To: Presiding Case Management Judge
Superior Court Judges' Office
910-475-3017

From: Defense Counsel _____
_____

Cc: District Attorney's Office
117 Dick Street, Suite 427
Fayetteville, NC 28301

I will be unavailable for Administrative Court for the following reasons:

(1) _____ Secured Leave
(2) _____ Medical/Illness
(3) _____ Court: _____
_____
(4) _____ Other: _____
_____

MONDAY – Motions/Judgment/Extradition/Third Setting Cases (Please Print or Type)
(BE SURE TO MARK WHETHER DEFENDANT WAS NOTIFIED TO BE IN COURT)

Entry # / Calendar	Defendant	Defendant Notified? (Yes/No)	File No.	ADA	Action To Be Taken (Re-Set, Cont'd, Set Plea Date)

TUESDAY – Sex Offender Hearings/Misdemeanor Appeals/Second Setting Cases **(Please Type or Print)**
(BE SURE TO MARK WHETHER DEFENDANT WAS NOTIFIED TO BE IN COURT)

Entry #	Defendant	Defendant Notified? (Yes/No)	File No.	ADA	Action To Be Taken (Re-Set, Move to 3rd, Set Plea Date)

WEDNESDAY – First Settings Cases **(Please Type or Print)**
(BE SURE TO MARK WHETHER DEFENDANT WAS NOTIFIED TO BE IN COURT)

Entry #	Defendant	Defendant Notified? (Yes/No)	File No.	ADA	Action To Be Taken (Re-Set, Move to 2nd, Set Plea Date)