

Instructions For Transferring Non-Davidson County Cases To The Business Court

1. Within 60 days of the date of service on a defendant of a complaint filed in a Tennessee county other than Davidson County, Counsel and self-represented parties (hereinafter referred to collectively as “Counsel”) may complete the form *Request For Designation to the Business Court* (can be downloaded at <http://chanceryclerkandmaster.nashville.gov/>) and send it, along with a copy of the complaint, to the Davidson County Clerk and Master’s Office at 1 Public Square, Suite 308, Nashville, TN 37201. Email addresses of Counsel shall be included. The submission of the *Request* certifies that the case meets the eligibility criteria and that all parties have consented to waive venue.
2. Once received, the Davidson County Clerk and Master’s Office delivers the *Request* and complaint copy to the Judge who fills out the bottom portion of the *Request* and submits it to the Chief Justice of the Tennessee Supreme Court.
3. Upon receiving the *Request*, the Chief Justice issues an Order either transferring or denying transfer of the case to the Business Court.
4. If the Chief Justice grants the *Request*, the Davidson County Clerk and Master’s Office shall open a file for the transferred case, enter the Chief Justice’s Order in the case file, and shall promptly send a copy of the Order to the clerk of the county in which the complaint was originally filed, and to Counsel. In such cases, the litigants shall pay the applicable transfer fee pursuant to Tennessee Code Annotated section 8-21-401. The Judge shall arrange with Counsel for copying of the case file and its filing with the Davidson County Clerk & Master’s Office.
5. If the *Request* is denied, the Chief Justice shall send the Order to Counsel.