

MAR 23 2020

Thomas M. Gould, Clerk  
U. S. District Court  
W. D. OF TN, MemphisUNITED STATES DISTRICT COURT  
FOR THE WESTERN DISTRICT OF TENNESSEE

In Re: CLOSURE OF JACKSON, TN )  
FEDERAL COURTHOUSE ) Administrative Order No. 2020-14

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On March 12, 2020, Tennessee Governor Bill Lee declared a state of emergency over concerns related to the Coronavirus Disease 2019 ("COVID-19") and on March 13, 2020, President Donald J. Trump declared the COVID-19 outbreak a national emergency. The Western District of Tennessee has not been immune to the COVID-19 outbreak and the Court continues to closely monitor the spread of the disease within its boundaries. In light of the ongoing risks presented by the COVID-19 outbreak, in accordance with guidance from the Centers for Disease Control and Prevention and federal, state, and local public health authorities, and due to adverse exigent health circumstances;

**IT IS ORDERED** that with the concurrence of the judicial officers of the Western District and GSA, effective at 2:00 PM today, March 23, 2020, the Federal Courthouse located at 111 South Highland Avenue, Jackson, Tennessee, 38301, will close to the public and will remain closed until further order of Court.

Until further notice, attorneys and parties with access to CM/ECF are encouraged to use it for the submission of all filings. Any unrepresented litigants with access to email are encouraged to submit their filings at this email address: [Intaketnwd@tnwd.uscourts.gov](mailto:Intaketnwd@tnwd.uscourts.gov). Any unrepresented litigants who do not have access to email are advised to submit their filings via U.S. mail to the following address:

U.S. Clerk of Court's Office  
111 South Highland Avenue  
Room 262  
Jackson, TN 38301

If you have a Court appearance, appointment, or were otherwise scheduled to appear in the Federal Courthouse, you should proceed as follows:

- If you are represented by an attorney, please contact your attorney;
- If you are an attorney or pro se litigant and you are scheduled to appear in court before a judge, please contact (731) 421-9204 (primary) or (731) 421-9212 (secondary);

- For all other matters or questions, please contact the Clerk's Office at (731) 421-9204 (primary) or (731) 421-9212 (secondary);

The ongoing scope of Court proceedings and activities are still being evaluated.

FOR THE COURT this 23rd day of March, 2020,

s/ S. Thomas Anderson  
S. THOMAS ANDERSON  
CHIEF, UNITED STATES DISTRICT JUDGE