3115

Chancery Clerk & Master
P.O. Box 102
225 Donelson Pkwy.
Dover, TN 37058
(931) 232-5665

Sullivan County

Circuit & General Sessions Clerk
P.O. Box 585
140 Blountville Bypass
Blountville, TN 37617
(423) 279-2752

Chancery Clerk & Master
P.O. Box 327
140 Blountville Bypass
Blountville, TN 37617
(423) 224-1726

Sumner County

Circuit Clerk
P.O. Box 549
101 Public Square
Gallatin, TN 37066
(615) 452-4367

General Sessions Clerk
P.O. Box 549
101 Public Square
Gallatin, TN 37066
(615) 452-4367

Chancery Clerk & Master
County Courthouse, Rm 401
100 Public Square
Gallatin, TN 37066
(615) 452-4282

Tipton County

Circuit & General Sessions Clerk
1801 S. College St., Ste. 102
Covington, TN 38019
(901) 475-3320

Chancery Clerk & Master
1801 S. College St., Ste. 110
Covington, TN 38019
(901) 476-0209

Trousdale County

Circuit & General Sessions Clerk
200 East Main St., Rm 5
Hartsville, TN 37074
(615) 374-3411

Chancery Clerk & Master
200 East Main St., Rm 1
Hartsville, TN 37074
(615) 374-2996

Unicoi County

Circuit & General Sessions Clerk
P.O. Box 2000
100 Main St.
Erwin, TN 37650
(423) 743-3541

Chancery Clerk & Master
P.O. Box 46
100 North Main Ave., Ste. 406
Erwin, TN 37650
(423) 743-9541

Union County

Circuit & General Sessions Clerk
901 Main St., Ste. 220
Maynardville, TN 37807
(865) 992-5493

Chancery Clerk & Master
901 Main St., Ste. 215
Maynardville, TN 37807
(865) 992-5942

Van Buren County

Circuit & General Sessions Clerk
P.O. Box 126
179 Veterans Square
Spencer, TN 38585
(931) 946-2153

Chancery Clerk & Master
P.O. Box 153
179 Veterans Square
Spencer, TN 38585
(931) 946-7175

Warren County

Circuit & General Sessions Clerk

P.O. Box 639 (37111)
111 South Court Square
McMinnville, TN 37110
(931) 473-2373

Chancery Clerk & Master
P.O. Box 639
111 South Court Square, Ste. 101
McMinnville, TN 37110
(931) 473-2364

Washington County

Circuit Clerk
P.O. Box 356
101 East Main St.
Jonesborough, TN 37659
(423) 753-1613

General Sessions Clerk
P.O. Box 356
101 East Main St.
Jonesborough, TN 37659
(423) 753-1745

Chancery Clerk & Master
County Courthouse, Ste. 103
100 East Main
Jonesborough, TN 37659
(423) 753-1631

Wayne County

Circuit & General Sessions Clerk
P.O. Box 869
100 Court Square, Rm 302
Waynesboro, TN 38485
(931) 722-5519

Chancery Clerk & Master
P.O. Box 101
100 Court Square, Rm 301
Waynesboro, TN 38485
(931) 722-5517

Weakley County

Circuit & General Sessions Clerk
116 West Main St., Rm 203
Dresden, TN 38225
(731) 364-3455

Chancery Clerk & Master
P.O. Box 197
116 Main, Ste. 301
Dresden, TN 38225
(731) 364-3454

White County

Circuit & General Sessions Clerk
111 Depot St., Ste. 1
Sparta, TN 38583
(931) 836-3205

Chancery Clerk & Master
County Courthouse, Rm 303
1 East Bockman Way
Sparta, TN 38583
(931) 836-3787

Williamson County

Circuit Clerk
135 4th Ave. South, Rm 103
Franklin, TN 37064
(615) 790-5454

General Sessions Clerk
135 4th Ave. South, Rm 126
Franklin, TN 37064
(615) 790-5454

Chancery Clerk & Master
P.O. Box 1666
135 4th Ave. South, Ste. 236
Franklin, TN 37064
(615) 790-5428

Wilson County

Circuit Clerk
P.O. Box 518
228 East Main St., Rm 207
Lebanon, TN 37087
(615) 444-2042

Chancery Clerk & Master
P.O. Box 1557 (37088)
134 South College
Lebanon, TN 37087
(615) 444-2835

Tennessee Appeals Courts

Appellate Clerk
Supreme Court Bldg.
401 Seventh Ave. North
Nashville, TN 37219
(615) 741-2681

Tennessee Federal Courts

U.S. District Court (Eastern)
U.S. Courthouse
800 Market St., Ste. 130
Knoxville, TN 37902
(865) 545-4246

U.S. District Court (Middle)
U.S. Courthouse
801 Broadway
Nashville, TN 37203
(615) 736-2364

U.S. District Court (West)
2442 Federal Bldg.
167 North Main St.
Memphis, TN 38103
(901) 495-1200

U.S. Court of Appeals
(Sixth Circuit)
U.S. Courthouse
100 East Fifth St.
Cincinnati, OH 45202
(513) 564-7000

U.S. Bankruptcy Court (East)
U.S. Historic Courthouse
31 East 11th St.
Chattanooga, TN 37402
(423) 752-5163

U.S. Bankruptcy Court (Middle)
Customs House
701 Broadway
Nashville, TN 37203
(615) 736-5590

U.S. Bankruptcy Court (West)
200 Jefferson Ave., Ste. 413
Memphis, TN 38103
(901) 328-3500

COUNTY CLERKS IN TENNESSEE

Anderson County

County Courthouse, Rm 111
100 Main St.
Clinton, TN 37716
(865) 457-6228
www.andersoncountyclerk.com

Satellite Office
728 Emory Valley Rd.
Oak Ridge, TN 37830
(865) 483-0541

Bedford County

104 North Side Square
Shelbyville, TN 37160
(931) 684-1921
www.bedfordcountyttn.org

Benton County

1 Court Square, Ste. 101
Camden, TN 38320
(731) 584-6053
bentoncounty.info

Bledsoe County

P.O. Box 212
3150 Main St.
Pikeville, TN 37367
(423) 447-2137
www.pikeville-bledsoe.com/development_gov_county.htm

Blount County

345 Court St.
Maryville, TN 37804
(865) 273-5800
www.blounttn.org/clerk.asp

Bradley County

P.O. Box 46, 37364
155 North Ocoee St.
Cleveland, TN 37311
(423) 728-7226
www.bradleyco.net

Campbell County

P.O. Box 450
195 Kentucky St., Ste. 2
Jacksboro, TN 37757
(423) 562-4985

P.O. Box 384
321 South Main St.
Jellico, TN 37762
(423) 784-8608

Cannon County

1 County Courthouse
Public Square
Woodbury, TN 37190
(615) 563-4278

Carroll County

625 High St., Ste. 103
Huntingdon, TN 38344
(731) 986-1960

Carter County

County Courthouse
801 East Elk Ave.
Elizabethton, TN 37643
(423) 542-1814
www.cartercountyttn.com

Cheatham County

264 South Main St., Ste. 108
Ashland City, TN 37015
(615) 792-5179
www.cheathamcountyttn.gov

Chester County

P.O. Box 205
133 East Main
Henderson, TN 38340
(731) 989-2233
www.chestercounty-chamber.com/AboutCCCC/Government.htm

Claiborne County

P.O. Box 173
1740 Main St.
Tazewell, TN 37879
(423) 626-3283

Clay County

P.O. Box 218
139 East Lake Ave., Ste. E
Celina, TN 38551
(931) 243-2249
www.dalehollowlake.org/county.htm

Cocke County

111 Court Ave., Rm 101
Newport, TN 37821
(423) 623-6176
www.cockecounty.com/Gov_County.html

Coffee County

1327 McArthur St.
Manchester, TN 37355
(931) 723-5106/-5107
www.coffeecountytn.org

Crockett County

1 South Bell St., Ste. 1
Alamo, TN 38001
(731) 696-5452

Cumberland County

2 North Main, Ste. 206
Crossville, TN 38555
(931) 484-6442

Davidson County

P.O. Box 196333
523 Mainstream Drive
Nashville, TN 37219
(615) 862-6251
www.nashville.gov/cclerk

Decatur County

P.O. Box 488
22 Main St.
Decaturville, TN 38329
(731) 852-3417
www.decaturcountytn.org

DeKalb County

1 Public Square, Rm 205
Smithville, TN 37166
(615) 597-5177
www.smithvilletn.com/government/index.htm

Dickson County

P.O. Box 220
1 Court Square, Rm 126
Charlotte, TN 37036
(615) 789-5093/255-3854
www.dicksoncounty.net/Courthouse/county_clerk.htm

106 N. Main St.
Dickson, TN 37055
(615) 446-2543

Dyer County

P.O. Box 1360 (38025)
115 Market St.
Dyersburg, TN 38024
(731) 286-7814

Fayette County

P.O. Box 218
1 Court Square, Rm 101
Somerville, TN 38068
(901) 465-5213
www.fayettetn.us/clerk.htm

Fentress County

P.O. Box 823
101 Main St. South
Jamestown, TN 38556
(931) 879-8014

Franklin County

1 South Jefferson St.
Winchester, TN 37398
(931) 967-2541
www.franklincotn.us

Gibson County

P.O. Box 228
1 Court Square, Ste. 100
Trenton, TN 38382
(731) 855-7642

Giles County

P.O. Box 678
222 W. Madison Street
Pulaski, TN 38478
(931) 424-7000/363-1509
www.gilescounty-tn.us

Grainger County

P.O. Box 116
Rutledge, TN 37861
(865) 828-3511
www.graingertn.com/pages/government.html

Greene County

County Courthouse Annex
204 North Cutler St., Ste. 200
Greeneville, TN 37745
(423) 798-1708/-1709

Grundy County

P.O. Box 215
Courthouse Circle, Grundy St.
Altamont, TN 37301
(931) 692-3622
www.monteagle-mtn.com/grundy.htm

Hamblen County

County Courthouse
511 West Second North St.
Morristown, TN 37814
(423) 586-1993
hamblencountygovernment.us

College Square Mall
2550 East Morris Blvd.
Morristown, TN 37813
(423) 318-1536

Hamilton County

County Courthouse, Rm 201
Chattanooga, TN 37402
(423) 209-6500
www.countyclerkanytime.com

Hancock County

P.O. Box 575
418 Harrison St., Ste. 96
Sneedville, TN 37869
(423) 733-2519

Hardeman County

100 North Main
Bolivar, TN 38008
(731) 658-3541
www.hardemancotn.org

Hardin County

Courthouse Annex, Ste. 1
65 Court St.
Savannah, TN 38372
(731) 925-3921

Hawkins County

P.O. Box 790
110 East Main St., Rm 204
Rogersville, TN 37857
(423) 272-7002/-0250
Churchill Office: (423) 357-3361
www.hawkinscounty.org

Haywood County

1 North Washington St.
Brownsville, TN 38012
(731) 772-2362

Henderson County

17 Monroe Ave., Ste. 2
Lexington, TN 38351
(731) 968-2856

Henry County

P.O. Box 24
101 West Washington St., Ste. 100
Paris, TN 38242
(731) 642-2412
www.henryco.com

Hickman County

114 North Central Avenue, Suite 202
Centerville, TN 37033
(931) 729-2621
www.hickmanco.com/departments.htm

Houston County

P.O. Box 388
4725 East Main St., Rm 100
Erin, TN 37061
(931) 289-3141/-4165

Humphreys County

Courthouse Annex, Rm 2
102 Thompson St.
Waverly, TN 37185
(931) 296-7671

Jackson County

P.O. Box 342
101 East Hull St.
Gainesboro, TN 38562
(931) 268-9212
www.jacksonco.com

Jefferson County

P.O. Box 710
214 West Main St.
Dandridge, TN 37725
(865) 397-2935/-7875
www.jeffersoncountyttn.gov

Johnson County

222 West Main St.
Mountain City, TN 37683
(423) 727-9633
www.johnsoncountyttn.org/countyofficials.htm

Knox County

300 Main St.
Knoxville, TN 37902
(865) 215-2385
www.knoxcounty.org/clerk

Lake County

116 South Court St.
Tiptonville, TN 38079
(731) 253-7582

Lauderdale County

100 Court Square
Ripley, TN 38063
(731) 635-2561

Lawrence County

NBU 2
240 West Gaines St.
Lawrenceburg, TN 38464
(931) 762-7700

www.co.lawrence.tn.us/departments/County_Clerk.htm

Lewis County

110 North Park, Rm 105
Hohenwald, TN 38462
(931) 796-2200

Lincoln County

112 Main Ave. South, Rm 102
Fayetteville, TN 37334
(931) 433-2454
www.vallnet.com/lincolncounty/offices.html

Loudon County

101 Mulberry St., Ste. 200
Loudon, TN 37774
(865) 458-2726
www.loudoncounty.org/govt/main.html

Macon County

County Courthouse, Rm. 104
Public Square
Lafayette, TN 37083
(615) 666-2333/666-6515

Madison County

100 Main St., Rm 105
Jackson, TN 38301
(731) 423-6022
www.co.madison.tn.us/html/county_clerk.html

Marion County

P.O. Box 789
24 Courthouse Square, Rm 101
Jasper, TN 37347
(423) 942-2515

Marshall County

1107 Courthouse Annex
Lewisburg, TN 37091
(931) 359-1072
www.marshallcountyttn.com

Maury County

#10 Public Square
Columbia, TN 38401
(931) 381-3690

McMinn County

5 South Hill St., Ste. A
Athens, TN 37303
(423) 745-4440
www.mcminncounty.org

McNairy County

County Courthouse, Rm 102
170 West Court Ave.
Selmer, TN 38375
(731) 645-3511

Meigs County

P.O. Box 218
17214 State Hwy 58 N.
Decatur, TN 37322
(423) 334-5747

Monroe County

103 College St., Ste. 1
Madisonville, TN 37354
(423) 442-2220
www.monroegovernment.org

Montgomery County

P.O. Box 687
350 Pagant Ln, Ste. 502
Clarksville, TN 37041
(931) 648-5711
www.montgomerycountytn.org/county

Moore County

P.O. Box 206
196 Main St.
Lynchburg, TN 37352
(931) 759-7346

Morgan County

P.O. Box 301
415 South Kingston St.
Wartburg, TN 37887
(423) 346-3480

Obion County

2 Bill Burnett Circle
Union City, TN 38261
(731) 885-3831

Overton County

317 E. University St., Rm 22
Livingston, TN 38570
(931) 823-2631
www.overtoncountytn.com

Perry County

P.O. Box 58
Main St.
Linden, TN 37096
(931) 589-2219

Pickett County

1 Courthouse Square, Ste. 201
Byrdstown, TN 38549
(931) 864-3879
www.dalehollow.com/government.htm

Polk County

P.O. Box 158
County Courthouse, Rm 102
6239 Hwy. 411
Benton, TN 37307
(423) 338-4526

Putnam County

P.O. Box 220 (38503)
29 North Washington Ave.
Cookeville, TN 38501
(931) 526-7106
www.putnamcountytn.gov

Rhea County

375 Church St., Ste. 101
Dayton, TN 37321
(423) 775-7808

Roane County

P.O. Box 546
200 E. Race St.
Kingston, TN 37763
(865) 376-5556

Robertson County

511 S. Brown St.
Springfield, TN 37172
(615) 384-5895
www.robertsoncountytn.org

Rutherford County

319 North Maple St., Ste. 121
Murfreesboro, TN 37130
(615) 898-7800
www.rutherfordcountyttn.gov

Scott County

P.O. Box 87
283 Court St.
Huntsville, TN 37756
(423) 663-2588
www.scottcounty.com

Sequatchie County

P.O. Box 248
307 Cherry St.
Dunlap, TN 37327
(423) 949-2522
www.sequatchie.com/county.htm

Sevier County

125 Court Ave. East, Ste. 202
Sevierville, TN 37862
(865) 453-5502/-5503
www.seviercountyttn.org/index.php?option=com_content&task=view&id=54&Itemid=70

Shelby County

150 Washington Ave.
Memphis, TN 38103
Phone: (901) 545-4244/-4252
www.shelbycountyttn.gov/FirstPortal/appmanage/r/scexternal/content?_nfpb=true&_pageLabel=GovLevel4PortalPage&contentselected=%2FdotContent%2FGovernment%2FElectedOfficials%2Fclerk_index.htm&PortletName=Home.Government.ElectedOfficials

Smith County

122 Turner High Circle, Ste. 101
Carthage, TN 37030
(615) 735-9833

Stewart County

P.O. Box 67
225 Donelson Pkwy
Dover, TN 37058
(931) 232-7616
www.stewartcountygovernment.com

Sullivan County

3258 Hwy. 126, Ste. 101
Blountville, TN 37617
(423) 323-6428
www.sullivancounty.org

Satellite Offices

Kingsport: (423) 244-1790
Bristol: (423) 989-4366

Sumner County

355 North Belvedere Dr., Rm 111
Gallatin, TN 37066-5410
(615) 452-4063
www.sumnertags.com

Tipton County

P.O. Box 528
220 Hwy. 51 North, Ste. 2
Covington, TN 38019
(901) 476-0207/-0208
www.tiptonco.com

Trousdale County

200 E. Main St., Rm 2
Hartsville, TN 37074
(615) 374-2906

Unicoi County

P.O. Box 340
100 Main St., Ste. 100
Erwin, TN 37650
(423) 743-3381

Union County

901 Main St., Ste. 119
Maynardville, TN 37807
(865) 992-8043/-8021
www.unioncountyttn.com/main.htm

Van Buren County

P.O. Box 827
County Administration Bldg.
Smith Street
Spencer, TN 38585
(931) 946-2121

Warren County
201 Locust St., Ste. 2P
McMinnville, TN 37110
(931) 473-2623

Satellite Office
Mt. Juliet: (615) 754-5025
www.wilsoncountyttn.com

Washington County
P.O. Box 218
100 Main St.
Jonesboro, TN 37659
(423) 753-1621
Johnson City: (423) 461-1455
www.washingtoncountyttn.com

Wayne County
Box 367
200 Court Square
Waynesboro, TN 38485
(931) 722-5544

Weakley County
P.O. Box 587
Courthouse Square, Rm 104
Dresden, TN 38225
(731) 364-2285
www.weakleycountyttn.gov

White County
1 East Bockman Way
Sparta, TN 38583
(931) 836-3712
www.sparta-chamber.net/main.htm

Williamson County
P.O. Box 624, 37065
1320 W. Main, Ste. 135
Franklin, TN 37064
(615) 790-5712
www.williamsoncounty-tt.gov/williamson/live/info.asp?page_m=1499&page_s=1487

Wilson County
P.O. Box 950, 37088
228 East Main St., Rm 101
Lebanon, TN 37087
(615) 444-0314

COUNTY REGISTERS OF DEEDS IN TENNESSEE

Anderson County

100 North Main St., Ste 205
Clinton, TN 37716
(865) 457-6235
www.andersondeeds.com

Bedford County

108 North Side Square
Shelbyville, TN 37160
(931) 684-5719
www.bedfordcountyttn.org/registerofdeeds.html

Benton County

1 East Court Square, Rm 105
Camden, TN 38320
(731) 584-6661

Bledsoe County

P.O. Box 385
County Courthouse
Pikeville, TN 37369
(423) 447-2020
www.pikeville-bledsoe.com/development_gov_county.htm

Blount County

349 Court St.
Maryville, TN 37804
(865) 982-5741
www.blounttn.org/register.asp

Bradley County

155 North Ocoee St., Rm 102
Cleveland, TN 37311
(423) 476-0514
www.bradleyco.net/pages/regdeeds/default.htm

Campbell County

P.O. Box 85
570 Main St., Ste. 302
Jacksboro, TN 37757
(423) 562-3864

Cannon County

County Courthouse
200 West Main St.
Woodbury, TN 37190
(615) 563-2041

Carroll County

P.O. Box 432
625 High St., Ste. 104
Huntingdon, TN 38344
(731) 986-1952

Carter County

County Courthouse
801 East Elk Ave.
Elizabethton, TN 37643
(423) 542-1830
www.cartercountyttn.com/government/depts/deeds.html

Cheatham County

210 South Main St., Ste. 109
Ashland City, TN 37015
(615) 792-4317
www.cheathamcountyttn.gov

Chester County

133 East Main St.
Henderson, TN 38340
(731) 989-4991
www.chestercountychamber.com/AboutCCCC/Government.htm

Claiborne County

P.O. Box 117
Main St.
Tazewell, TN 37879
(423) 626-3325

Clay County

P.O. Box 430
100 Courthouse Square
Celina, TN 38551
(931) 243-3298
www.dalehollowlake.org/county.htm

Cocke County

111 Court Ave., Rm 102
Newport, TN 37821
(423) 623-7540

www.cockecounty.com/Gov_County.html

Coffee County

1341 McArthur St.
Manchester, TN 37355
(931) 723-5130

www.coffeecountytn.org

Crockett County

County Courthouse
1 South Bells St., Ste. 2
Alamo, TN 38001
(731) 696-5455

Cumberland County

2 North Main, Ste. 204
Crossville, TN 38555
(931) 484-5559

Davidson County

P.O. Box 196398 (37219)
501 Broadway
Nashville, TN 37203
(615) 862-6790

www.nashville.gov/rod

Decatur County

P.O. Box 488
22 Main St.
Decaturville, TN 38329
(731) 852-3712

www.decaturncountytn.org

DeKalb County

County Courthouse, Rm 201
1 Public Square
Smithville, TN 37166
(615) 597-4153

www.smithvilletn.com/government/index.htm

Dickson County

P.O. Box 130
4 Court Square
Charlotte, TN 37036

(615) 789-4171

www.dicksoncounty.net/Courthouse/register_of_deeds.htm

Dyer County

P.O. Box 1360
County Courthouse
Dyersburg, TN 38025
(731) 286-7806

Fayette County

P.O. Box 99
County Courthouse, Rm 108
Somerville, TN 38068
(901) 465-5251

www.fayettetn.us/Register.htm

Fentress County

101 Main St.
Jamestown, TN 38556
(931) 879-7818

www.jamestowntn.org/fentressofficials.htm

Franklin County

P.O. Box 101
County Courthouse, Rm 6
Winchester, TN 37398
(931) 967-2840

www.franklincotn.us

Gibson County

County Courthouse
Trenton, TN 38382
(731) 855-7627

Giles County

P.O. Box 678
County Courthouse
Pulaski, TN 38478
(931) 363-5137

www.gilescounty-tn.us/register.html

Grainger County

P.O. Box 174
Rutledge, TN 37861
(865) 828-3523

www.graingertn.com

Greene County

County Courthouse
204 North Cutler St.
Greeneville, TN 37745
(423) 798-1726

Grundy County

County Courthouse
Altamont, TN 37301
(931) 692-3621
www.monteagle-mtn.com/grundy.htm

Hamblen County

Administrative Bldg., 3rd Floor
511 West 2nd North St.
Morristown, TN 37814
(423) 586-6551
hamblencountygovernment.us/county_commission/register_of_deeds.cfm

Hamilton County

P.O. Box 1639 (37401)
625 Georgia Ave.
County Courthouse, Rm 400
Chattanooga, TN 37402
(423) 209-6560
www.hamiltontn.gov/Register

Hancock County

P.O. Box 347
County Courthouse
Sneedville, TN 37869
(423) 733-4545

Hardeman County

100 North Main
Bolivar, TN 38008
(731) 658-3476
www.hardemancotn.org

Hardin County

County Courthouse
465 Main St.
Savannah, TN 38372
(731) 925-4936

Hawkins County

110 E. Main St., Rm 202

Rogersville, TN 37857
(423) 272-8304
www.hawkinscounty.org

Haywood County

County Courthouse
1 North Washington St.
Brownsville, TN 38012
(731) 772-0332

Henderson County

17 Monroe Ave., Ste. 5
Lexington, TN 38351
(731) 968-2941

Henry County

P.O. Box 44
213 West Washington St., 2nd Floor
Paris, TN 38242
(731) 642-4081
www.henryco.com

Hickman County

#1 Courthouse
Centerville, TN 37033
(931) 729-4882
www.hickmanco.com/departments.htm

Houston County

P.O. Box 412
County Courthouse
Erin, TN 37061
(931) 289-3510

Humphreys County

Courthouse Annex #3
102 Thompson St.
Waverly, TN 37185
(931) 296-7681

Jackson County

P.O. Box 301
101 East Hull Ave.
Gainesboro, TN 38562
(931) 268-9012
www.jacksonco.com/register-of-deeds.htm

Jefferson County

P.O. Box 58
202 West Main St., Rm 202
Dandridge, TN 37725
(865) 397-2918
www.jeffersoncountyttn.gov

Johnson County

222 West Main St.
Mountain City, TN 37683
(423) 727-7841
www.johnsoncountyttn.org/countyofficials.htm

Knox County

400 Main St., Ste. 225
Knoxville, TN 37902
(865) 215-2330
www.knoxcounty.org/register

Lake County

P.O. Box 5
229 Church St.
Tiptonville, TN 38079
(731) 253-7462

Lauderdale County

County Courthouse
100 Court Square
Ripley, TN 38063
(731) 635-2171

Lawrence County

NBU #18
240 West Gaines St.
Lawrenceburg, TN 38464
(931) 766-4180
www.co.lawrence.tn.us/departments/Register_of_Deeds.htm

Lewis County

County Courthouse
110 Park Ave. North, Rm 104
Hohenwald, TN 38462
(931) 796-2255

Lincoln County

112 Main Ave. South
Fayetteville, TN 37334

(931) 433-5366
www.vallnet.com/lincolncounty/offices.html

Loudon County

P.O. Box 395
101 Mulberry St.
Loudon, TN 37774
(865) 458-2605
www.loudoncounty.org/govt/departments/register.html

Macon County

County Courthouse, Rm 102
Lafayette, TN 37083
(615) 666-2353

Madison County

100 East Main St., Ste. 109
Jackson, TN 38301
(731) 423-6028
www.co.madison.tn.us/html/register_of_deeds.html

Marion County

P.O. Box 789
1 Courthouse Square, Rm 102
Jasper, TN 37347
(423) 942-2573

Marshall County

1103 Courthouse Annex
Lewisburg, TN 37091
(931) 359-4933
www.marshallcountyttn.com

Maury County

County Courthouse, Rm 108
One Public Square
Columbia, TN 38401
(931) 381-3690

McMinn County

P.O. Box 1074
6 East Madison Ave.
Athens, TN 37303
(423) 745-1232
www.mcminncounty.org/departmentsandofficials/courthouseoffices/registerofdeeds.asp

McNairy County
P.O. Box 158
County Courthouse
Selmer, TN 38375
(731) 645-3656

Meigs County
P.O. Box 245
County Courthouse
Decatur, TN 37322
(423) 334-5228

Monroe County
103 College St., Ste. 4
Madisonville, TN 37354
(423) 442-2440
www.monroegovernment.org

Montgomery County
P.O. Box 1124
350 Pageant Lane, Ste. 101-A
Clarksville, TN 37041
(931) 648-5713
www.montgomerycountyttn.org/county/register_of_deeds/register_of_deeds.htm

Moore County
P.O. Box 206
196 Main St.
Lynchburg, TN 37352
(931) 759-7913

Morgan County
P.O. Box 311
County Courthouse
Wartburg, TN 37887
(423) 346-3105

Obion County
P.O. Box 514
Union City, TN 38281
(731) 885-9351

Overton County
317 East University Ave.
Livingston TN 38570
(931) 823-4011
www.overtoncountyttn.com

Perry County
P.O. Box 354
County Courthouse
Linden, TN 37096
(931) 589-2210

Pickett County
P.O. Box 5
County Courthouse
Byrdstown, TN 38549
(931) 864-3798
www.dalehollow.com/government.htm

Polk County
P.O. Box 293
6239 Hwy. 411, Rm 211
Benton, TN 37307
(423) 338-4537

Putnam County
P.O. Box 487 (38503)
300 East Spring St., Rm 3
Cookeville, TN 38501
(931) 526-7101
www.putnamcountyttn.gov/registerofdeeds

Rhea County
1475 Market St.
Dayton, TN 37321
(423) 775-7841

Roane County
200 East Race St.
Kingston, TN 37763
(865) 376-4673

Robertson County
525 South Brown St.
Springfield, TN 37172
(615) 384-3772
www.robertsoncountyttn.org

Rutherford County
319 North Maple St., Ste. 133
Murfreesboro, TN 37133
(615) 898-7870
www.rutherfordcounty.org/departments/register.htm

Scott County
P.O. Box 61
Huntsville, TN 37756
(423) 663-2417
www.scottcounty.com

Sequatchie County
307 Cherry St. East
Dunlap, TN 37327
(423) 949-2512
www.sequatchie.com/county.htm

Sevier County
County Courthouse, Ste. 209W
125 Court Ave.
Sevierville, TN 37862
(865) 453-6136
www.seviercountyttn.org/index.php?option=com_content&task=view&id=23&Itemid=28

Shelby County
160 North Main St., Rm 519
Memphis, TN 38103
(901) 545-4366
register.shelby.tn.us

Smith County
County Courthouse, Ste. 113
125 Turner Circle
Carthage, TN 37030
(615) 735-1760

Stewart County
P.O. Box 57
County Courthouse
Dover, TN 37058
(931) 232-5990
www.stewartcountygovernment.com

Sullivan County
P.O. Box 570
Blountville, TN 37617
(423) 323-6420
www.sullivancounty.org/registerdeeds.htm

Sumner County
P.O. Box 299
355 North Belvedere Dr., Rm 201

Gallatin, TN 37066-0299
(615) 452-3892
www.deeds.sumnercounty.org

Tipton County
County Courthouse, Rm 105
100 Court Square
Covington, TN 38019
(901) 476-0204
www.tiptonco.com/dept_register.htm

Trousdale County
County Courthouse, Rm 8
200 East Main St.
Hartsville, TN 37074
(615) 374-2921

Unicoi County
P.O. Box 305
County Courthouse
100 Main St.
Erwin, TN 37650
(423) 743-6104

Union County
901 Main St., Ste. 108
Maynardville, TN 37807
(865) 992-8024
www.unioncountyttn.com/registerofdeeds.htm

Van Buren County
P.O. Box 9
County Courthouse
Spencer, TN 38585
(931) 946-2263

Warren County
111 Court Square
McMinnville, TN 37110
(931) 473-2926

Washington County
P.O. Box 5
Main St.
Jonesborough, TN 37659
(423) 753-1644
www.washingtoncountyttn.com

Wayne County

P.O. Box 465
County Courthouse
Waynesboro, TN 38485
(931) 722-5518

Weakley County

P.O. Box 45
116 West Main St., Rm 102
Dresden, TN 38225
(731) 364-3518
www.weakleycountyttn.gov/registerofdeeds.html

White County

P.O. Box 86
County Courthouse, Rm 118
Sparta, TN 38583
(931) 836-2817
www.sparta-chamber.net/main.htm

Williamson County

1320 W. Main St.
Franklin, TN 37065
(615) 790-5706
www.williamsoncounty-tn.gov/williamson/live/info.asp?page_m=1499&page_s=1491

Wilson County

P.O. Box 176
Lebanon, TN 37088
(615) 443-2611
www.wilsondeeds.com

COUNTY HEALTH DEPARTMENTS IN TENNESSEE

A complete list of county health departments is available on the state's web site at:
<http://www2.state.tn.us/health/LocalDepts/addresses.htm>

Anderson County

710 North Main St.
Clinton, TN 37716
(865) 425-8800
www.achealthdept.org

Bedford County

140 Dover St.
Shelbyville, TN 37160-2607
(931) 684-3426
www.bedfordcountyttn.org/Bedford_County_Health_Department.htm

Benton County

225 Hospital Dr.
Camden, TN 38320
(731) 584-4944/-4539

Bledsoe County

P.O. Box 277
1185 Alvin York Hwy.
Pikeville, TN 37367
(423) 447-2149

Blount County

P.O. Box 4609
1006 E. Lamar Alexander Pkwy.
Maryville, TN 37802
(865) 983-4582/522-1333
www.blounttn.org/health.htm

Bradley County

201 Dooley St., S.E.
Cleveland, TN 37311
(423) 728-7020

Campbell County

P.O. Box 418
162 Sharp-Perkins Rd.
Jacksboro, TN 37757
(423) 562-8351

Cannon County

301 West Main St., Ste 200
Woodbury, TN 37190
(615) 563-4243/-4202

Carroll County

633 High St.
Huntingdon, TN 38344
(731) 986-1990/-1993

Carter County

403 East "G" St.
Elizabethton, TN 37643
(423) 543-2521

Cheatham County

162 County Services Dr., Ste. 200
Ashland City, TN 37015
(615) 792-4318

Chester County

P.O. Box 323
301 Quinco Dr.
Henderson, TN 38340
(731) 989-7108

Claiborne County

P.O. Box 183
620 Davis Dr.
Tazewell, TN 37879
(423) 626-4291

Clay County

115 Guffey St.
Celina, TN 38551
(931) 243-2651

Cocke County

430 College St.
Newport, TN 37821
(423) 623-8733

Coffee County

800 Parks St.
Manchester, TN 37355
(931) 723-5134

321 North Collins
Tullahoma, TN 37388
(931) 455-9369

Crockett County

209 North Bells St.
Alamo, TN 38001
(731) 696-2505/-4410

Cumberland County

131 South Webb Ave.
Crossville, TN 38555
(931) 484-6196

Davidson County

311 23rd Ave., North
Nashville, TN 37203
(615) 340-5622
healthweb.nashville.org

Decatur County

P.O. Box 178
155 North Pleasant St.
Decaturville, TN 38329
(731) 852-2461
www.decatourcountyttn.org/health_dept.asp

DeKalb County

254 Tiger Dr.
Smithville, TN 37166
(615) 597-7599

Dickson County

301 West End Ave.
Dickson, TN 37055
(615) 446-2839

White Bluff Clinic
200 School Rd.
White Bluff, TN 37187
(615) 797-5056

Dyer County

1755 Parr
Dyersburg, TN 38024
(731) 285-7311/-7359

Fayette County

P.O. Box 188
90 Yum Yum Rd.
Sommerville, TN 38068
(901) 465-5243/-5245

Fentress County

P.O. Box 636
240 Colonial Circle, Ste. A
Jamestown, TN 38556
(931) 879-9936

Franklin County

338 Joyce Lane
Winchester, TN 37398
(931) 967-3826

Gibson County

Trenton Clinic
P.O. Box 8
1250 Manufacturer's Row
Trenton, TN 38382
(731) 855-7601/-7602/-7604

Milan Clinic
P.O. Box 698
6501 Telecom Dr.
Milan, TN 38358
(731) 686-9240

Humboldt Clinic
149 North 12th St.
Humboldt, TN 38343
(731) 784-5491

Giles County

209 Cedar Lane
Pulaski, TN 38478
(931) 363-5506

Grainger County

P.O. Box 27
185 Justice Center Dr.

Rutledge, TN 37861
(865) 828-5247

Greene County

P.O. Box 159
810 West Church St.
Greeneville, TN 37744
(423) 798-1749

Grundy County

P.O. Box 65
1372 Main St.
Altamont, TN 37301
(931) 692-3641/-3418

Hamblen County

P.O. Box 429
331 West Main
Morristown, TN 37815
(423) 586-6431

Hamilton County

921 East Third St.
Chattanooga, TN 37403
(423) 209-8000/-8010 after 4 p.m.
health.hamiltontn.org/CHS/HPW.htm

Hancock County

P.O. Box 267
178 Willow St.
Sneedville, TN 37869
(423) 733-2228

Hardeman County

P.O. Box 670
10825 Old Hwy. 64
Bolivar, TN 38008
(731) 658-5291/-9538

Hardin County

P.O. Box 397
1920 Pickwick St.
Savannah, TN 38372
(731) 925-2557/-4476

Hawkins County

P.O. Box 488
201 Park Blvd.

Rogersville, TN 37857
(423) 272-7641

Church Hill Office

P.O. Box 209
247 Silverlake Rd.
Church Hill, TN 37642
(423) 357-5341

Haywood County

950 East Main
Brownsville, TN 38012
(731) 772-0463/-0464

Henderson County

P.O. Box 1050
90 Rush St.
Lexington, TN 38351
(731) 968-8148/-6398

Henry County

P.O. Box 609
803 Joy St.
Paris, TN 38242
(731) 642-4025/-5169

Hickman County

111 Murphree Ave.
Centerville, TN 37033
(931) 729-3516
www.hickmanco.com/departments_health.htm

Houston County

P.O. Box 370
45 Court Square
Erin, TN 37061
(931) 289-3463

Humphreys County

725 Holly Lane
Waverly, TN 37185
(931) 296-2231

Jackson County

P.O. Box 312
744 School Dr.
Gainesboro, TN 38562
(931) 268-0218

Jefferson County

P.O. Box 130
931 Industrial Park Rd., Ste. 200
Dandridge, TN 37725
(865) 397-3930

Johnson County

715 West Main St.
Mountain City, TN 37683
(423) 727-9731

Knox County

140 Dameron Ave.
Knoxville, TN 37917
(865) 215-5300
www.knoxcounty.org/health

Lake County

400 Hwy. 78 South
Tiptonville, TN 38079
(731) 253-9954/-9955

Lauderdale County

500 Hwy. 51 South
Ripley, TN 38063
(731) 635-9711/-4661

Lawrence County

2379 Buffalo Rd.
Lawrenceburg, TN 38464
(931) 762-9406
www.co.lawrence.tn.us/departments/Health_Department.htm

Lewis County

51 Smith Ave.
Hohenwald, TN 38462
(931) 796-2204

Lincoln County

1000 Washington St. West, Ste. A
Fayetteville, TN 37334
(931) 433-3231

Loudon County

P.O. Box 278
600 Rayder Ave.
Loudon, TN 37774
(865) 458-2514

McMinn County

P.O. Box 665
393 County Rd. 554
Athens, TN 37371
(423) 745-7431

McNairy County

P.O. Box 429
725 East Poplar
Selmer, TN 38375
(731) 645-3474

Macon County

P.O. Box 26
601 Hwy. 52 Bypass East
Lafayette, TN 37083
(615) 666-2142
www.maconcountyttn.com/health_department.htm

Madison County

804 North Pkwy.
Jackson, TN 38305
(731) 423-3020

Marion County

110 Gamble Ln.
Jasper, TN 37347
(423) 942-2238

Marshall County

206 Legion St.
Lewisburg, TN 37091
(931) 359-1551

Maury County

100 Blythewood Dr.
Columbia, TN 38401
(931) 388-5757

Meigs County

P.O. Box 157
389 River Rd.
Decatur, TN 37322
(423) 334-5185

Monroe County

3469 New Hwy. 68
Madisonville, TN 37354
(423) 442-3993/-5934

Montgomery County

P.O. Box 1026
330 Pageant Ln.
Clarksville, TN 37040
(931) 648-5747

www.montgomerycountyttn.org/county/health/Health.htm

Moore County

P.O. Box 196
251 Majors Blvd.
Lynchburg, TN 37352
(931) 759-4251

Morgan County

P.O. Box 343
1111 Knoxville Hwy.
Wartburg, TN 37887
(423) 346-6272

Obion County

P.O. Box 248
1008 Mt. Zion Rd.
Union City, TN 38281
(731) 885-8722/-8723/-8724

Overton County

5880 Bradford-Hicks Dr.
Livingston, TN 38570
(931) 823-6260

Perry County

31 Medical Dr.
Linden, TN 37096
(931) 589-2138

Pickett County

1013 Woodlawn Dr.
Byrdstown, TN 38549
(931) 864-3178

Polk County

Polk Copper Basin Center
840 Cherokee Trail
Copperhill, TN 37317
(423) 496-3275

Polk Benton Center
2279 Parksville Rd.
Benton, TN 37307
(423) 338-4533

Putnam County

121 South Dixie Ave.
Cookeville, TN 38501
(931) 528-2531

Rhea County

P.O. Box 440
344 Eagle Lane
Evansville, TN 37332
(423) 775-7819

Roane County

1362 North Gateway Ave.
Rockwood, TN 37854
(865) 354-1220

Robertson County

800 South Brown St.
Springfield, TN 37172
(615) 384-0208

Rutherford County

100 West Burton
Murfreesboro, TN 37130
(615) 898-7785

www.rutherfordcounty.org/health

108 David Collins Dr.
Smyrna, TN 37167
(615) 355-6175

Scott County

P.O. Box 88
344 Court St.
Huntsville, TN 37756
(423) 663-2445

Sequatchie County

170 Church St.
Dunlap, TN 37327
(423) 949-3619

Sevier County

P.O. Box 4648
227 Cedar St.
Sevierville, TN 37864
(865) 453-1032/637-6853

Shelby County

814 Jefferson Ave.
Memphis, TN 38105
(901) 544-7583

www.shelbycountyttn.gov/FirstPortal/appmanage/r/sceexternal/content?nfpb=true&pageLabel=GovLevel4PortalPage&contentselected=/dotContent/Government/CountyServices/HealthServices/PersonalHealth/personal_index.htm&PortletName=Home.Government.Co

Smith County

303 High St., North
Carthage, TN 37030
(615) 735-0242

Stewart County

Community Medical Center
P.O. Box 497
1021 Spring St.
Dover, TN 37058
(931) 232-5329

Sullivan County

P.O. Box 630
154 Blountville Bypass
Blountville, TN 37617
(423) 279-2777

www.sullivanhealth.org

1324 Midland St.
Kingsport, TN 37664
(423) 224-1600

Sumner County

1005 Union School Rd.
Gallatin, TN 37066
(615) 206-1100

351 New Shackle Island Rd.
Hendersonville, TN 37075
(615) 824-0552

Tipton County

P.O. Box 685
4700 Mueller Brass Rd.
Covington, TN 38019
(901) 476-0235

Trousdale County

541 East Main St.
Hartsville, TN 37074
(615) 374-2112

Unicoi County

101 Okalona Dr.
Erwin, TN 37650
(423) 743-9103

Union County

P.O. Box 460
4335 Maynardville Hwy.
Maynardville, TN 37807
(865) 992-3867

Van Buren County

P.O. Box 277
907 Old McMinnville St.
Spencer, TN 38585
(931) 946-2643/-2438

Warren County

1401 Sparta St.
McMinnville, TN 37110
(931) 473-8468

Washington County

415 State of Franklin Rd.
Johnson City, TN 37604
(423) 975-2200

Wayne County

102 JV Mangubat Dr.
Waynesboro, TN 38485
(931) 722-3292

Weakley County

9852 Hwy. 22
Dresden, TN 38225
(731) 364-2210/-2258

White County
135 Walker St.
Sparta, TN 38583
(931) 836-2201

Williamson County
1324 West Main
Franklin, TN 37064
(615) 794-1542

2629 Fairview Boulevard
Fairview, TN 37062
(615) 799-2389

Wilson County
927 East Baddour Pkwy.
Lebanon, TN 37087
(615) 444-5325

HUMAN SERVICES OFFICES IN TENNESSEE

A complete list of human services offices is available on the state's web site at:
http://tennessee.gov/humanserv/st_map.htm

Anderson County

182 Frank L. Diggs Dr., Ste. 200
Clinton, TN 37716
(865) 457-3660

Bedford County

905 Madison St.
Shelbyville, TN 37160
(931) 685-5006

Benton County

216 Hwy. 641 North
Camden, TN 38320
(731) 584-4712

Bledsoe County

323 Rockfort Rd.
Pikeville, TN 37367
(423) 447-2193

Blount County

303 Home Ave.
Maryville, TN 37801
(865) 981-2350

Bradley County

950 Star Vue Dr. S.W., Ste. 1
Cleveland, TN 37311
(423) 478-0300

Campbell County

Woodson's Mall, Ste. C19A
2221 Jacksboro Pike
LaFollette, TN 37766
(423) 566-9639

Cannon County

325 Bryant Lane
Woodbury, TN 37190
(615) 563-4051

Carroll County

20810 Main St. East
Huntingdon, TN 38344
(731) 986-2554

Carter County

206 Cherokee Park Dr., Ste. 1
Elizabethton, TN 37643
(423) 543-3189

Cheatham County

320 Frey St.
Ashland City, TN 37015
(615) 792-5628

Chester County

525 North Church Ave.
Henderson, TN 38340
(731) 989-5144

Claiborne County

310 Court St.
Tazewell, TN 37879
(423) 626-7285

Clay County

141 East Lake Ave.
Celina, TN 38551
(931) 243-3183

Cocke County

330 Heritage Blvd., Ste. A
Newport, TN 37821
(423) 623-1291

Coffee County

55 St. Bede's Dr.
Manchester, TN 37355
(931) 723-5050

Crockett County

169 Cherry St. North
Alamo, TN 38001
(731) 696-5441

Cumberland County

32 Daniel Dr.
Crossville, TN 38555
(931) 484-2573

Davidson County

1000 2nd Ave., North
Nashville, TN 37202
(615) 532-4000

Metro Center Branch Office
44 Vantage Way, Ste. 200
Nashville, TN 37228
(615) 532-4410

Decatur County

425 West Highland St.
Decaturville, TN 38329
(731) 852-2981

DeKalb County

715 Walker Dr. West
Smithville, TN 37166
(615) 597-4725

Dickson County

250 State St.
Dickson, TN 37055
(615) 740-2251

Dyer County

1979 St. John, Ste. E
Dyersburg, TN 38024
(731) 286-8305

Fayette County

108 Kay Dr.
Somerville, TN 38068
(901) 465-7334

Fentress County

240 Colonial Circle, Ste. B

Jamestown, TN 38556
(931) 879-9976

Franklin County

2160 Cowan Hwy.
Winchester, TN 37398
(931) 962-1150

Gibson County

1246A Manufacturer's Row
Trenton, TN 38382
(731) 855-7800

Giles County

115 South Cedar Lane
Pulaski, TN 38478
(931) 424-4001

Grainger County

2188 Hwy. 11
Rutledge, TN 37861
(865) 828-5245

Greene County

128 Serral Dr.
Greeneville, TN 37745
(423) 639-6181

Grundy County

Hwy. 41 North, 606 Orchard Rd.
Tracy City, TN 37387
(931) 592-9231

Hamblen County

2416 West Andrew Johnson Hwy.
Morristown, TN 37814
(423) 585-1444

Hamilton County

311 East Martin Luther King Blvd.
Chattanooga, TN 37403
(423) 634-6200

Hancock County

111 Campbell Dr.
Sneedville, TN 37869
(423) 733-2401

Hardeman County

795 Tennessee St.
Bolivar, TN 38008
(731) 658-5545

Hardin County

1035A Wayne Rd.
Savannah, TN 38372
(731) 925-4968

Hawkins County

4017 Hwy. 66, Ste. 14
Rogersville, TN 37857
(423) 272-2606

Haywood County

1199 South Dupree
Brownsville, TN 38012
(731) 772-4242

Henderson County

37 College Dr.
Lexington, TN 38351
(731) 968-3652

Henry County

1023 Mineral Wells Ave., Ste. F
Paris, TN 38242
(731) 644-7350

Hickman County

108 Progress Center Plaza
Centerville, TN 37033
(931) 729-4212

Houston County

21 Store Front Dr.
Erin, TN 37061
(931) 289-4105

Humphreys County

1203 Hwy. 70 West
Waverly, TN 37185
(931) 296-4227

Jackson County

307 South Murray St.
Gainesboro, TN 38562
(931) 268-0235

Jefferson County

1050 South Hwy. 92
Dandridge, TN 37725
(865) 397-9401

Johnson County

150 East Main St.
Mountain City, TN 37683
(423) 727-7704

Knox County

2700 Middlebrook Pike
Knoxville, TN 37921
(865) 594-6151

Lake County

660 Carl Perkins Pkwy.
Tiptonville, TN 38079
(731) 253-7716

Lauderdale County

417 South Washington St.
Ripley, TN 38063
(731) 635-4141

Lawrence County

410 West Gaines St.
Lawrenceburg, TN 38464
(931) 766-1400

Lewis County

47 Smith Ave.
Hohenwald, TN 38462
(931) 796-4971

Lincoln County

2221 Thornton Taylor Pkwy.
Fayetteville, TN 37334
(931) 438-1925

Loudon County

485 Pinetop St.
Lenoir City, TN 37772
(865) 986-4749

Macon County

315 Hwy. 52 East Bypass
Lafayette, TN 37083
(615) 666-4041

Madison County

1124 Whitehall St., Ste. E
Jackson, TN 38301
(731) 426-0873

Marion County

4926 Main St.
Jasper, TN 37347
(423) 942-3481

Marshall County

1204 Nashville Hwy.
Lewisburg, TN 37091
(931) 270-2234

Maury County

1400 College Park Dr., Ste. B
Columbia, TN 38402
(931) 380-2552

McMinn County

1008 Knight Rd., Ste. B
Athens, TN 37303
(423) 744-2800

McNairy County

855 East Poplar St.
Selmer, TN 38375
(731) 645-7994

Meigs County

17619 Hwy. 58 N, Ste. D
Decatur, TN 37322
(423) 334-5787

Monroe County

123 Pedigo Rd.
Madisonville, TN 37354
(423) 442-7403

Montgomery County

350 Pageant Ln., Ste. 301
Clarksville, TN 37040
(931) 648-5500

Moore County

251 Majors Blvd.
Lynchburg, TN 37352
(931) 759-7181

Morgan County

1326 Knoxville Hwy.
Wartburg, TN 37887
(423) 346-6237

Obion County

1416 Stad Ave.
Union City, TN 38261
(731) 884-2603

Overton County

411 West Main St.
Livingston, TN 38570
(931) 823-5695

Perry County

113 Factory St.
Linden, TN 37096
(931) 589-2193

Pickett County

8816 Hwy. 111
Byrdstown, TN 38549
(931) 864-3153

Polk County

7118 Hwy. 411 North, Ste. 101
Benton, TN 37307
(423) 338-5332

Putnam County

1000 England Dr., Ste. A
Cookeville, TN 38501
(931) 528-7487

Rhea County

224 4th Ave., Ste. 102
Dayton, TN 37321
(423) 775-2681

Roane County

1086 North Gateway Ave.
Rockwood, TN 37854
(865) 354-2419

Robertson County

809 Mabel St.
Springfield, TN 37172
(615) 382-2402

Rutherford County

1711B Old Fort Pkwy.
Murfreesboro, TN 37129
(615) 848-5153

Scott County

104 Fire Hall Dr.
Huntsville, TN 37756
(423) 663-2821

Sequatchie County

1845 Old York Hwy. East
Dunlap, TN 37327
(423) 949-4621

Sevier County

815 Dolly Parton Pkwy.
Sevierville, TN 37862
(865) 429-7005

Shelby County

170 North Main St.
Memphis, TN 38103
(901) 452-7411

1650 Ash
Memphis, TN 38103
(901) 320-7645

680 Hanley St.
Memphis, TN 38114
(901) 454-9820

Smith County

105 Eatherly Landing
Carthage, TN 37030
(615) 735-9740

Stewart County

1011 Spring St.
Dover, TN 37058
(931) 232-5304

Sullivan County

1060 Wilcox Court
Kingsport, TN 37660
(423) 224-1900

2193 Feathers Chapel Rd.
Blountville, TN 37617
(423) 279-9164

Sumner County

393 Maple St., Ste. 200
Gallatin, TN 37066
(615) 451-5814

Tipton County

724 Hwy. 51 North
Covington, TN 38019
(901) 475-2505

Trousdale County

205 East Main St.
Hartsville, TN 37074
(615) 374-3513

Unicoi County

724 Ohio Ave.
Erwin, TN 37650
(423) 743-3166

Union County

1403 Main St.
Maynardville, TN 37807
(865) 992-5802

Van Buren County

145 Spring St.
Spencer, TN 38585
(931) 946-2437

Warren County

1200 Belmont Dr.
McMinnville, TN 37110
(931) 473-9633

Washington County

103 East Walnut St.
Johnson City, TN 37601
(423) 929-0171

Wayne County

536A Hwy. 64 East
Waynesboro, TN 38485
(931) 722-3431

Weakley County

8616 Hwy. 22
Dresden, TN 38225
(731) 364-3128

White County

501 Mose Dr.
Sparta, TN 38583
(931) 738-8256

Williamson County

203-B Beasley Dr.
Franklin, TN 37064
(615) 790-5500

Wilson County

712 North Cumberland
Lebanon, TN 37087
(615) 443-2746

SOCIAL SECURITY ADMINISTRATION OFFICES

National Hotline

The Social Security Administration offers a toll-free number for consumers. Call (800) 772-1213 or for TDD service call (800) 325-0778. In addition, contact information for various SSA entities and functions can be found at <http://www.ssa.gov/reach.htm>

Atlanta Region

The U.S. is divided into 10 SSA regions. Tennessee is located within the Atlanta Region, which also includes Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina and South Carolina. Information about the Atlanta Region can be found at: <http://www.ssa.gov/atlanta/southeast/index.htm>

Tennessee Area

The Tennessee Area is comprised of all the cities in the state of Tennessee. For more information see <http://www.ssa.gov/atlanta/southeast/tn/tennessee.htm>

SSA offices are located in the following cities:

Athens

921 Congress Pkwy. North
Athens, TN 37303
(423) 745-7488/TDD 745-4883

Chattanooga

1290 Premier Dr.
Chattanooga, TN 37421
(423) 899-0649

Clarksville

108 Center Pointe Dr.
Clarksville, TN 37040
(931) 647-5381/TDD 325-0778

Cleveland

529 Inman St. West
Cleveland, TN 37311
(423) 339-0519/TDD 479-5501

Columbia

1885 Shady Brook St.
Columbia, TN 38401
(931) 381-5832/TDD 388-5475

Cookeville

1145 Perimeter Park Dr.
Cookeville, TN 38501
(931) 528-9765/TDD 372-8459

Dyersburg

1070 Vendall Rd.
Dyersburg, TN 38024
(731) 286-1179/TDD 285-7457

Gallatin

Oakland Park, Bldg. B
450 West Main St.
Gallatin, TN 37066
(615) 451-9341/TDD 451-9457

Greeneville

1618 Old Tusculum Rd.
Greeneville, TN 37745
(423) 639-9506/TDD 638-5652

Jacksboro

140 Sharp Perkins Rd.
Jacksboro, TN 37757
(423) 566-4007/TDD 566-6062

Jackson

415 Cheyenne Dr.
Jackson, TN 38305
(731) 660-3384/TDD 664-6935

Johnson City

818 Sunset Dr., Ste. 203
Johnson City, TN 37604
(423) 282-1594/TDD 282-4761

Kingsport

2401 South Wilcox Dr.
Kingsport, TN 37660
(423) 247-9820/TDD 392-4327

Knoxville

8530 Kingston Pike
Knoxville, TN 37919
(865) 692-0196/TDD (800) 325-0778

Lawrenceburg

109 East Taylor St.
Lawrenceburg, TN 38464
(931) 766-0072/TDD 762-5578

Madison

140 Cude Ln.
Madison, TN 37115
(615) 736-2514/TDD 736-5049

Maryville

222 Keller Ln.
Maryville, TN 37801
(865) 982-3714/TDD 681-8394

McMinnville

931 Old Smithville Hwy.
McMinnville, TN 37110
(931) 473-1575/TDD 506-9220

Memphis

3220 Players Club Pkwy.
Memphis, TN 38125
(901) 746-6409/TDD 746-6507

Morristown

3112 Millers Point Dr.
Morristown, TN 37813
(423) 581-0258/TDD 581-7082

Murfreesboro

245 Heritage Park Dr.
Murfreesboro, TN 37129
(615) 895-5790/TDD 896-5784

Nashville

4527 Nolensville Pike
Nashville, TN 37211
(615) 781-5800/TDD 781-5836

Oak Ridge

565 Oak Ridge Turnpike, 1st Floor
Oak Ridge, TN 37830
(865) 482-6908/TDD (800) 325-0778

Paris

186 Commerce St.
Paris, TN 38242
(731) 642-3226/TDD 641-0406

Selmer

152 South Y Square
Selmer, TN 38375
(731) 645-9063/TDD 645-5373

Tullahoma

717 Kings Ln.
Tullahoma, TN 37388
(931) 455-3795/TDD 455-7835

Union City

1003 Reelfoot Ave.
Union City, TN 38261
(731) 885-8163/TDD 885-3147

U.S. CITIZENSHIP & IMMIGRATION SERVICES (USCIS) OFFICES

National Customer Service Center

Before contacting a service center or field office, individuals may be able to get their questions answered by the USCIS National Customer Service Center (NCSC). The national center can be reached at (800) 375-5283 (TDD 800-767-1833). This toll-free call center provides basic information and, during specified office hours, can connect individuals to live assistance offered in English or Spanish. The NCSC is able to answer most questions, although they cannot provide information about the status of a particular case over the telephone.

Service Centers

Service centers process a large variety of applications and petitions. The Texas Service Center is the designated center for servicing individuals from Tennessee. Contact information and mailing addresses will depend on the type of application or petition being filed. Details can be found on the USCIS web site at:

<http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=b0f860a07706d010VgnVCM10000048f3d6a1RCRD&vgnnextchannel=52a46c854523d010VgnVCM10000048f3d6a1RCRD>

Application Support Centers

Applications support centers provide fingerprinting and related services. There are two offices in Tennessee:

USCIS Application Support Center
842 Virginia Run Cove
Memphis, TN 38122-4419

USCIS Application Support Center
247 Venture Circle
Nashville, TN 37228-1603

Asylum Offices

These office handle scheduled interviews for asylum-related issues only. Individuals residing in Tennessee should contact the:

Houston Asylum Office
16630 Imperial Valley Dr., Ste. 200
Houston, TX 77060
(281) 774-4830

Field Offices

Field offices handle scheduled interviews on applications. They also provide limited information and customer services that supplements the USCIS web site and toll-free phone number. There is one field office in Tennessee:

Memphis Field Office
842 Virginia Run Cove
Memphis, TN 38122
(800) 375-5283

LAWYER REFERRAL SERVICES IN TENNESSEE

The Chattanooga Bar Association
The Pioneer Bldg., Ste. 420
801 Broad St.
Chattanooga, TN 37402
(423) 266-5950
<http://www.chattbar.org/referral.html>

The Knoxville Bar Association
505 Main St., Ste. 50
Knoxville TN 37902
(865) 522-7501
http://www.knoxbar.org/lawyer_referral_service_pub.htm

The Nashville Bar Association
315 Union St., Ste. 800
Nashville, TN 37201
(615) 242-6546
<http://www.nashbar.org/NewPages/LawyerReferral.htm>

Find Law Online Service
<http://www.findlaw.com>

TENNESSEE ALLIANCE FOR LEGAL SERVICES

Erik Cole, Executive Director • 50 Vantage Way, Suite 250 • Nashville, TN 37228 • (615) 627-0956 • (888) 395-9297 • F: (615) 627-0964 • www.tals.org

INDEPENDENT LEGAL SERVICES PROGRAMS IN TENNESSEE

<p>COMMUNITY LEGAL CENTER 910 Vance Memphis, TN 38126</p> <p>•</p> <p>Phone: (901) 543-3395 Fax: (901) 543-0907 www.clcmemphis.org</p> <p><i>Counties Served:</i> Shelby</p> <p>•</p> <p>The Community Legal Center provides pro bono legal services, as well as educational programs and Clinics concerning legal issues, to persons of limited means in Shelby County. The CLC's services are available to hard working people without enough resources to both "pay the rent" and pay a lawyer.</p>	<p>TENNESSEE JUSTICE CENTER 301 Charlotte Avenue Nashville, TN 37201</p> <p>•</p> <p>Phone: (615) 255-0331 Fax: (615) 255-0354 Toll-Free: (877) 608-1009 www.tjjustice.org</p> <p><i>Counties Served:</i> All Counties in Tennessee</p> <p>•</p> <p>The Tennessee Justice Center is a non-profit, public interest law and advocacy firm serving the poor. They give priority to policy issues and civil cases in which the most basic necessities of life are at stake, and where their advocacy can benefit families statewide. They work to empower their clients by holding government accountable for its policies and actions.</p>	<p>DISABILITY LAW AND ADVOCACY CENTER OF TENNESSEE 2416 21st Avenue South Nashville, TN 37212</p> <p>•</p> <p>Phone: (615) 298-1080 Fax: (615) 298-2046 Toll-Free: (800) 342-1660 TTY: (888) 852-2852 www.dlactn.org</p> <p><i>Counties Served:</i> All Counties in Tennessee</p> <p>•</p> <p>Disability Law & Advocacy Center of Tennessee (DLAC) advocates for the rights of Tennesseans with disabilities to ensure they have an equal opportunity to be productive and respected members of our society.</p>	<p>SOUTHEAST TENNESSEE LEGAL SERVICES 29 Patten Parkway Chattanooga, TN 37402</p> <p>•</p> <p>Phone: (423) 756-0128 Fax: (423) 756-0181 Toll-Free: (800) 836-0128 www.selegal.org</p> <p><i>Counties Served:</i> Hamilton, Bledsoe, Bradley, Marion, McMinn, Meigs, Monroe, Polk, Rhea and Sequatchie</p> <p>•</p> <p>Southeast Tennessee Legal Services is a public interest law firm. They operate as a nonprofit legal organization receiving private contributions as well as federal and state funds. They not only give advice but also file lawsuits in state and federal courts. Their principal programs are for the victims of domestic violence, seniors, and persons who have suffered from unfair home loan practices.</p>
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DISASTER LEGAL SERVICES INTAKE FORM

(Legal services are delivered under terms of agreement between YLD and FEMA)

DATE:	DISASTER NUMBER:
NAME OF APPLICANT:	COUNTY OF RESIDENCE AT TIME OF DISASTER:
CURRENT TEL. NO.:	BEST TIME TO CALL:
CURRENT ADDRESS: <i>(Street, City, Zip)</i>	PRE-DISASTER ADDRESS (if different): <i>(Street, City, County, Zip)</i>
LEGAL PROBLEMS (use reverse if needed)	
MISCELLANEOUS	
1. Has the caller registered for FEMA services? (not required by encouraged) Yes No	
2. Does the caller otherwise have access to legal services? Yes No	
3. Is the request related to the disaster? Yes No	
4. Does the caller live on an Indian reservation? Yes No	
5. Does the request involve a fee-generating case? Yes No	
6. Will this call be referred to a volunteer lawyer? Yes No	
7. Area(s) of law for referral _____	
INTAKE VOLUNTEER NAME: <i>(Print)</i>	INTAKE VOLUNTEER SIGNATURE:

DISASTER LEGAL SERVICES CASE CLOSURE FORM

(Legal services are delivered under terms of agreement between YLD and FEMA)

DATE FORM COMPLETED:	DISASTER NUMBER:
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NAME OF APPLICANT:

ATTORNEY WHO PROVIDED ASSISTANCE: ATTORNEY PHONE:	WERE YOU ABLE TO MAKE CONTACT WITH THE APPLICANT? YES NO
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DATE ASSISTANCE FROM ATTORNEY BEGAN:	DATE ASSISTANCE FROM ATTORNEY ENDED:
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AMOUNT OF TIME SPENT PROVIDING ASSISTANCE:

DOES THE ABA YLD NEED TO DO ANY FOLLOW-UP WITH THIS INDIVIDUAL?

YES NO

LEGAL ADVICE GIVEN/OTHER NOTES:

**PLEASE FAX THIS FORM TO THE TENNESSEE BAR ASSOCIATION
AT 615-297-8058
THANK YOU ONCE AGAIN FOR VOLUNTEERING YOUR TIME!**