



ADMINISTRATIVE OFFICE OF THE COURTS

PO BOX 2448, RALEIGH, NC 27602
O 919-890-1000

NOTIFICATION REPORT

Date _____

Number of pages (including cover sheet) _____

To: _____

From: _____

AOC - Micrographics Office

County: _____

Office: 919-890-1380

Subject: NOTIFICATION REPORT FOR FOLDER NO. _____

Message: _____

We have reviewed 10% of the above folder to assist you in complying with the procedures set out in the Rules of Recordkeeping, Rule 2, Scanning Procedures. All documents should be reviewed by the clerk's office to assess the images for errors.

- ☐ Folder Received and Audit Approved
☐ Folder Received and Corrections Required
☐ No Certificate of Authenticity

Please note the page numbers for the files/documents that need corrective actions are on the attached reports. Some corrections will require rescanning and others will only require renaming. These are specifically detailed on the attached reports. The clerk shall be responsible for correcting any errors before the paper records are destroyed or returned to the filer.

Once you have completed your corrections, please complete and email this sheet to the Micrographics Office at MicrographicsQA@nccourts.org.

All corrections have been completed on: (date) _____

Are corrected files rescanned on the same Folder No.? ☐ Yes

If not, please write the new Folder No. where the corrections will be scanned: _____

Operator Name: _____

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NOTIFICATION REPORT FILES REQUIRING RESCANNING

COUNTY: _____

FOLDER NO.: _____

[illegible]

NOTIFICATION REPORT

FILES REQUIRING RENAMING

COUNTY: _____

FOLDER NO.: _____

[illegible]