

Fax Filing Rules

Tennessee Rules of Civil Procedure Rule 5A

Effective July 1, 2004

Clerk and Master Fax Filing No. is 615-862-5722

Faxed filings must meet the following criteria:

- All faxed filings must be on letter sized paper (8 ½ x 11 inches). No facsimile filing shall exceed ten (10) pages in length, including the cover sheet, unless authorized by the court.
- All faxed filings must include the Tennessee Courts Uniform Facsimile Filing Cover Sheet as illustrated in Rule 5A.02.
- Faxed filings may not be split into multiple facsimile transmissions.

Documents that CANNOT be fax filed:

- Any filings that incurs a filing fee and/or litigation tax such as:
 - Civil Complaints
 - Any appeal to the Chancery Court
- Summons
- Documents to be filed under seal
- Notice of Appeal
- Any pleading requiring an official seal

Clerk Procedures:

- Pleadings received by the Clerk and Master's office after 4:30 p.m. until 11:59 p.m. on days when the Clerk's office is open are filed the day of transmission.
- Pleadings received from 12:00 a.m. to 7:59 a.m. on a business day, are filed on the preceding business day.
- Pleadings received on a Saturday, Sunday or legal holiday, shall be filed on the preceding business day.

Risk of Conveying Document:

- The Sender bears the risk of conveying the document. Provisions are in the rule to remedy the filing date of unsuccessful transmissions. Please refer to T.R.C.P. 5A.03 (3).

Faxed Filing Charges:

- Each filing shall be charged the filing fee of five dollars (\$5.00) plus one dollar (\$1.00) per page of the facsimile filing (including the cover sheet).
- The fee for fax filings must be paid by the sender. It may not be taxed as court costs unless the sender is allowed to proceed on a pauper's oath. The payment for each fax filing shall be received by the Clerk and Master's office within ten (10) calendar days after the fax filing.