

**AMENDED  
RULES OF PRACTICE AND  
CASE MANAGEMENT PLAN  
FOR THE FORSYTH COUNTY CIVIL  
DISTRICT COURT FOR CHAMBERS HEARINGS**

- I. DEFINITION OF CHAMBERS HEARINGS**
- II. DISTRICT COURT JUDGES CHAMBERS HEARINGS**
- III. MISCELLANEOUS RULES AND PROCEDURES FOR "CHAMBERS HEARINGS"**

**I. DEFINITION OF CHAMBERS HEARINGS:**

- A. Under these rules of practice, Chambers Hearings shall consist of the following:
  - 1. Custody claims.
  - 2. Child Support claims.
  - 3. Post-Separation Support claims.
  - 4. Motions to Modify Custody, Child Support. and Post-Separation Support.
  - 5. Attorney fee motions not heard with the case will be set before the hearing Judge at his or her discretion
  - 6. Non-Jury Alimony claims.
- B. No ED Motions or trials shall be heard in Chambers Hearings.

**II. DISTRICT COURT JUDGES CHAMBERS HEARINGS-.**

- A. ONE WEEK CHAMBERS HEARINGS SESSIONS
  - 1. Effective July 6, 1999, there shall be a weeklong chambers rotation each and every week.
  - 2. In addition to the weeklong chambers rotation, the Forsyth County Chief District Court Judge shall schedule every fourth week a one week session of civil court for the hearing of "Chambers Hearings."
  - 3. Calendar requests shall be required to schedule cases for each of these sessions. A Notice of Hearing should also be served if required by the North Carolina Rules of Civil Procedure.
  - 4. The Presiding Judge shall call the calendar at 9:00 A.M. on Thursday of the week session. At the calendar call, the Judge shall set times for each "Chambers Hearing" to be heard during the upcoming week.
  - 5. The Presiding Judge, in his or her discretion, shall conduct pre-trial conferences the Monday morning of each one-week session.

Unless the Presiding Judge otherwise directs, "Chambers Hearings" during the one-week sessions shall begin on Mondays at 9:30 A.M.

6. To schedule a "Chambers Hearing" during the one-week sessions, the moving party shall file a calendar request with the Forsyth County Civil Case Manager and serve it upon the opposing party. A Notice of Hearing may also be served.
7. There shall be a printed calendar in the District Court Administrative Office on the Thursday before the Monday of each one-week session of court.

### **III. MISCELLANEOUS RULES AND PROCEDURES FOR "CHAMBERS HEARINGS":**

A. The District Court Judge's Case Manager shall keep and maintain the calendars for all chambers hearings.

B. The rules of Custody Mediation are in full force and effect in Forsyth County North Carolina for all "Chambers Hearings" and Trials involving custody claims.

1. The Forsyth County Mediation Rules are incorporated herein by reference.
2. Attorneys and parties shall set and schedule mediation dates at the same time they schedule "Chambers Hearings."
3. To schedule dates and times for custody mediation, attorneys and parties shall complete and fill out the date and time of their custody claims in the mediation calendar that is kept and maintained in Room 427 on the 4th floor of the Hall of Justice.
4. While "Chambers Hearings" may be scheduled prior to the completion of Custody Mediation, custody mediation must be completed according to the above mentioned custody mediation rules and procedures prior to a District Court Judge beginning a Chambers Hearing" on custody issues.
5. Attorneys shall deliver copies of all Custody Orders to the Forsyth County Custody Mediator, on the same date that they file the signed and entered Custody Order with the Forsyth County Clerk of Court.

C. By agreement of the parties and pursuant to Rules 23 and 23.1 of the North Carolina Superior and District Court Rules, chambers hearings may be conducted by Summary Trial at the discretion of the Judge.

D. The Chief District Court Judge, enacts the following Local Rules and Forms approved by the North Carolina Bench/Bar Committee in 1996 and 1997.

1. See the following Local Rules and Forms attached hereto: (The following forms are available only in Adobe Acrobat (.pdf) format. The free Adobe Acrobat Reader is needed to access .pdf documents. The free download is available at

<http://www.adobe.com/prodindex/acrobat/readstep.html>

- a. Local Rule regarding Employer's Affidavits in child support, post-separation support and alimony cases with employer's affidavit form.

- b. Local Rule for the use of Financial Affidavits with earning information and Financial Affidavit forms.
- c. Local Form for Subpoena to Produce Documents and sample letter.

This the 17th day of May, 2000.

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Chief District Court Judge