

NORTH CAROLINA
COUNTY OF WAKE

IN THE GENERAL COURT OF JUSTICE
DISTRICT COURT DIVISION
FILE NO. _____

In the matter of:

**NOTICE OF ENTRY
OF APPEARANCE**

Pursuant to Rule 6.7 of the “Tenth Judicial District Family Court Local Rules for Juvenile Delinquency & Undisciplined Proceedings,” the undersigned private counsel certifies that he/she has notified the court-appointed counsel and the Juvenile Court Clerk of his or her appearance in the case.

Private Attorney Contact Information

Mailing Address: _____

Telephone Number: _____

Cell Phone Number: _____

Email Address: _____

Courthouse Box Number: _____

This the ____ day of _____, 20__.

Signature of Private Counsel

RULE 6 RESPONSIBILITIES OF ATTORNEYS

6.1 An attorney who represents a party in a matter scheduled on the Juvenile Court Docket shall appear at calendar call for the session in which the matter is docketed unless excused by the presiding Juvenile Court Judge or by agreement of all the parties.

6.2 An attorney who has a conflict in another Court shall comply with the relevant rules relating to priority, and it shall be the responsibility of the attorney to keep the courtroom Juvenile Court Clerk informed of his or her location at all times. Attorneys shall be familiar with Rule 3.1 “Guidelines for Resolving Scheduling Conflicts” of the North Carolina General Rules of Practice for the Superior and District Courts. In resolving court conflicts, Juvenile Court shall take priority over all other District Court matters. Abuse/Neglect/Dependency and Delinquency/Undisciplined cases have equal priority.

6.3 Any attorney who is unable to be present in court by reason of some extenuating circumstance such as vacation, illness, or court conflict shall be responsible for notifying the courtroom Juvenile Court Clerk in advance and either: (1) resolving the conflict with the presiding Juvenile Court Judge and the assigned Assistant District Attorney prior to the scheduled court date, or (2) finding a qualified replacement attorney from the approved list of attorneys who will agree to appear and represent the juvenile in court. If the attorney chooses the second option and locates a replacement attorney, the attorney shall provide sufficient background information about the case to enable the replacement attorney to effectively represent the juvenile.

6.4 Any attorney who makes an appearance in a Juvenile Delinquency or Undisciplined proceeding shall provide the courtroom Juvenile Court Clerk with a cell phone number, pager number, or other mechanism for contacting the attorney when his or her presence is needed in court.

6.5 An attorney who enters an appearance or accepts an appointment in a Juvenile Delinquency or Undisciplined case shall continue to represent the juvenile throughout all stages of the proceedings (including but not limited to, first appearances, secured custody reviews, transfer hearings, probable cause hearings, adjudication, disposition, probation violations, motions for review, etc.) as long as the juvenile continues under the jurisdiction of the Court unless allowed to withdraw by the Court.

6.6 Leave of Court to withdraw from representation in a case shall only be granted for compelling reasons.

6.7 When an attorney is privately retained after an attorney has been appointed by the Court or the Public Defender, the retained attorney shall immediately notify appointed counsel and the Juvenile Court Clerk of his or her appearance in the case. Notice to the Juvenile Court Clerk shall be in writing using the appropriate approved local form [**WAKE-JUV(D&U)-02**].