

Facsimile Filing of Papers
Tennessee Rule of Civil Procedure Rule 5A
Effective July 1, 2004

Davidson County Clerk and Master Facsimile Filing No. is 615-862-5722

Facsimile filing procedures per T.R.C.P. 5A.02:

- A facsimile filing must be on letter-sized paper (8 ½ x 11 inches).
- No facsimile filing shall exceed fifty (50) pages in length, including the cover sheet, unless authorized by the court. A facsimile filing may not be split into multiple facsimile transmissions to avoid this page limitation.
- A facsimile filing must include the Tennessee Courts Uniform Facsimile Filing Cover Sheet.
- The filing of the original document shall not be required after facsimile filing.

Documents that shall not be filed by facsimile per T.R.C.P. 5A.02(4):

- Any filing for which a filing fee and/or litigation tax must be paid, such as a Complaint.
- A summons.
- Any pleading or document requiring an official seal.
- A document to be filed under seal.

Effect of facsimile filing per T.R.C.P. 5A.03:

- A facsimile transmission received by the Clerk and Master's office after 4:30 p.m. until 11:59 p.m. CT on a day when the office is open for filing shall be deemed filed as of that business day.
- A facsimile transmission received from 12:00 a.m. to 7:59 a.m. CT on a business day shall be deemed filed on the preceding business day.
- A facsimile transmission received on a Saturday, Sunday or legal holiday or other day the office is closed shall be deemed filed on the preceding business day.
- The sender bears the risk of using facsimile transmission to convey a document for filing. Please refer to T.R.C.P. 5A.03(3) for provisions regarding an unsuccessful or incomplete transmission.

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Facsimile Filing Service Charge per T.R.C.P. 5A.04:

- The sender of a facsimile transmission shall pay to the Clerk and Master a service charge for each facsimile filing of five dollars (\$5.00) plus one dollar (\$1.00) per page of the facsimile filing (including the cover sheet).
- Payment of the facsimile service charge, accompanied by a copy of the facsimile filing cover sheet, shall be received by the Clerk and Master's office within ten (10) calendar days after the facsimile filing.
- The facsimile service charge shall be paid by the sender and shall not be taxed as court costs, unless the sender has been allowed to proceed on a pauper's oath.