

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TENNESSEE
OFFICE OF THE CLERK

The following procedures will be followed in connection with the retirement or separation of an Assistant U.S. Attorney or Federal Defender Services attorney:

1. The USAO/FEDSET will notify the Clerk's Office as early as possible of the retirement or separation. Notification should be sent to the Division Manager and include the effective date.
2. On the effective date, the Clerk's Office will update the user account for the attorney to
 - a) Add "former AUSA" or "former AFD" after the attorney's last name.

ECF Civil Criminal Query

Maintain User Account

Last name Edwards, former AUSA First name Meredith

- b) Update the email address for the user using the appropriate email address:
USATNE.ECFUnassigned@usa.doj.gov
TNE-Unassigned@fd.org

USATNE.ECFUnassigned@usa.doj.gov

Should this e-mail address receive notices? Yes No

How should notices be sent to this e-mail address? Per Filing Summary Report

In what format should notices be sent to this e-mail address? HTML Text

Should this e-mail address receive general announcement notices from this court? Yes No

- c) Remove password for attorney under "Maintain User Accounts."
Note: ECF will regenerate a new password.

More User Information for Meredith Edwards

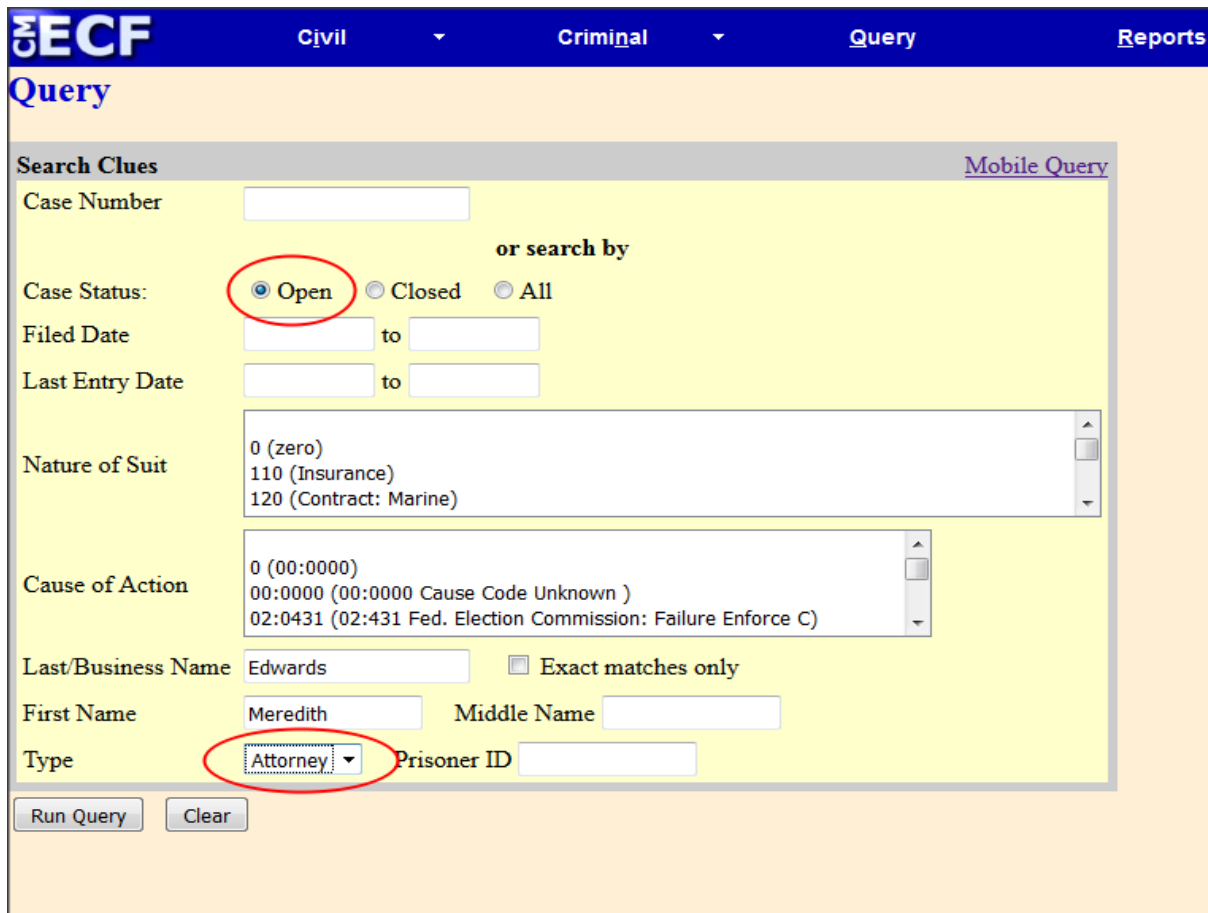
Login

Password

minimum 8; upper- & lower-case letters; include digit or special character

Prid 12498862

3. The Clerk's Office will run a report of all *pending* cases in which the departing attorney is of record:



The screenshot shows the ECF Query interface. At the top, there are tabs for "Civil", "Criminal", "Query", and "Reports". The "Query" tab is active. Below the tabs, the "Query" section is highlighted in yellow. It contains several search filters:

- Case Number:** An empty text input field.
- or search by:** A section with three radio buttons: "Open" (selected and circled in red), "Closed", and "All".
- Filed Date:** Two empty text input fields separated by "to".
- Last Entry Date:** Two empty text input fields separated by "to".
- Nature of Suit:** A dropdown menu with options: "0 (zero)", "110 (Insurance)", and "120 (Contract: Marine)".
- Cause of Action:** A dropdown menu with options: "0 (00:0000)", "00:0000 (00:0000 Cause Code Unknown)", and "02:0431 (02:431 Fed. Election Commission: Failure Enforce C)".
- Last/Business Name:** A text input field containing "Edwards" and a checkbox for "Exact matches only".
- First Name:** A text input field containing "Meredith".
- Middle Name:** An empty text input field.
- Type:** A dropdown menu with "Attorney" selected and circled in red.
- Prisoner ID:** An empty text input field.

At the bottom of the search area, there are two buttons: "Run Query" and "Clear".

The report will be emailed to the USAO/FEDSET division supervisor with instructions to have another attorney file a Notice of Appearance and to have a Notice of Withdrawal under LR 83.4(f) filed as to the departing attorney. Set a tickler to follow up and confirm this has been done.

4. In *closed* cases, upon electronic service to the unassigned email duty box, the USAO/FEDSET should immediately file a notice of appearance.

5. If the retired/separated attorney intends to continue practicing law in this court as a private attorney, the attorney must apply for admission and register for a new CM/ECF account.