

TN

Department of
Health



V R I S M

**Attorney Guide for
Divorce Registration**

**Tennessee Vital Records
November 2024**

Revised 11/01/2024

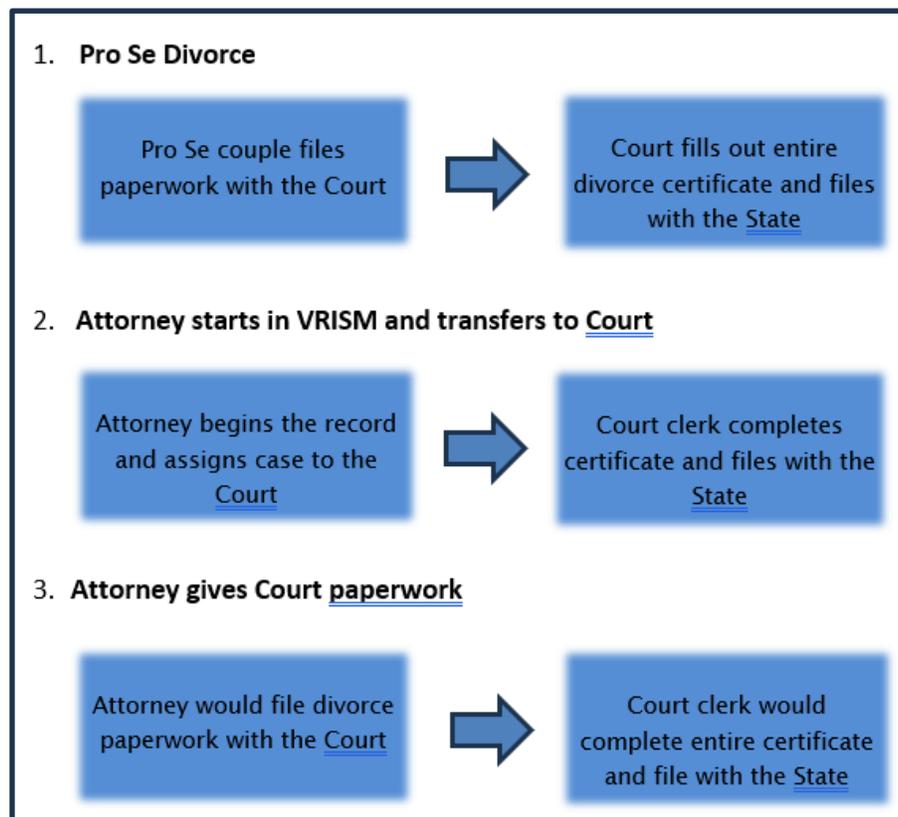
What is VRISM and who files the divorce?

VRISM is an acronym that stands for
Vital Records Information System Management.

- This system allows vital records such as birth, death, marriage, and divorce to be registered and issued electronically across the state of TN.
- VRISM is a secure, online processing platform that saves time, reduces errors, and cost.
- All data rules and fields still comply with state and federal guidelines.

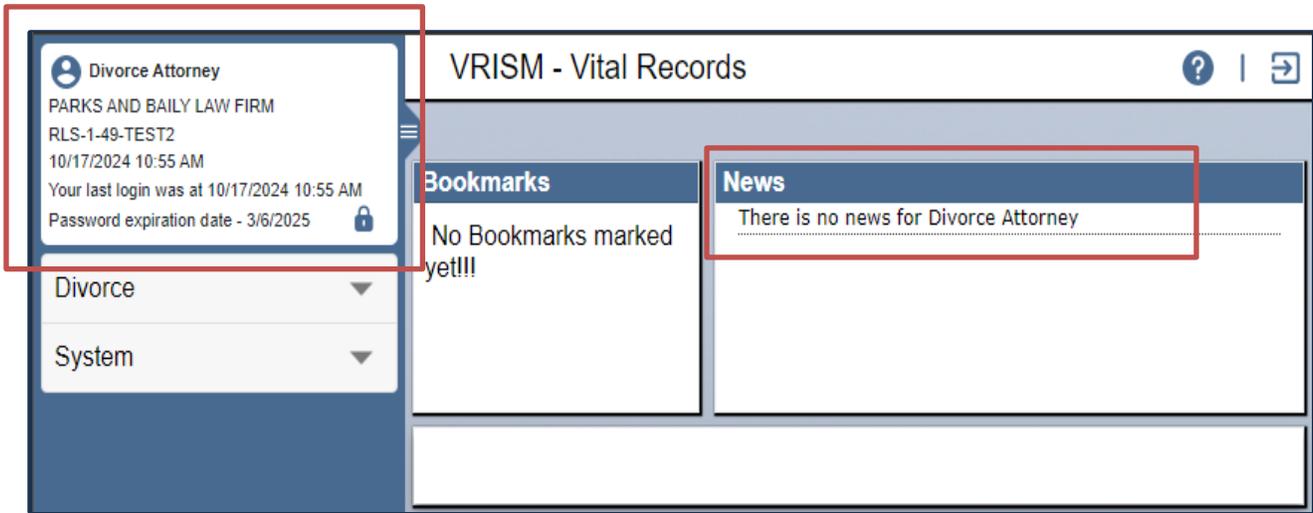
3 Ways for a Divorce to be Filed:

* Verify with the Court to see how they want the attorney to file *



VRISM Login Screen

- If there are any messages from the State, they will be under the News tab.
- The upper left side of the screen will show your user information and when your current password will expire. If this information is incorrect, please contact the VRISM help desk at 855-874-7686 or Health.VRISM@tn.gov



If you have pending divorces, you will find them on your log in screen as shown below.

The screenshot shows a table titled 'Pending Divorce' with a search bar and a notification badge for 4 pending items. The table has the following columns: Details, Petitioner Last Name, Petitioner First Name, Respondent Last Name, Respondent First Name, Decree County, Decree Court, and Action. There are four rows of data, each with a green plus icon on the left and a green double arrow icon on the right.

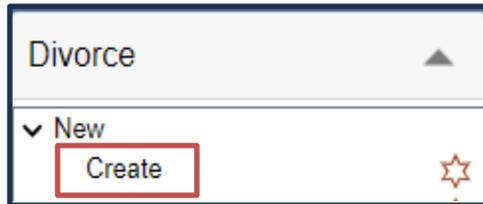
Details	Petitioner Last Name	Petitioner First Name	Respondent Last Name	Respondent First Name	Decree County	Decree Court	Action
+	BRADY	BEAU	WILLIAMS	HOPE			»
+	CHELSEA	HELLO	UNKNOWN	UNKNOWN	ANDERSON	Circuit	»
+	TESY	THURSDAY	UNKNOWN	UNKNOWN	ANDERSON	Circuit	»
+	WILLIAMS	PAM	WILLIAMS	RONNIE			»

1 to 4 of 4 Rows per page: 25 1

These records were saved as pending in your work queue and will still require your attention to finish the record and send to the Courts. Click through the tabs to see what is needed to file.

Creating a Divorce Record

- To create a record, follow the path: **Divorce > New > Create**



Tab 1: Participant Info

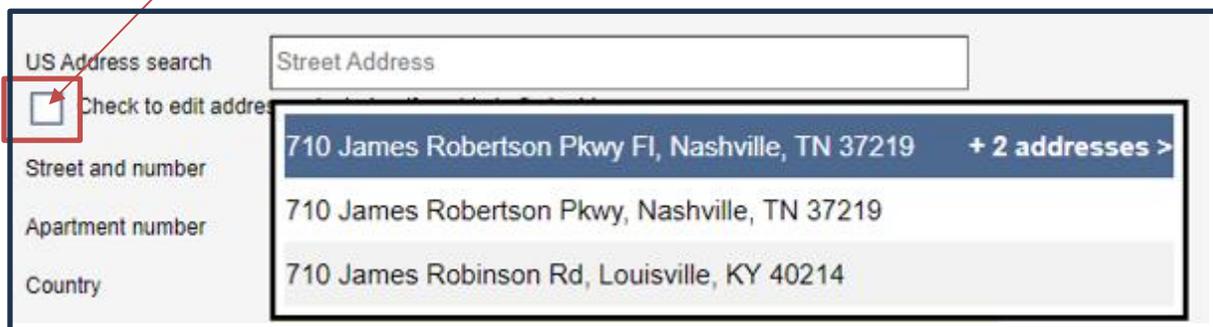
Complete all information in the opened white fields. Other fields may open as you enter information.

- **#1-Docket Number and #14f- Date Decree Recorded**
 - Leave blank for the Court to fill out (it will be yellowed out)

Docket Number Rule docket number <input type="text"/>	14f. Date Decree Recorded Date of recording decree <input type="text"/>
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- **#2- Petitioner/Plaintiff's Residence and #6- Respondent/Defendant's Residence: Address Validation**

- Start typing the address into the US Address search. As you type you will see a drop down occur, then you choose the appropriate address, and it will auto-populate the correct information.
- Check box to edit the address or if unable to find address to manually key it in.



US Address search	Street Address
<input type="checkbox"/> Check to edit address	
Street and number	710 James Robertson Pkwy FI, Nashville, TN 37219 + 2 addresses >
Apartment number	710 James Robertson Pkwy, Nashville, TN 37219
Country	710 James Robinson Rd, Louisville, KY 40214

Tab 1 Continued: Participant Info

➤ #4 and #8- Date of Birth

- Enter each date of birth field and the age will auto-populate. Verify that it is the correct age.

4. Petitioner/Plaintiff's Date of Birth

Unknown

Date of birth

Current age

8. Respondent/Defendant's Date of Birth

Unknown

Date of birth

Current age

➤ Click 'Next' to continue to Tab 2: Marriage/Children

Divorce Divorce - New - Create

Social security number

2. Petitioner/Plaintiff's Residence

US Address search

Check to edit address selected or if unable to find address

Address

Apartment number

Country

State/Province

County

Cities/towns

City or town

Zip code

3. Petitioner/Plaintiff's Birthplace (if not known, select UNKNOWN)

Country

State

4. Petitioner/Plaintiff's Date of Birth

Unknown

Date of birth

Current age

6. Respondent/Defendant's Residence

Respondent/defendant residence same as the petitioner/plaintiff

US Address search

Check to edit address selected or if unable to find address

Address

Apartment number

Country

State/Province

County

Cities/towns

City or town

Zip code

7. Respondent/Defendant's Birthplace (if not known, select UNKNOWN)

Country

State/Province

8. Respondent/Defendant's Date of Birth

Unknown

Date of birth

Current age

Tab 2: Marriage/Children - Complete all information in the opened white fields. Other fields may open as you enter information.

- #11c. Number Under 18 – Physical Custody Awarded to
 - Under each category, please select a number, even if '0'. If a number is not selected in each category, the record will be saved as an unfinished record.

11c. Number Under 18 - Physical Custody Awarded to

Petitioner/plaintiff

Respondent/defendant

Joint custody

Other custody

Confirmation

Number of children awarded to Petitioner/plaintiff is required for a complete record. If left blank, this will be saved as an unfinished record.

Click OK to continue to the next field, click CANCEL if you would like to correct your entry.

- After all fields have been completed, click 'Next' to continue to Tab 3: Decree

Divorce – Petitioner/Plaintiff: JAMES APPLE Respondent/Defendant: CANDI APPLE Divorce - New - Create

9a. and 9b. Place of Marriage

Country

State/Province

County

9c. Date of Marriage

Date of marriage (MMDDYYYY)

10. Cohabitation

Date couple last resided in same household (MMDDYYYY)

11a. Children from THIS Marriage

Number of children ever born alive of this marriage

11b. ALL Children Under 18 in This Family

Number of ALL children in this family (under 18 years old)

11c. Number Under 18 - Physical Custody Awarded to

Petitioner/plaintiff

Respondent/defendant

Joint custody

Other custody

**Tab 3: Decree - Complete all information in the opened white fields.
Other fields may open as you enter information.**

- **#13 - Petitioner/Plaintiff's Attorney and Address**
 - Choose the correct Attorney from the drop-down list and the information will auto-populate. If attorney is not in the dropdown list you can manually type the information in.
 - Start typing the address into the US Address search. As you type you will see a drop down occur, then you choose the appropriate address, and it will auto-populate the correct information.
 - Check box to edit the address or if unable to find address to manually key it in.

US Address search

Check to edit address

Street Address

710 James Robertson Pkwy Fl, Nashville, TN 37219 + 2 addresses >

710 James Robertson Pkwy, Nashville, TN 37219

710 James Robinson Rd, Louisville, KY 40214

Street and number

Apartment number

Country

- **#14g. – 14i.: Certifying Official Info**
 - This field will remain yellowed out for the Court to fill out once they verify and finish the divorce record.

14g. - 14i. Certifying Official Info

Name

Title

Date signed

- After all fields have been completed, click 'Next' to continue to Tab 4: Origin/Race

Tab 4: Origin/Race –

- Complete each Petitioner/Plaintiff's and Respondent/Defendant's Origin and Race by clicking a box in each question.
 - After all fields have been completed, click 'Next' to continue to Tab 5: Education/Previous Marriages.

Divorce -- Petitioner/Plaintiff: JAMES APPLE Respondent/Defendant: CANDI APPLE Divorce - New - Create

15a. Petitioner/Plaintiff's Hispanic Origin

- No, not Spanish/Hispanic/Latino
- Yes, Mexican/Mexican American/Chicano
- Yes, Puerto Rican
- Yes, Cuban
- Yes, other Spanish/Hispanic/Latino
-(Specify)
- Unknown if Spanish/Hispanic/Latino

15b. Respondent/Defendant's Hispanic Origin

- No, not Spanish/Hispanic/Latino
- Yes, Mexican/Mexican American/Chicano
- Yes, Puerto Rican
- Yes, Cuban
- Yes, other Spanish/Hispanic/Latino
-(Specify)
- Unknown if Spanish/Hispanic/Latino

16a. Petitioner/Plaintiff's Race

- White
- Black or African American
- American Indian or Alaskan Native
-Name of enrolled or principle tribe
- Asian Indian
- Chinese
- Filipino
- Japanese
- Korean
- Vietnamese
- Other Asian
-(Specify)
- Native Hawaiian
- Guamanian or Chamorro
- Samoan

16b. Respondent/Defendant's Race

- White
- Black or African American
- American Indian or Alaskan Native
-Name of enrolled or principle tribe
- Asian Indian
- Chinese
- Filipino
- Japanese
- Korean
- Vietnamese
- Other Asian
-(Specify)
- Native Hawaiian
- Guamanian or Chamorro
- Samoan

Previous Next Finish Cancel

Tab 5: Education/Previous Marriages

- Complete each Petitioner/Plaintiff's and Respondent/Defendant's Education and Race by clicking a box in each question.
 - After completed, click 'Next' to continue to Tab 6: Record Actions

Divorce -- Petitioner/Plaintiff: JAMES APPLE Respondent/Defendant: CANDI APPLE Divorce - New - Create

17a. Petitioner/Plaintiff's Education

Education: ASSOCIATE DEGREE

17b. Respondent/Defendant's Education

Education: SOME COLLEGE CREDIT, BUT NO DEGREE

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

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

How did last marriage end? Select

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

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

How did last marriage end? Divorce

Previous Next Finish Cancel

Tab 6: Record Actions

- No information is required here, although you may add comments in the box. Once completed, click 'Finish'.

The screenshot shows a web form titled "Divorce -- Petitioner/Plaintiff: JAMES APPLE Respondent/Defendant: CANDI APPLE" with a sub-header "Divorce - New - Create". The form is divided into two main sections: "Notes" and "Record History".

- Notes:** Contains a "Comments" text area with a "0 / 500" character count indicator.
- Record History:** Contains a single entry: "10/24/2024 Record created by user ID: 1141" with a "0 / 0" character count indicator.

At the bottom of the form, there are four buttons: "Previous", "Next", "Finish", and "Cancel".

Submitting a record to the Court

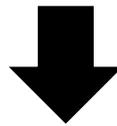
- Once you have clicked 'Finish' on Tab 6, you will see that your transaction was saved successfully. You have 4 options on this screen:

1. Print a 'File Copy of Divorce Certificate' for your records.

The screenshot shows a screen with the heading "Print File Copy of Divorce Certificate" and a "Generate Document" button.

2. 'Return to Record' to make any changes.
 - a. This will go back into the record Tabs 1-6.
3. 'Submit Record' will file with the Court, and you have completed the attorney part of this divorce record. Click 'Continue'.

Are you sure you want to Submit Record?



Your transaction has been saved successfully.

Petitioner first name	JAMES
Petitioner last name	APPLE
Respondent first name	CANDI
Respondent last name	APPLE
Decree county	SUMNER
Title of the Court	Circuit
Date of decree	
State File Number	

4. 'Main Menu'- this will take the record back to your main screen and will be under your 'Pending Divorce' tab.

VRISM Tips:

• Avoiding Duplicate Records

- It is best practice to search for an existing divorce record before creating one to confirm whether or not the record may have already been started, or possibly registered.
- After you complete Tab 1, if a duplicate divorce record is found, you will see the below screen.
- After Clicking “Details,” this information provided is to confirm whether a duplicate record may already be in VRISM:

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

• Canceling a Divorce: Divorce> Maintain> Cancel

- Only the location (Attorney or the Court) who started the divorce record will have the ability to cancel a divorce.
- From the VRISM Home Page, click “Divorce,” then “Maintain,” then “Cancel.”
- Search by Petitioner and Respondent First and Last Names. Click “Search.”
- Click the green circle under Details to the right of the corresponding record.
- Click “Continue” at the bottom of the screen.
- Enter the reason the record is being cancelled (duplicate, reconciliation, etc.).
- After clicking “Finish,” your screen should indicate Successful Transaction – Your transaction has been saved successfully, indicating the divorce record was cancelled and should no longer appear on any VRISM queues.

- **Switch Names in Search**

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

The screenshot displays a search form with several sections:

- Record Identifiers:** Includes fields for 'Event year' and 'State file number'.
- Petitioner/Plaintiff's Name:** Includes fields for 'First name' (JACK), 'Middle name', 'Last Name' (HILL), and 'Last name prior to first marriage'.
- Respondent/Defendant's Name:** Includes fields for 'First name' (JILL), 'Middle name', 'Last Name' (HILL), and 'Last name prior to first marriage'.
- Soundex Last Name/Switch Names/Clear Names:** Contains three checkboxes: 'Soundex' (unchecked), 'Switch names' (checked and highlighted with a red box), and 'Clear names' (unchecked).
- Place of Divorce:** Includes dropdown menus for 'State of divorce' (TENNESSEE) and 'County of divorce' (DAVIDSON).
- Date Decree Filed:** Includes date pickers for 'Date decree was recorded', 'From (MM/DD/YYYY)', and 'To (MM/DD/YYYY)'.
- Buttons:** 'Search' and 'Cancel' buttons are located at the bottom, with the 'Search' button highlighted by a red box.

Need Assistance with VRISM?

Contact VRISM Support

Monday through Friday, 8 AM to 4:30 PM CST, excluding
Holidays

Phone: 855-874-7686

Email: Health.VRISM@tn.gov