

PUBLIC NOTICE



Estes Kefauver Federal
Building and U.S. Courthouse
801 Broadway, Suite 800
Nashville, Tennessee 37203

To: Members of the Bar and all CM/ECF Filers

From: Lynda M. Hill, Clerk of Court

Date: April 1, 2022

Re: Communications with the Court

Recently, the Court has experienced an increase of email communications from members of the bar requesting that the Court take action in a pending case. This Notice serves as a reminder that written communication with and requests for action by the Court should be in the form provided for in the Federal Rules of Civil Procedure and the Local Rules and filed on the Court's docket. Judges' staff will occasionally communicate with counsel or parties by e-mail or telephone regarding purely administrative matters such as scheduling. In the rare instances when non-administrative written correspondence with the Court is permitted, directed, or invited by the Court, a copy of the correspondence must be served on opposing counsel unless the communication has been designated as *ex parte* (for example, in the submission of settlement conference statements or materials for *in camera* review), and the correspondence will be filed on the Court's docket.