

Instructions for Transferring Davidson County Chancery Court Cases To The Business Court

1. Within 60 days of the date of service on a defendant of a complaint filed in Davidson County Chancery Court, 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 file it with the Davidson County Clerk and Master’s Office at 1 Public Square, Suite 308, Nashville, TN 37201. The filing of the *Request* certifies that the case meets the eligibility criteria.
2. Once filed, the Davidson County Clerk and Master’s Office delivers the *Request* 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, and transmits the Order for entry by the Davidson County Clerk and Master’s Office and notice to Counsel.
4. If the Chief Justice grants the *Request* and transfers the case to the Business Court, the Davidson County Clerk and Master’s Office designates the case as having been transferred to the Business Court.