

BUSINESS PROCESS FOR AMENESTY OFFER

This program will be based on TCA 55-50-502(k)(2) which allows the Court Clerk to offer a reduced rate on traffic offenses for outstanding judgements resulting from failure to pay local fines or costs owed by a person whose license has been suspended. This plan will allow the person to pay the outstanding judgement older than ten years at a reduced rate of 50%. The business process will be as follows:

- The customer will be screened for Driver's Assistance Eligibility.
- Once screening has been complete, clerk will note which, if any cases fit the criteria listed in the description above.
- If there are cases which fit the criteria for the offer, the clerk will inform the customer of this option.
- The Clerk will tell the customer the amount needed to accept the offer.
- If the customer chooses this option, they will sign the offer form for the Amnesty Program.
- Designated Escrow Staff will adjust fees to equal half the balance of the case allowing room for the Clerk's fee schedule of 50% of the offer settlement.
- Designated Escrow Staff will enter an event called "Amnesty Program for DAP."
- Next, customer will proceed to the Cashier's Booth to pay; CASH ONLY.
- Once the customer's debt has been satisfied the customer will return to Escrow for clearance letters to submit to the Tennessee Department of Safety.

BUSINESS PROCESS FOR LUMP SUM OFFER

This program will be based on TCA 40-24-105(k) which allows the Court Clerk to offer a Lump Sum Payment resulting from failure to pay local fines or costs owed by a person whose license has been suspended. This plan will allow the person to pay the outstanding judgement older than five years at a reduced rate of no less than 50%. The business process will be as follows:

- The customer will be screened for Driver's Assistance Eligibility.
- Once screening has been complete, clerk will note which, if any cases fit the criteria listed in the description above.
- If there are cases which fit the criteria for the offer, the clerk will inform the customer of this option.
- The Clerk will tell the customer the amount needed to accept the offer.
- If the customer chooses this option, they will sign the offer form for the Lump Sum Offer.
- Designated Escrow Staff will adjust fees to equal as close to half the balance as permissible per the pecking order on the case.
- Designated Escrow Staff will enter an event called "Lump Sum Program for DAP." This will allow the clerk the option to add an amount equal to %50 percent of the original case balance, thus ensuring the Clerk receives 50% for debt collection.
- Next, customer will proceed to the Cashier's Booth to pay; CASH ONLY
- Once the customer's debt has been satisfied the customer will return to Escrow to receive clearance letters for submission to the Tennessee Department of Safety.



JOE W. BROWN
GENERAL SESSIONS COURT CLERK

SHELBY COUNTY, TENNESSEE



Criminal Division

**Shelby County General
Sessions Court - Drivers
Assistance Program - Drivers
License Recovery**

**Phone : 901-222-3560
Monday-Friday
8:00am-3:30pm**

Q: How can I find out if my license is suspended?

A: You can log onto the Tennessee Department of Safety's website at <https://dl.safety.tn.gov>

Q: My license is suspended by General Sessions Court. How can I inquire if I qualify for the Driver's Assistance Program?

A: Visit us at 201 Poplar, LL-103, call us at 901-222-3560 or visit our website at <https://gs4.shelbycountyttn.gov/>

Q: How much would my down payment be?

A: Down payments are 10% of the total balance owed, and payments are made by cash only (No Debit/Credit card, no Checks or Money Orders).

Q: My license is suspended by other courts, not General Sessions, can I still enroll into the Driver's Assistance Program?

A: No; you will need to contact the court(s) that have suspended your license and inquiry what can be done with that court's office.

Q: My license is in another state, not from Tennessee. How can I find out why/what has my license suspended?

A: Contact the Department of Transportation or Department of Motor Vehicles in your state to get those re-instatement requirements.

**Shelby County General Session Court
Clerk DAP**



**REQUIRED DOCUMENTATION FOR
DRIVERS ASSISTANCE PROGRAM**

- DRIVER'S LICENSE OR STATE OF TENNESSEE I.D
(Birth Certificate and SS card if neither or the above is available)
- ONE PROOF OF TENNESSEE RESIDENCY WITH MLGW VERIFICATION, THAT MEANS 2 PIECES OF MAIL.
(NO JUNK MAIL; Official mail to your residence with your name IN THE ENVELOPE THAT WAS MAILED TO YOU)
NO PRINT OUTS

MLGW, Credit card bill, medical bill, Child Support, Food Stamps, etc., *examples of official mail*

- Mail cannot be NO older than the last 2 months from the date you are joining
- Bring ALL paperwork back with you
- NO CREDIT OR DEBIT CARDS WHEN MAKING DOWN PAYMENT
- CASH ONLY
- Down payment is 10% of total balance owed plus Clerk's fee
- Monday-Friday from 8am-3:30pm



TN Department of Homeland & Security

To qualify for the installment plan, a driver must owe more than \$200 in reinstatement fees and satisfy all other requirements needed for reinstatement. The driver is required to make a down payment of \$200 plus pay a \$25 administrative fee at the time he enters the payment plan. He must then make a payment each quarter (every 3 months) of \$300 until the remaining balance is paid with a maximum of two years to pay. Failure to make any payment as required will result in the driver again being revoked or suspended and the remaining balance must be paid in full in order to reinstate.

There are specific forms the driver must complete when entering the payment plan. Effective January 1, 2012, the installment plan can be processed through our Driver License Reinstatement Centers.

**Driver License
Reinstatement Center
3200 East Shelby Drive
Memphis, TN 38118
901-367-3639
Reinstatements
Monday thru Friday
8:30 a.m. to 5:00 p.m.**