

**ROANE COUNTY CLERK AND MASTER
200 E. RACE STREET, SUITE 12
KINGSTON TN 37763
PHONE: (865)376-2487
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Frank V. Williams, III
Chancellor

Shannon Conley
Clerk & Master

NOTICE

December 14, 2020

Due to rising numbers of positive cases for COVID-19 in the County and in compliance with Tenn. Supreme Court Order No. ADM2020-0428 filed 4/24/2020, or as updated, as well as Local, State and Federal Orders;

The Clerk and Master's Office for Roane County is **OPEN** by appointment only beginning December 14, 2020 and continuing until further orders of the Court. **If needing to meet with a clerk in person, make a payment on taxes or court costs; please call (865)376-2487 for an appointment.**

Necessary transactions should be forwarded to the Clerk and Master's office using regular mail, fax filing or drop box on the first floor of the Courthouse until further orders of the Court. **PLEASE PLACE A POST IT NOTE ON YOUR DOCUMENTS YOU ARE FILING WITH THE TIME OF FILING, ADDRESS AND PHONE NUMBER IF USING DROP BOX IN CASE WE HAVE ANY QUESTIONS.**

Thank you

Shannon Conley, Clerk and Master