

**Blount County, Tennessee  
Grant (Contract) Worksheet**

(adopted February 21, 2013)

Please provide the information below for any Grant being applied for or recently awarded.

Once completed, return the worksheet via e-mail to the Grant Accountant at [accounting@blounttn.org](mailto:accounting@blounttn.org).

Requesting Department: Circuit Court Clerk  
Contact Person's Name, email, phone # (person applying for grant): Tom Hatcher-thatcher@blounttn.org-388-5202 or 273-5460  
Financial Reporting Person's information (if different than contact): \_\_\_\_\_  
Project/Program Director's Name, email, phone # Anne Louise Wirthlin-anne.luise.wirthlin@tncourts.gov 615-741-2687  
Name of Granting Agency: Administrative Office of the Courts  
Grant Name: Court Kiosk Project  
Is a grant application required? YES  NO \_\_\_\_\_  
Is this a one-time grant? YES  NO \_\_\_\_\_ If no, is the grant recurring? \_\_\_\_\_

**Grant Funds Requested:** \_\_\_\_\_ \$600

**Are County Funds Required (Match)?** If so when approved, a budget amendment for match will need to be included with this form  
County must purchase up front, but will be reimbursed. Initial funds will paid out of Circuit Court Budget

**Total Amount of Grant:** \$ \_\_\_\_\_ 600

Brief Description for Use of Grant Funds:  
(Equipment, Gear, Personnel, etc.)  

Equipment
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If the grant is in the application processes, what is the submission deadline? \_\_\_\_\_ 15-Feb-18

Worksheet reviewed by - \_\_\_\_\_  
Grant Accountant and/or Finance Director: \_\_\_\_\_

Date of Commission approval: \_\_\_\_\_

Please provide the remaining information once the Grant is approved.

Grant CFDA# (Catalog of Federal Domestic Assistance): \_\_\_\_\_

Date of Grant Award: \_\_\_\_\_

Grant Period: (such as: Oct 1 - Sept 30) \_\_\_\_\_

Expiration Date of Grant, as established by the Granting Agency: \_\_\_\_\_

Anticipated Closing Date of Grant Project: \_\_\_\_\_

How will we receive the Grant Funds? (direct deposit, check, other) \_\_\_\_\_

How often will the Grant Funds be sent? (monthly, quarterly, one payment, other) \_\_\_\_\_

\*\*\*\* Attach Budget Amendment(s) to this form when grant approved \*\*\*\*

# ADMINISTRATIVE OFFICE OF THE COURTS COURT KIOSK GRANT RE-APPLICATION

Court Staff Making Request: Tom Hatcher

Contact #: 865-273-5400

Judicial District: 5

County: Blount

Presiding Judge: David Duggan  
(if applicable)

\*County Mayor/Official: Ed Mitchell

Contact #: 865-273-5570

Contact #: 865-273-5700

\* The county/clerk's office must provide internet access. If this would require any type of installation or modification to the court house, the appropriate county official must sign the grant application.

**Please complete the information below.**

**Location & Address  
of Courthouse:**

926 East Lamar Alexander Parkway

Maryville, TN 37801

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sustainability Plan**

Grant recipients will be reimbursed for the initial equipment and supplies needed to launch a court kiosk. Counties must provide a plan to sustain the project once the initial supplies run out and/or when equipment needs to be repaired or replaced. Please briefly describe your office's sustainability plan for the court kiosk below.

The unrepresented legal needs of the Blount County Citizens is important to the Blount County Officials and the Courts.

The County can sustain the kiosk with the fees collected through the clerk's office. This will include supplies, maintenance, repairs and replacement as the need arises. The Court has an on-site person as well as the County IT department to manage any technical issues.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Laura Riley

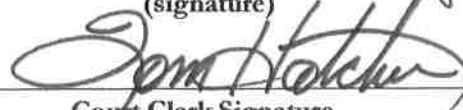
**Individual Completing Application**  
(print name)



**Individual Completing Application**  
(signature)

Tom Hatcher

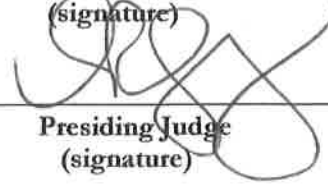
**Court Clerk**  
(print name)



**Court Clerk Signature**  
(signature)

David Duggan

**Presiding Judge**  
(print name)



**Presiding Judge**  
(signature)

Ed Mitchell

**\*County Mayor**  
(print name)

**\*County Mayor/Official**  
(signature)

**Please email or fax this form to Anne-Louise Wirthlin at (615) 741-6285  
on or before February 15, 2018.**

**Please note that the date your re-application is received  
will be considered in the decision to award grant funding.**



**Supreme Court**  
State of Tennessee

CHIEF JUSTICE  
JEFFREY S. BIVINS

JUSTICES  
CORNELIA A. CLARK  
SHARON G. LEE  
HOLLY KIRBY  
ROGER A. PAGE

401 SEVENTH AVENUE NORTH  
NASHVILLE, TENNESSEE  
37219

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**FOR IMMEDIATE RELEASE**

January 8, 2018

**CONTACT:**

Barbara Peck

Office: 615-532-6047

[Barbara.peck@tncourts.gov](mailto:Barbara.peck@tncourts.gov)

## **AOC Funding Court Kiosks in Ten Counties**

**Nashville, Tenn.** – The Administrative Office of the Courts will provide grants to ten Tennessee counties to launch court kiosks in 2018. The court kiosks will allow court clerks and their staff to direct self-represented litigants to an on-site computer or tablet where the user can access legal information and connect with local legal resources.

“Many people with questions turn to the court clerks and court staff for answers at the courthouse,” said Marcy Eason, chair of the Access to Justice Commission. “The innovative kiosk project will assist court staff to help people by providing timely information on local legal resources in a user-friendly way.”

The kiosks will be based on the Help4TN.org platform and will be customized for each county/court. Users will be directed to local legal aid offices, local pro bono projects and clinics, court approved forms, and other resources. The court kiosk project is an initiative piloted by the Tennessee Supreme Court Access to Justice Commission. The AOC Access to Justice Coordinator is the primary contact for this project.

“The Tennessee Supreme Court is excited about this project and its potential to reach vulnerable Tennesseans where they are already going to seek legal information and connect them with much-needed legal help,” said Justice Cornelia Clark, Supreme Court Liaison to the Access to Justice Commission.

This is a reimbursement grant. Counties will purchase the equipment meeting certain specifications and will be reimbursed for the purchase. Court clerks may apply for their court only, or may partner with the other court clerks in their county and apply jointly.

To be selected, counties/court clerks' offices must agree to maintain the kiosks and work with the Access to Justice Coordinator on implementing and sustaining the kiosks, including but not limited to providing statistics on the usage of the kiosks. Court staff will be trained on how to use and market the kiosks to local Tennesseans. Internet access must be provided by the county.

Counties must also agree to the terms available on the website.

Counties wishing to apply should complete the application and return it via mail or fax to Anne-Louise Wirthlin at [anne.louise.wirthlin@tncourts.gov](mailto:anne.louise.wirthlin@tncourts.gov) or (615) 741-6285 (fax) on or before Thursday, February 15, 2018.

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# Notice of Funding Court Kiosk Project

## Help Self-Represented Litigants in Your County Receive the Assistance They Need

The Administrative Office of the Courts will provide grants to ten counties to launch court kiosks in 2018. Court clerks may apply for their court only, or may partner with the other court clerks in their county and apply jointly.

The court kiosks will allow court clerks and their staff to direct self-represented litigants to an on-site computer or tablet where the user can access legal information and connect with local legal resources.

The kiosks will be based on the Help4TN.org platform and will be customized for each county/court. Users will be directed to local legal aid offices, local pro bono projects and clinics, court approved forms, and other resources. The court kiosk project is an initiative piloted by the Tennessee Supreme Court Access to Justice Commission. The AOC Access to Justice Coordinator is the primary contact for this project.

This is a reimbursement grant. Counties will purchase equipment meeting certain specifications and will be reimbursed for the purchase by the AOC.

To be selected, counties/court clerks' offices must agree to maintain the kiosks and work with the Access to Justice Coordinator on implementing and sustaining the kiosks, including, but not limited to, providing statistics on the usage of the kiosks. Court staff will be trained on how to use and market the kiosks to local Tennesseans.

Internet access must be provided by the county. The court kiosks **cannot** connect using the State network. Counties must also agree to the terms on the

following page.

Why your county should consider applying:

-Self-represented litigants often take up the valuable time of clerks and court personnel with basic legal questions.

-Equipment specifications have been pre-screened by the AOC and Help4TN for ease of use and maintenance.

-Tech support is available to grant awardees.

-Implement a new, much needed program in your county with minimal upfront costs.

-The legal needs of many unrepresented Tennesseans go unmet, leading to untold harm in your county.

If your county would like to apply, please complete the application and return it on or before **February 15, 2018** to:

Anne-Louise Wirthlin at  
anne.louise.wirthlin@tncourts.gov  
(615) 741-6285 (fax)

# JUSTICE FOR ALL

A TENNESSEE SUPREME COURT INITIATIVE



# Court Kiosk Project Grant Terms

The court staff agrees to manage 1) setup, 2) routine maintenance, and 3) additional maintenance of the kiosk as outlined below. The courthouse agrees to keep the kiosk's printer stocked with ink and paper. Counties will be provided with up to six sets of replacement ink for the printer and up to five cases of paper as part of the grant funding.

The court staff agrees to provide an on-site person to manage technical issues with kiosk. If the court has existing IT support, it agrees to familiarize existing IT of the project so they can stay abreast of changes.

## 1) Setup of the kiosk includes:

- Ensuring the kiosk is either plugged in or connected via Wi-Fi to the courthouse internet. Note: The kiosks can't be connected through the State network. Counties/court offices must provide internet connection.
- Ensuring the kiosk is either plugged in or connected remotely to the included printer.
- The printer is setup with ink and paper.
- The kiosk has been secured so as not to be removed from the established area. A security lock will be provided as part of the grant.

2) Daily maintenance of the kiosk ensures the machine is on and functional for courthouse patrons. The following is a checklist of maintenance items to review:

- That the kiosk is on and showing the appropriate court page.
  - If there is an error listed on the correct url for the court page, the staffer will immediately contact the HELP4TN.org host at techsupport@tals.org.
- The kiosk security feature is intact and functional.
- The printing mechanism is functional.
  - There will be an error message with

instructions if the printer not working properly.

- The ink in the printer has enough ink.
  - There will be an error message with instructions if there is not enough ink.
- There is paper in the printer.
  - There will be an error message with instructions if paper needs to be refilled.

3) As with all technology, different factors will influence the functionality of the kiosk. The court staff agrees to act in good faith to ensure the kiosk is made functional again if affected by technological changes. Although this list is not inclusive, some examples of technological changes include: reestablishing the kiosk's functionality after a power outage, updating the kiosk's connectivity after courthouse network updates, responding to updates from the operating system, etc.



Laura Riley <lriley@blounttn.org>

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## cost of kiosk

Anne.Louise Wirthlin <Anne.Louise.Wirthlin@tncourts.gov>  
To: Laura Riley <lriley@blounttn.org>

Thu, Jan 11, 2018 at 10:39 AM

The equipment that was used in Marshall County and what we used to come up with the estimate are below.

Samsung - 11.6" Chromebook 3 - Intel Celeron - 4GB Memory - 16GB eMMC flash memory - Black - \$179.00  
Canon Pixma MG5720 Wireless Inkjet All-in-One - \$99.00  
Security lock to be installed per notebook - \$15.99  
Total: \$293.99

There is also money available to purchase routers and similar equipment to assist the courthouse to connect to the internet. There is approximately \$200 available per county for equipment to enable internet connection.

Please let me know if you have any questions.

Thank you,  
Anne-Louise

Anne-Louise Wirthlin  
Access to Justice Coordinator  
Administrative Office of the Courts  
511 Union Street, Suite 600  
Nashville, TN 37219  
615-741-2687  
615-741-6285 (fax)

From: Laura Riley <lriley@blounttn.org>  
To: <anne.louise.wirthlin@tncourts.gov>  
Date: 1/11/2018 8:47 AM  
Subject: cost of kiosk

Good Morning,

Do you have a cost on the cost that the County/court will have to put up front?

\*Laura Riley\*  
\*Chief Deputy of Technology\*  
\*Blount County Circuit Court\*  
\*926 East Lamar Alexander Pkwy\*  
\*Maryville, TN 37804\*  
\*865-273-5471\*