



TNWB Clerk's Office News

July 2025

Office Locations

Western Division:

200 Jefferson Ave

Suite 500

Memphis, TN 38103

Eastern Division:

111 South Highland Ave

Room 107

Jackson, TN 38301

731-421-9300

Upcoming Holidays

Labor Day -- September 2nd

Columbus Day -- October 14th

Veteran's Day -- November 11th

Thanksgiving Day -- November 28th

Christmas Day -- December 25th

The Clerk's Office will be closed on these holidays. For additional closures please refer to our website.

www.tnwb.uscourts.gov

Construction / Remodeling Taking Place at the Jackson Courthouse

Beginning the week of June 23rd, the Bankruptcy Court Clerk's Office in Jackson will be undergoing some construction and remodeling work. As always, the clerk's office will remain open to the public during normal business hours. The work is expected to take several weeks and there will be a period of time when our Intake counter on the first floor will be inaccessible; however, we will be available to serve the public at the US District Court Intake counter on the second floor of the Courthouse in room #262 during this time.

Community Outreach

TNWB Outreach Team Serves Local Communities

The Tennessee Western Bankruptcy Court (TNWB) Outreach Committee, made up of employees from both court divisions, continues to support the community with compassion. This outreach effort is part of the court's motto, "One Court in Two Locations," emphasizing service both inside and outside of the court system.

On April 22, 2025, Judge Jennie D. Latta and the TNWB Outreach Committee volunteered at the Catholic Charities of West Tennessee Outreach Kitchen in Memphis. The team helped serve brown bag lunches to over 180 people. Special thanks were given to Mandy, Mark, and Jesse from Catholic Charities, and to Calidus (Western Division Building Management) for contributing snacks for the lunches.

On Thursday May 22, 2025, members of the Jackson Clerk's Office delivered 48 snack packs to the local Boys and Girls Club in Jackson. The Boys and Girls Club is a national organization that provides a safe place for children, caring mentors, and life-enhancing programs for kids and teens by way of after school programs and summer camps. The snack packs were designed to provide healthy, kid-friendly, and easy to prepare snacks to students at risk of hunger, particularly over the weekends when school meals are not available.

The Boys and Girls Club has several locations all over West Tennessee; however, the Jackson Clerk's Office made their donation to the Lexington Avenue site in Jackson as it was noted as the first official site in the city. We also want to give a big thank you to Sabrina Anderson the director of the Boys and Girls Club and her staff for all the hard work they do for children within our community.

Bankruptcy rule changes and form updates for 2025/2026

Effective December 1, 2025:

Rules: 3002.1 (Payment Change Notice), 8006 (Record Transmission)

Forms: 4102, 410C13 series (M1, M1R, N, NR, M2, M2R)

Effective December 1, 2026:

Rules: 1007 (Schedules), 3018 (Plan Acceptance), 5009 (Discharge), 9006 (Time), 9014 (Contested Matters), 9017 (Evidence), New Rule 7043 (Witnesses)

Form: 410S1 (Statement of Financial Affairs)

For full details, visit: [Pending Rules and Forms Amendments](#)

<https://www.uscourts.gov/forms-rules/pending-rules-and-forms-amendments>

Judge's Appointment

The Honorable JENNIE D. LATTA is appointed to serve as Chief Judge of the U.S. Bankruptcy Court for TNWB for an additional year to complete a term of five years.

[Judge's Appointment order](#)

Employee Spotlight: Carolyn Avery

Carolyn Avery is our employee spotlighted for this quarter. She holds the position of Financial Administrator and has been with our court for 44 years! She has one son and two grandchildren.

Favorite food: Ice cream and cookies

Ideal weekend: Sitting in the backyard watching the hummingbirds fight, the redbirds, bluebirds, and goldfinches feed, the squirrels trying to steal the bird food, and all the other critters that may run by.

Best advice: If you can't say anything nice, don't say anything at all.

Safe Space:

Electronic Filing Scam Targets Attorneys [Electronic Filing Scam Targets Attorneys](#)

<https://www.uscourts.gov/data-news/judiciary-news/2024/11/06/electronic-filing-scam-targets-attorneys>

FPS Personal Safety and Security Series [Your Safety Our Priority | Homeland Security](#)

<https://www.dhs.gov/publication/your-safety-our-priority>

Heat Safety Tips www.ready.gov/heat