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To: The Metropolitan Council of Nashville  
and Davidson County

From: Maria M. Salas  
Clerk and Master

Date: September 10, 2018

Re: Annual Paper and Postage Reduction Report

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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 or required by law. Electronic case filing has been available in Davidson County Chancery Court since March, 2017, and has been 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 reduces paper usage and postage expense. The office also minimizes the use of 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.