

eCourts FAQs for Attorneys: Court Procedures

Updated January 2023



Type	Question	Response
Courtroom Practices	Will the lawyers be expected to bring any paper docs to court? Should the lawyers bring paper docs as backup "just in case" there's some problem?	It is not expected for the attorneys to bring paper docs to court as all case files will be done electronically. See #37 on the FAQ for Attorneys posted at the following link: https://www.nccourts.gov/documents/publications/ecourts-faqs-for-attorneys-bar-qa . If an attorney would like to access Portal to view cases and documents, they can bring a laptop to access Portal in the courtroom from their device (laptop / phone). *Devices should be able to connect wirelessly in the court facility. **Devices should be sufficiently charged because generally power outlets are not available in the courtroom. Current plans include providing tablets for attorneys or self-represented litigants who need to access information in Portal.
Criminal Cases	How will an attorney make an appearance in a criminal case? Ex: Currently, in traffic court, an attorney who represents a client, shows up and writes his/her name on the shuck and that is their notice of appearance; they're being told they will have to file a notice of appearance for every case. Completing a notice of appearance such as the AOC Notice of Appearance by Counsel form is not efficient.	G.S. 15A-141 lists the five ways for an attorney to enter a criminal proceeding. Odyssey has a mechanism in place for the clerk to record an attorney making an appearance in court similar to how a clerk would write the attorney on the shuck.
Criminal Cases	How are notices of judgments sent to combined records for calculation of appropriate jail credit, especially for people who are receiving time served sentences in order to process them out in a timely fashion?	Per 7A-109.3 for a District Court case, the clerk has 48 hours to submit a signed order of commitment. For Superior Court cases, the clerk has 72 hours. Since the local sheriff's office and DPS do not have access to Odyssey, commitment orders will still be a paper copy.

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Criminal Cases	How are we to know in the system whether a Motion to Continue was attributed the Defense, the State, the Court, or a Joint Motion? Will there be additional notes/comments regarding last markings? (This is a very important part of Wake County District Court Criminal practice).	There is an option to select if the continuance is requested by the state or by the defense. Odyssey contains a NOTE function that a Judge can put a NOTE on who to attribute the motion to continue. Portal does not display Odyssey notes.
Courtroom Practices	How do attorneys and litigants review Orders from the judge before signing?	The Judge will prepare, sign, and serve a copy to both parties.
Courtroom Practices	How are documents signed in the courtroom?	If there is a signature pad in the courtroom, litigants may sign this way but they will not see the actual document unless displayed on a large screen. For waiver, etc., there will be laminated forms for litigants to read and attest to on the electronic signature pad.
Exhibits	How will exhibits handed up during court be logged?	The case-specific log that used to be the G-150 can be logged in the Exhibits tab of the Odyssey case.