MAY 0 9 2016

IN THE UNITED STATES DISTRICT COURT

FOR THE WESTERN DISTRICT OF TENNESSEE

Thomas M. Gould, Cleri U. S. District Court W. D. OF TN, Memphis

In Re:	Protocols for Docketing Criminal)	Admin. Order No. 2016 - 20
	Judgments Imposing Restitution)	
	Payments)	
)	

The Court has adopted the following protocols for preparing and docketing criminal judgments imposing victim restitution payments.

- (1) Criminal judgments imposing restitution payments will no longer include the addresses of restitution victims although the names of restitution victims may be included along with information about a victim's Total Loss, the Restitution Ordered and the Priority of Percentage applicable to each victim.
- (2) The U.S. Probation Office will provide to the Clerk's Office via the Case

 Manager handling each criminal case the names and addresses of all restitution victims

 for each case where restitution is imposed. This information will be provided on a

 Notification Form developed by the U.S. Probation Office and the Clerk's Office.
- (3) The Case Manager will file this Notification Form <u>under seal</u> in the applicable case docket so that the names and addresses of restitution victims become part of the case record but in a manner that precludes public access.
- (4) By virtue of this Administrative Order, the Notification Form, once docketed, will be deemed to have been incorporated by reference in full into the criminal judgment as if the names and addresses of restitution victims had been set forth therein, and the Clerk is

hereby authorized to rely on these names and addresses in regard to the preparation and mailing of restitution checks in each criminal case imposing restitution payments.

ENTERED THIS THE _____DAY OF MAY, 2016.

CHIEF, UNITED STATES DISTRICT JUDGE