STATE OF MISSISSIPPI JUDICIARY
ADMINISTRATIVE OFFICE OF COURTS

TO: Chancery and Circuit Court Clerks

FROM: Katharine Surkin, Director, Administrative Office of Courts

DATE: November 12, 2026

RE: Planned MEC Outage: December 23, 2026 at 5:00 p.m. through January 4, 2027 at 8:00 a.m., to implement judicial redistricting

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To comply with the statutory requirements of Senate Bill 2768 and House Bill 1544 (2025 Regular Session), which redistrict the chancery and circuit court districts as required by Article 6, Section 152 of the Mississippi Constitution, all Mississippi Electronic Courts (MEC) trial court systems must be taken offline for a required administrative shutdown from **5:00 p.m. on Wednesday, December 23, 2026, until 8:00 a.m. on Monday, January 4, 2027** (Central Standard Time).

The new districts take effect January 1, 2027. Moving cases, documents, and users to the new districts cannot be done while the system is in use, and the holiday period is the only window long enough to finish before the new districts take effect.

Every chancery, circuit, and county court is affected, whether or not your district changed. The district courts share databases, and county courts are housed on the circuit court district servers, so all of them must be taken down together.

Supreme Court Order

On November 4, 2026, the Mississippi Supreme Court entered an Administrative Order (No. [2026-AD-00001-SCT, Serial 265183]) setting procedures for the chancery, circuit, and county courts during the shutdown. The order covers how your office accepts, file-stamps, and enters filings during and after the shutdown, and the procedures in this notice follow it. Please keep a copy of the order at your counter for attorneys and the public.

How much time this covers

The shutdown spans 11 calendar days but only four business days: Monday, December 28, through Thursday, December 31. Your office should accept all paper filings on these days.

As custodians of the court record, please note that neither your office nor the public will have access to MEC records during the outage. That includes the public terminals in your office and remote access through PAMEC. Records requests received during the outage will need to wait until January 4.

What to do before 5:00 p.m. on December 23

- **Print what you will need.** Print dockets and case documents for any hearings or matters scheduled the week of December 28th, and anything your office will need to answer questions that week.
- **Pending e-filings are safe.** Filings submitted up to the moment the system goes offline will be migrated.
- **Post a notice for the public.** A short notice for your counter, door, or website is at the end of this memo.

During the outage

Your office remains the place of filing. Attorneys and self-represented parties will file on paper at your counter.

- **File-stamp every document with the date and time you receive it.** That filed date is what will be entered in MEC on January 4.
- **Keep outage filings together, in the order received,** so they can be entered efficiently when the system returns.
- **New cases:** Accept complaints and filing fees as usual. When you open the case in MEC on January 4 using the actual filed date, MEC will assign the case number for that date automatically. A complaint filed December 28, 2026, will receive a 2026 case number.
- **Summonses and subpoenas:** Issue them conventionally, as you do now, and upload copies when the system returns.
- **Time-sensitive matters:** If a filing needs a judge's attention before January 4, the filer should file it with you first and then hand-deliver or email a copy to chambers. Orders a judge signs on paper during the outage will come to your office to be file-stamped and entered on January 4. If an order or filing must reach the parties before then, serve it conventionally and note the method of service in the record.
- **Emergency matters:** If there is an emergency and a file is required from MEC, call or email the MEC Helpdesk and they may be able to provide the file to you on a case-by-case basis.

On Monday, January 4

When MEC comes back online, please enter outage filings before new work, in this order:

1. Orders signed by the judge(s) during the outage, and any emergency or time-sensitive filings
2. New cases
3. All other filings, oldest filed date first

Enter every document with its stamped filed date, not the date you enter it. When each filing is docketed, MEC will send a Notice of Electronic Filing, which serves registered attorneys.

What MEC is doing

MEC staff will handle every part of the transition. 14 of the 20 chancery court districts and 14 of the 23 circuit court districts are affected by redistricting. For those districts, MEC will migrate all users, cases, case assignments, dockets, documents, and settings to the correct district servers before January 4.

If your county moved to a different district, your MEC login will work in your new district, but your desktop bookmark to MEC will not. On January 4, update your bookmark to your new district's MEC site. Call the MEC Help Desk if you need help with this.

On January 4, log in, check that your cases, dockets, and users look right, and report any problems to the MEC Help Desk.

Questions and updates

MEC Help Desk: 601-576-4650 or helpdesk@mec.ms.gov. Updates and announcements, including any change to the schedule, will be posted at mec.ms.gov.

Thank you for your patience and assistance with this transition.

Notice to the public:

Electronic court records unavailable December 24 – January 4. The Mississippi Electronic Courts (MEC) system will be offline from 5:00 p.m. Wednesday, December 23, 2026, until 8:00 a.m. Monday, January 4, 2027, while new court districts are put in place. During this time, court records cannot be viewed here or online. This office remains open on regular business days, and filings will be accepted on paper and stamped with the date received. For updates, visit: mec.ms.gov