

ANNUAL REPORT TO THE METROPOLITAN COUNCIL  
FOR PAPER AND POSTAGE REDUCTION BY  
METROPOLITAN GENERAL SESSIONS COURT  
FY 2018-19

September 11, 2019

To: Ms. Elizabeth Waites,  
Metropolitan Clerk  
Nashville-Davidson County

In compliance with Metro Ordinance BL2008-248, General Sessions Court took the following actions concerning reducing paper consumption and postage expenses in FY 2019:

1. As we have for the past nine fiscal years, all print orders including paper are reviewed and handled by the Court Administration office. As a result, our printing expenditures have been reduced by over 10% from FY 14 to FY 19.
2. The Court's 2018 Annual Report (for the 11th consecutive year)--we continued the development of this report "in-house" and still minimized the number of hard copies ordered and continue to distribute this report via a web link.
3. The Metro Postal Service expenditures have significantly dropped for General Sessions Court over the last several years. As a result of continued use of Metro email, the Metro Postal Service no longer bills our Department.
4. Our Court's Probation Department has significantly reduced the use of paper in their case management system of managing almost 2,000 cases. Effective October 1, 2017, all staff began operating paperless. We started this gradual transition in December 2012. As a result we are ordering far fewer file folders, paper and other office supplies. When I arrived here on October 1, 2012, our 22 four-drawer lateral file cabinets were filled with numerous other files placed in storage boxes. Now, we have 13 empty four-drawer lateral file cabinets with several empty drawers in the remaining nine cabinets. By the end of calendar year 2021, it is planned that all file cabinets will be empty with all case material scanned into our database, thereby allowing us to permanently maintain documents. Presently, we utilize electronic signatures for Judges and Probation Officers for Orders of Probation. Clients currently hand-sign the Order of Probation and we must print it to scan into our database. We have projects in the pipeline with Justice Integrated Services (JIS) that once completed, will nearly eliminate the need to print paperwork. These projects include electronic signatures for clients, creating PDF documents from our database to email to our clients, and the use of tablets by Probation Officers.

Should there be any questions concerning this report, please contact me.

Sincerely,



Warner Hassell  
Court Administrator  
Metropolitan General Sessions Court