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To: The Metropolitan Council of Nashville  
and Davidson County

From: Maria M. Salas  
Clerk and Master

Date: August 30, 2017

Re: Annual Paper and Postage Reduction Report

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In compliance with Bill Nos. BL2008-248, BL2016-416 and BL2016-462, the Office of the Clerk and Master submits this annual report to the Metropolitan Council regarding actions taken to reduce paper consumption and postage expense. The Clerk and Master's office administers and maintains Chancery Court case files as directed by the Chancellors or required by law.

Electronic case filing became available in Davidson County Chancery Court in March, 2017, and has been widely used to date. The impact of e-filing on paper consumption and postage expense is still being reviewed. The expectation is that it will reduce both.

Most documents not e-filed in court cases are scanned into our case management system. Public records are made accessible for inspection and available for copying per statute. Documents may be sent via email to a requesting party. Copies of case filings are also available on line via a subscription service. Both the emailing and online availability of documents reduce paper usage and postage expense. Postage expense is also minimized by the mailing of certain documents only upon request, although certificate of service copies in cases are required to be mailed in many instances.

The office also minimizes the use of paper forms by having common forms and documents used in Chancery Court available on our office website. This reduces the number of copies made in office and reduces postage to mail forms.

Recycling is mandatory in our office for recyclable materials per Metro recycling guidelines. Employees are encouraged to routinely evaluate standard operating procedures to increase electronic storage and transmission of data and reduce paper consumption and postage expense.