

IN THE UNITED STATES DISTRICT COURT
FOR THE
WESTERN DISTRICT OF TENNESSEE

FILED BY *fw* D.C.

05 MAR -2 PM 3:41

Re: Policies and Procedures Regarding) Administrative Order
the Filing of Social Security Appeal) No. 2006-05
Transcripts in the Western District's)
Electronic Case Filing System)
)
)

THOMAS M. GOULD
CLERK, U.S. DISTRICT COURT
W.D. OF TENNESSEE

ADMINISTRATIVE ORDER

Effective the date of this Order, transcripts in Social Security Appeals being heard in this District Court shall be filed with the Clerk of Court in paper format in either the Eastern or Western Division, as applicable. Documents being filed contemporaneously with and pertaining to such transcripts must still be electronically filed through the Court's Electronic Case Filing ("ECF") System, and it is a requirement that such electronically filed documents make reference to the separately filed paper transcripts in order to establish such paper records as being part of the official case record.

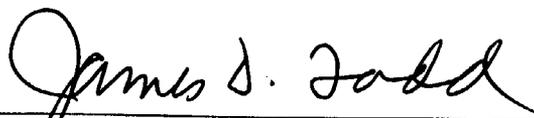
These transcripts will be *received-stamped* and noted through staff text entries in the Court's ECF System but not directly docketed in the case separate from the associated electronic document. They will become part of the official case record by virtue of the associated electronic document that had been electronically filed. These transcripts will be physically stored in the Clerk of Court's Exhibit Room but not in the public records area of the Clerk's Office. The transcripts will not be available to the public without an Order of Court, nor will they be available for viewing on the Internet as they will not be directly filed into or docketed through the ECF System.

Counsel desiring to file a Social Security Appeal transcript, effective the date of this Order, need not file a motion for leave to file these transcripts manually and may proceed to deposit such transcripts with the Clerk's Office without further Order of Court so long as a properly associated electronic document has been previously or contemporaneously filed.

The policies and procedures governing the filing of transcripts in cases other than Social Security Appeals is set forth in the Electronic Case Filing Policies and Procedures Manual available on the District Court's web site at www.tnwd.uscourts.gov.

Dated: *27 February 2006*

For the Court:



James D. Todd
Chief Judge