

TCA USE ONLY			
<input type="checkbox"/> AM	<input type="checkbox"/> JU	<input type="checkbox"/> CW	<input type="checkbox"/> NB

**WAKE COUNTY CIVIL SUPERIOR COURT  
CALENDAR REQUEST**

_____	FILE NO. _____ CVS _____
vs.	SESSION BEGINNING: _____ *
_____	<i>*Consult the session calendars for available dates and deadlines prior to submitting this request</i>

<b>MOTION(S) / OTHER:</b>
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**(1) COMPLETE #1-5 BELOW AND SIGN**

1. Date Motion filed (*motion will not be calendared until it has been filed*): \_\_\_\_\_
2. Approximate hearing time: \_\_\_\_\_ day(s), \_\_\_\_\_ hour(s), \_\_\_\_\_ minutes.
3. Have you conferred with all parties involved?     YES     NO
4. Have all parties agreed to the requested date?     YES     NO
5. Special request: \_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Plaintiff | <input type="checkbox"/> Attorney for Plaintiff |
| <input type="checkbox"/> Defendant | <input type="checkbox"/> Attorney for Defendant |

Print Name: _____	
Phone Number: _____	Email: _____
Address: _____	

**(2) SUBMIT REQUESTS TO TCA**

**EMAIL (*preferred method*): [calendarrequestswake@nccourts.org](mailto:calendarrequestswake@nccourts.org)**  
MAIL: PO Box 1916, Raleigh, NC 27602; or FAX: (919) 792-4951

**(3) SEND A COPY OF THIS REQUEST TO ALL PARTIES / ATTORNEYS – List their names and addresses below**

<input type="checkbox"/> Plaintiff	<input type="checkbox"/> Attorney for Plaintiff	<input type="checkbox"/> Plaintiff	<input type="checkbox"/> Attorney for Plaintiff
<input type="checkbox"/> Defendant	<input type="checkbox"/> Attorney for Defendant	<input type="checkbox"/> Defendant	<input type="checkbox"/> Attorney for Defendant
Name: _____		Name: _____	
Address: _____		Address: _____	
Phone Number: _____		Phone Number: _____	

**NOTE: The submission of a calendar request to the TCA's office *does not guarantee* a setting on the requested session. Please check the published calendars <http://www.nccourts.org/County/Wake/Calendars> to verify your court date(s).**