

**Election Day 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 for some reason a filing cannot be made electronically, papers must be delivered to the Clerk 's Office for filing.

**Election Day 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 for some reason a filing cannot be made electronically, papers must be delivered to the Clerk of Court or the Chief Deputy Clerk for filing to arrange for delivery of papers to the judicial officer.
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. Depending on the filings submitted and the nature of relief being sought, the case will be decided by in-person proceedings, by telephonic proceedings, or electronically, based on the filed papers.
6. All matters submitted after 4:30PM on Election Day will be heard and decided upon by U.S. District Judge Jon P. McCalla and Chief Magistrate Judge Diane K. Vescovo.

**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**  
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J. DANIEL BREEN  
CHIEF UNITED STATES DISTRICT JUDGE

October 6, 2015  
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Date