



UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF TENNESSEE

## CLERK'S OFFICE TELEPHONE DIRECTORY

### CLERK OF COURT OFFICES

Memphis Division 901-495-1200  
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 Jackson Division 731-421-9200

### ADMINISTRATION

Clerk of Court, Wendy R. Oliver 901-495-1200  
 Chief Deputy Clerk, Kadzban 901-495-1209  
 Deputy in Charge, Eastern Division, Cassandra Ikerd 731-421-9200  
 Assistant to the Clerk of Court, Donna Hankins 901-495-1235  
 Administrative Manager, Tracy Wherry 901-495-1229

### COURTROOM & INTERPRETER SERVICES

Courtroom and Interpreter Services, Joe 901-495-1242  
 Audio Visual and Courtroom Technology, Nathan or Mark 901-495-1224 or 1275

### COURT REPORTERS

Covey, Candace 901-495-1216  
 Gibons, Tina 901-495-1538  
 Heasley, Kristi 731-421-9237  
 Marshall, Lashawn 901-495-1534  
 Mayo, Lisa 901-495-1537  
 Phillips, Cathy 901-495-1535  
 Wardlaw, Polly 901-495-1536

### ELECTRONIC FILING (CM/ECF)

Training and Registration, Venita 901-495-1232  
 Help Desk Email: [cmecfhelpdesk@tnwd.uscourts.gov](mailto:cmecfhelpdesk@tnwd.uscourts.gov)

### CASE RECORDS

Record Requests and Inquiries 901-495-1200  
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### FINANCIAL UNIT

Finance Manager, Andy 901-495-1219  
 Finance Supervisor, Shaune' 901-495-1240  
 CJA Administrator/Financial Technician, Daria 901-495-1365  
 CJA Administrator/Financial Technician, Jeff 901-495-1237

### HUMAN RESOURCES

Human Resource Officer, Phyllis 901-495-1227

### JURY ADMINISTRATION

Memphis Division, Willie 901-495-1500  
 Jackson Division, Shurlyn 731-421-9200  
 Juror Information Toll Free Number (Recording) 800-596-3354

### NATURALIZATION CEREMONIES

Naturalization Coordinator, Jean 901-495-1212

### PROCUREMENT/SPACE & FACILITIES

Administrative Supervisor, Lee 901-495-1226  
 Procurement, James 901-495-1225

### EVENTS

Special Events Coordinator, Jean 901-495-1212