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To: The Metropolitan Council of Nashville
and Davidson County

From: Maria M. Salas
Clerk and Master

Date: November 12, 2019

Re: Annual Paper and Postage Reduction Report

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. This report is submitted per Ordinance No. BL2008-248, and posted on our office website in accordance with Ordinance Nos. BL2016-416 and BL2016-462.

The Clerk and Master's office administers and maintains Chancery Court case files as directed by the Chancellors and/or required by law. Electronic case filing has been available in Davidson County Chancery Court since March, 2017, and is widely used. E-filing continues to reduce the office's paper consumption and postage expense.

Online availability of public documents via our case management system also reduces paper usage and postage expense. The office continues to reduce paper 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 documents.

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