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To: The Metropolitan Council of Nashville
and Davidson County

From: Maria M. Salas
Clerk and Master

Date: September 5, 2024

Re: Annual Paper and Postage Reduction Report

The Clerk and Master's office 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 the Clerk and Master's website in accordance with Ordinance Nos. BL2016-416 and BL2016-462.

The Clerk and Master's office administers Chancery Court dockets and maintains 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. E-filing is not mandatory but is widely used by the Court and attorneys. E-filing reduces 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. Public records requests are routinely fulfilled via email, which eliminates printing and postage expense. Common forms and documents used in Chancery Court are available on the office website for download, which also reduces the number of copies made in office and the postage to mail documents.

The Clerk and Master's office also collects delinquent real and personal property taxes owed to the Metropolitan Government. Receipts for delinquent tax payments are routinely downloaded and emailed so no paper or postage is used.

Recycling is mandatory in the 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.