

ADMINISTRATIVE ORDER
11TH JUDICIAL DISTRICT
DISTRICT COURT
CALENDAR DISTRIBUTION RULES

1. **PREPARATION**. Civil District Jury, Non-Jury, Equitable Distribution, Clean-up and any other court calendars designated by the Chief District Court Judge will be prepared by the Chief District Court Judge's office.
2. **DISTRIBUTION**. *Attorneys*: Distribution of the calendars to the attorneys and the presiding judge shall be by posting the calendars on the Internet at www.nccourts.org (<http://www1.aoc.state.nc.us/wee/calendars/Civil.html>) four (4) to six (6) weeks prior to the court date. *Pro se litigants*: A letter will be mailed to pro se litigants (a) listing the internet link to the calendar; and, (b) instructions on how to have a calendar mailed to them if they do not have internet access.
3. **SUBSCRIPTION**. Each civil calendar posted to nccourts.org will be directly emailed to all subscribers.
 - a. Each attorney in the 11th Judicial District is advised to "subscribe" to all counties (Lee, Harnett and Johnston) within the district.
 - b. Any attorney, or pro se litigant, who notifies the Chief District Court Judge's office, in writing, advising that they do not have internet access, shall be mailed a printed calendar by the Chief District Court Judge's office.
4. **MAILING LABELS**. Mailing labels will automatically be printed for the calendars from information entered into VCAP.

Date: Oct. 19, 2011

Albert A. Corbett, Jr.
Chief District Court Judge

AAC/ldw
nccourts.org