

2016 ELECTION DAY FILING PROCEDURES
In re: November 8, 2016

Filings Before 4:30 PM:

1. Emergency petitions should be filed electronically using CM/ECF.
2. Once papers are filed, the filer must contact the Clerk of Court or the Chief Deputy Clerk in order to set up a time for proceedings.
3. If a filer is unable to execute a filing electronically, papers must be delivered to the Clerk 's Office for manual filing.

After-Hours Emergency Filing Procedures:

1. Emergency petitions should be filed electronically using CM/ECF.
2. Once papers are filed, the filer must contact the Clerk of Court or the Chief Deputy Clerk in order to set up a time for proceedings.
3. If a filer is unable to execute a filing electronically, papers must be delivered to either the Clerk of Court or the Chief Deputy Clerk for manual filing. Arrangements for delivery of papers to the judicial officer will be completed after papers are filed.
4. It is critical that the Clerk of Court or the Chief Deputy Clerk be contacted in order for the judicial process to begin immediately.
5. A determination as to whether a matter will be decided by in-person, telephonic, or electronic proceedings will be made based on the documents submitted for filing and the nature of the relief sought.
6. All matters submitted after 4:30PM on Election Day in Jackson will be heard by Chief U.S. District Judge J. Daniel Breen and U.S. District Judge Jon P. McCalla will hear matters in Memphis.

EMERGENCY CONTACT INFORMATION:

Clerk of Court Thomas M. Gould: 901-508-7919
Chief Deputy Clerk Wendy Oliver: 901-508-8592

APPROVED:

s/ J. DANIEL BREEN
CHIEF UNITED STATES DISTRICT JUDGE
WESTERN DISTRICT OF TENNESSEE

Date: November 7, 2016