

**UNITED STATES DISTRICT COURT  
FOR THE WESTERN DISTRICT OF TENNESSEE  
2018 ELECTION DAY FILING PROCEDURES**

**In re: November 6, 2018**

**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 to schedule 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 to schedule 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. The place and time for delivery will be arranged when the Clerk of Court or Chief Deputy Clerk are contacted. 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 to initiate the judicial process 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 S. Thomas Anderson and matters in Memphis will be heard by U.S. District Judge John T. Fowlkes, Jr.

**EMERGENCY CONTACT INFORMATION:**

**Tom Gould, Clerk of Court  
901-508-7919**

**Wendy Oliver, Chief Deputy Clerk  
901-508-8592**