

STATE OF NORTH CAROLINA  
20A JUDICIAL DISTRICT  
COUNTY OF STANLY

THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION

## ORDER ADOPTING LOCAL RULES

The attached Local Rules are hereby adopted effective January 1, 2016, and shall apply to all cases filed on or after that date and, insofar as practical, to all pending cases.

These Rules supersede all previous rules for civil and domestic cases in the District Court Division of the 20A Judicial District.

It is so ordered, this the 30th day of December, 2015.

*William C. Tucker*  
WILLIAM C. TUCKER  
CHIEF DISTRICT COURT JUDGE  
20A JUDICIAL DISTRICT

**TWENTIETH JUDICIAL DISTRICT  
FAMILY COURT DOMESTIC RULES**

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## **RULE 1: GENERAL**

- 1.1 Purpose.** The purpose of these Rules is to provide a framework for the fair, just, and timely resolution of legal problems affecting families and children in this district, whether court intervention is initiated by a family member or a governmental agency.
- These Rules are to complement the North Carolina Rules of Civil Procedure, North Carolina Rules of Evidence, and General Rules of Practice for Superior and District Courts.
- 1.2 Party without an attorney must comply.** Parties and attorneys shall comply with these Rules. Although a party is not required to have an attorney, any party who is not represented by an attorney must comply with these Rules, the Rules for Civil Procedure and Rules of Evidence.
- 1.3 Application.** It is recognized that these Rules are not complete in every detail and will not cover every situation that may arise. In the event that these Rules fail to address a specific matter, they should be construed in such a manner as to avoid technical or unnecessary delay and to promote the ends of justice. The Family Court Administration Staff is authorized to act in his/her discretion subject to consultation with the presiding judge or the Chief District Court Judge in applying these Rules.
- 1.4 Forms.** Except where specifically required herein, where local forms are required by these Rules, counsel or pro se parties may use either the forms provided or a form of their own which substantially corresponds to the specified court form.
- 1.5 Citation.** These Rules and all amendments hereafter shall be filed with the Clerk of Superior Court of each county in the 20A Judicial District and the Administrative Office of the Courts. These Rules may be cited accordingly as **20A Judicial District Family Court Domestic Rules 20A (20FCDR)**.
- 1.6 Availability of Rules.** The Family Court Administration Staff shall distribute a copy of these Rules and any subsequent amendments to each member of the Bar of the 20A Judicial District via email. The local rules can be found on the [www.nccourts.org](http://www.nccourts.org) website under Stanly County.
- 1.7 Goals.** Family Court strives to, among other things:
- incorporate administrative practices which promote fair, effective, and efficient resolution of family legal issues;
  - provide appropriate dispute resolution services as alternatives to the adversarial process;
  - ensure that participants are treated with dignity, respect, and courtesy; and
  - assure uniform delivery of professional services.
- 1.8 Attorney Fees.** Hearing upon requests for attorney fees shall, upon the request of the moving party, be conducted immediately after the hearing on the issue to which the attorney fees apply, and the court may consider the attorney's time and appropriate rate

upon affidavit thereafter submitted, provided upon request opposing party shall have the opportunity to contest such affidavit.

## **RULE 2: FILINGS IN FAMILY COURT**

- 2.1 Filing.** An original and one copy of a completed AOC Cover Sheet (Form #1) shall accompany the filing with the Clerk of Superior Court of any complaint, motion, answer, response, etc., pursuant to Rule 5 of the General Rules of Practice, except for the following cases: involuntary commitments, domestic violence, IV-D, U.R.E.S.A., U.I.F.S.A., and Clerk's automatic child support enforcement cases. The Clerk of Superior Court shall provide a case number at the time of an initial filing and place the number upon the summons. All subsequent pleadings and papers filed with the Clerk and all subsequent communications to opposing counsel or parties or court personnel shall contain the proper case number. **Scheduling by Case Coordinator.** All motions and hearings shall be scheduled by the Case Coordinator. The Case Coordinator or the court shall schedule the case for the next appropriate court event as may be necessary based on the issues raised in the pleadings. No court date shall be set until a pleading is filed.
- 2.2 Emergency or Ex Parte Matters.** Whenever possible, Emergency or Ex Parte Matters shall be brought before the judge then assigned to handle civil matters in the county where the action is pending.

## **RULE 3: GENERAL RULES FOR SCHEDULING CASES**

- 3.1 Case Tracking.** The Family Court Administration Staff shall establish and maintain a case tracking system pursuant to Rule 2(c), General Rules of Practice for Superior and District Courts, and in accordance with these Rules as approved by the Chief District Court Judge. The Family Court Administration Staff shall schedule family court cases for court events as may be necessary and appropriate based on the issues raised in the pleadings. The Family Court Administration Staff shall inform the parties or their attorneys of scheduled events.
- 3.2 Status or Pretrial Conferences Required.** The case manager shall schedule Family Court cases not otherwise exempted herein for appropriate status or pretrial conferences and shall inform the parties or attorneys. The following matters do not require status or pretrial conferences unless ordered by the Court in an individual case: uncontested divorces, hearings to show cause, hearings for temporary or emergency relief, attorney fees, domestic violence, U.I.F.S.A., IV-D, or child support enforcement.
- 3.3 Notice.** The Case Coordinator shall publish and distribute calendars as provided in these Rules, which shall constitute adequate Notice. Matters may be added to the calendar after it has been prepared only with permission of the judge assigned to hold court that term based on notice to opposing party or counsel and the Case Coordinator and an opportunity to be heard, and requesting party shall be responsible for notifying opposing party or counsel if the matter is calendared.

- 3.4 Upcoming Court Events.** In all actions with pending issues, there shall be scheduled a next court date for the upcoming court event that may be appropriate in the case: initial scheduling conference, status or interim pretrial conference, pretrial hearing, final pretrial conference, or trial. The Case Coordinators will review and monitor pending actions; and in any case without a properly scheduled court event, the Case Coordinator shall schedule the case for a status conference or as otherwise appropriate to ensure that the Court addresses matters in a timely manner. Scheduling Orders are encouraged; however, trial dates are confirmed only when set at the final pretrial conference.
- 3.5 Consolidated Cases.** When cases have been consolidated for trial, they will be regarded as one case for calendaring purposes and will appear under the oldest case number. A copy of the order consolidating the cases for trial shall be filed in all pertinent court files, and all pleadings or documents filed thereafter shall be captioned with the oldest file number only.
- 3.6 Required Court Appearances.** The attorneys of record and all unrepresented parties, shall be present and ready to proceed as scheduled when a case is noticed for a conference, pretrial hearing, or trial (See Rule 16 regarding continuances and conflicts). If the attorneys and parties are not present and ready to proceed and have failed to notify the court of an emergency or conflict which would preclude the attorney or party from being present, the Court may impose sanctions for failure to comply with these Rules. See Rule 20.
- 3.7 Settlement of Contested Issues.** Parties are encouraged to engage in settlement discussions at every opportunity. The Family Court recognizes the importance to the family of bringing closure to these disputes and the responsibility of the court to assist the parties in resolving these disputes. Parties and attorneys are required to appear at scheduled court events as noticed unless otherwise ordered by the court. If a resolution of the relevant issues is reached prior to the time of court, the attorneys and the parties may, as follows:
- appear as scheduled and read the terms of the agreement into the record. Another court date will be scheduled and an appropriate Order shall be prepared, signed, and filed with the Court prior to or at that proceedings; or
  - be released from appearance if a Memorandum of Judgment/Order (Form 12) has been executed and signed by the parties, their attorneys, and the assigned Judge. Another court date will be scheduled and an appropriate Order shall be prepared, signed, and filed with the Court prior to or at that proceedings; or
  - be released from appearance if an appropriate Order is prepared, signed by the parties and their attorneys, and the assigned Judge, and filed prior to the time of Court.
- 3.8 Motions.** Any motion, including all discovery and non-evidentiary motions, shall be set for hearing by the Case Coordinator.

**3.9 Motions in the Cause for Contempt.** All motions for Orders to Appear and Show Cause for contempt shall be submitted to the court for consideration. Whenever possible, motions to issue show cause orders shall be brought before the judge then assigned to handle civil matters in the county where the action is pending. Upon issuance of the Order to Appear and Show Cause, the Case Coordinator shall set the case on for hearing without a pretrial conference. Notice shall be contained in the Order to Appear and Show Cause.

**3.10 Motions for *Ex Parte* Orders.** Motions for *Ex Parte* orders shall be submitted only for such emergency circumstances as are allowed by the Rules of Civil Procedure, statute or other law.

1. Motions for *Ex Parte* orders shall be submitted in writing to the court, and the motion and all documentation submitted in support of the same shall be filed in the court file.
2. If a party is represented, reasonable steps shall be taken to contact counsel for the opposing party before an *Ex Parte* motion is submitted. When seeking an *Ex Parte* ruling, parties shall inform the court of the identity of any opposing counsel. Before considering a request for an *Ex Parte* ruling, the court shall inquire about the existence of any opposing counsel and of steps taken to advise opposing counsel in advance of the *Ex Parte* contact. *Ex Parte* Orders shall be in writing and shall include the date, time and place such order is scheduled for review.
3. At the review of the *Ex Parte* Order the Moveant shall be limited to presentation of the same affidavits used to obtain the *Ex Parte* Order, and Respondent may present testimony by affidavits and/or by live testimony. These affidavits need not be served in advance, but Moveant will be allowed at least 20 minutes to review them before the hearing. The review hearing shall be limited to one hour. Each party shall be allocated one half of that time [thirty (30) minutes] to be used for cross-examination of the opposing party, presentation and cross-examination of Respondent's witnesses, and opening and closing statements. Examination of the child is in the discretion of the presiding judge, and the time involved will come out of the party's respective times. The court shall limit the issues to only the issue of whether the *Ex Parte* Order should have been granted, and the Judge will either (a) sustain the *Ex-Parte* Order, (b) sustain and then modify the *Ex-Parte* Order, or (c) vacate the *Ex-Parte* Order, or (d) vacate the *Ex-Parte* Order and then enter such orders as the circumstances of the case render appropriate. Affidavits shall comprise no more than 25 pages, with margins, spacing, and font size according to the standards of the North Carolina Court of Appeals, and there shall be a page break between each affidavit. Documentary evidence attached to affidavits shall not count against such page limitation. If both parties agree, the hearing shall be in lieu of the temporary hearing.
4. If any *Ex Parte* communication with a Judge occurs, then the attorney or party must promptly deliver a written copy of such communication to the opposing party or counsel by the same means used to deliver the communication to the Judge, i.e.: hand delivery, facsimile, express mail or otherwise.

- 3.11 Calendar Request.** An attorney of record may request that a case be placed on a non-jury trial calendar by filing a *Request For Setting* with the Clerk of Superior Court and delivering a copy to the Case Coordinator and to opposing counsel or parties of record not later than four (4) weeks before the session begins.
- 3.12 Jury.** Issues to be determined by a jury in any domestic case shall be scheduled for trial at the final pretrial conference.
- 3.13 Peremptory Hearings:** Requests for a peremptory setting for matters shall be submitted to the Case Coordinator in writing using the *Request for Peremptory Setting* form (FORM # 4) with a simultaneous copy sent or delivered to the opposing party or counsel. The opposing party or counsel shall respond to the Family Court Administration Staff within seven (7) days if they oppose the request for peremptory setting or date sought. When consented to, after receiving a response from the opposing party or counsel, or after ten (10) days whichever comes first, the Family Court Administration Staff shall place the request before the Judge who shall render his or her decision. A peremptory setting shall be granted only for good and compelling reason. The Judge's decision shall be transmitted to the moving party who shall then notify the opposing party or counsel.
- 3.14 Calendars.** The schedules for Family Court Civil sessions shall be posted in the Family Court Administration Staff's Office and on the Internet, and a Notice of Hearing shall be mailed by the Family Court Administration Staff to unrepresented parties. Attorneys of record shall be delivered notice of the Internet posting either by mail, e-mail, or by notice placed in the attorneys' mail basket in the Clerk's office.

#### **RULE 4: TEMPORARY OR INTERIM HEARINGS ON AFFIDAVITS**

- 4.1 Temporary Hearings.** Temporary hearings shall include hearings of request for temporary custody or visitation, temporary child support, post-separation support, and interim partial distributions pursuant to NCGS §50-20(i1). When a temporary hearing for child custody or visitation is prayed for in the complaint, the attorney requesting such hearing must notice opposing counsel and the Family Court Administration Staff before it will be placed on a court docket.
- 4.2 Parties and Their Attorneys.** Parties and their attorneys, if any, shall be present at the hearing.
- 4.3 Temporary Hearings.** Temporary hearings shall be limited to one hour. Each party shall be allocated one half of that time [thirty (30) minutes] to be used for cross-examination of the opposing party, and opening and closing statements. Examination of the child in a temporary custody hearing is in the discretion of the presiding judge, and the time involved will come out of the party's respective times. Affidavits shall comprise no more than 25 pages, with margins, spacing, and font size according to the standards of the North Carolina Court of Appeals, and there shall be a page break between each affidavit. Documentary evidence attached to affidavits shall not count against such page limitation.

- 4.4 Affidavits.** Affidavits shall be filed and served by both parties by noon on Tuesday the week before the week in which the hearing is scheduled.

Should the supporting spouse in a post-separation support matter file affidavits alleging marital misconduct on the part of the dependant spouse, dependant spouse may file and serve by 5:00 p.m. on Tuesday the week before the week in which the hearing is scheduled affidavits alleging marital misconduct on the part of the supporting spouse.

Rebuttal affidavits shall be filed and served by noon on Thursday the week before the week in which the hearing is scheduled.

Affidavits shall be made on personal knowledge, shall set forth such facts as would be admissible in evidence, and shall show affirmatively that the affiant is competent to testify to the matters stated therein.

Late affidavits shall be sealed when filed, and shall not be considered except upon a finding of exigent circumstances. Upon such finding of exigent circumstances, opposing party shall be allowed reasonable time to file rebuttal affidavits. Affidavits not considered shall be returned to the submitting party.

Service of Affidavits. Service of Affidavits may be by actual delivery, fax, or mail; however, service of affidavits by mail requires an additional three (3) days.

- 4.5** Pretrial Conferences are not required prior to temporary hearings unless ordered by the Judge.

## **RULE 5: CHILD CUSTODY AND VISITATION**

- 5.1 Temporary Hearing on Affidavits.** Either party or attorney may file a Request for Setting for a temporary hearing on affidavits on the issue of custody or visitation. Upon request, the Family Court Administration Staff will schedule a hearing on affidavits at the assigned judges next available court date, on the issue of temporary custody or visitation and inform the parties or their attorneys of the date, time and place of the hearing. The temporary hearing may be heard before the answer or responsive pleading is filed.
- 5.2 Mandatory Child Custody and Visitation Mediation.** The purpose of the Child Custody and Visitation Mediation program is to provide the services of a skilled Mediator to the parties involved in a custody and visitation dispute. The goal of the program is to reduce stress and anxiety experienced by children in separation and divorce by furnishing an alternate means for the parties to resolve their disputes. This program helps the parties focus on parenting their children during this stressful period by recognizing and planning for the needs of their children. A successful mediation will help the parties put a Parenting Agreement in writing, assist them in resolving future problems without recourse to the courts, and reduce the re-litigation of custody and visitation disputes.



- 5.3 Participation.** The parties to any custody and/or visitation case, including initial filings and modifications, shall participate in mandatory mediation prior to any pretrial conference or trial of these issues, unless exempted by the court.
- 5.4 Parties Included.** The parties named as the plaintiff and defendant in the filing are required to attend orientation and at least one mediation session. The presence of other parties at the sessions will be allowed only with the consent of the parties involved and at the discretion of the Mediator. The Mediator shall set the rules of behavior for the presence of other parties at his/her discretion. Parties are not to bring any children to the orientation and/or mediation session.
- 5.5 Attendance.** The parties to any custody and/or visitation case must attend and participate in the orientation session and at least one mediation session to fulfill the Court's order to participate in mediation. If a party fails to participate in accordance with the Local Rules, the case will be closed in mediation and referred to the Family Court Administration Staff. The Mediator will utilize Form Med-G, *Mediation Outcome*, to update the Case Coordinator and attorneys.
- 5.6 Scheduling.** Upon filing a complaint or motion for custody or visitation or a modification to a custody or visitation order, the moving party shall register the parties involved for a mediation orientation upon the filing by utilizing the Custody Mediation Orientation Calendar found in the Clerk's office. The moving party shall serve upon the opposing party and counsel the pleading and the *Notice for Custody Mediation Orientation* (Form Med-A) that identifies the orientation date. Parties should be noticed at least ten (10) days prior to mediation orientation. Should the moving party fail to schedule mediation orientation upon the filing, this failure will be reported to the Chief District Court Judge's Office.
- The Mediator will schedule subsequent mediation sessions with the parties at the time of orientation by providing a *Notice of Custody Mediation Conference* (Form Med-C).
- 5.7 Expedited Mediation.** In some cases, the parties may be best served by attending orientation/mediation immediately. A written request for expedited mediation, *Stipulation For Expedited Mediation* (Form Med-D), signed by both parties and/or their attorneys and forwarded to the Mediator will waive the group orientation requirement. The attorneys or parties should contact the Mediator to schedule an expedited appointment that will include both a mini-orientation and a mediation session.
- 5.8 Waiving the Custody Mediation Process.** In some instances, mediation may not be appropriate or in the best interest of the parties or their children. In these instances, a party may move to waive mediation for "good cause" and good cause is defined as including, but not limited to the following in General Statute 50-1(c): "showing of undue hardship to a party; an agreement between the parties for voluntary mediation, subject to court approval; allegations of abuse or neglect of the minor child, allegations of alcoholism, drug abuse, or spouse abuse; or allegations of psychological, psychiatric, or emotional problems." Parties desiring an exemption shall complete and submit a *Motion*

*For Exemption From Mediation* (Form Med-E) to the Case Coordinator for the Chief District Court Judge to review. The Chief District Court Judge will make a decision based on the submission without a hearing. The Court's Decision will be recorded on the *Order As To Exemption From Mediation* (Form Med-F). If exempted, the Case Coordinator will calendar the case. If it is not exempted, refer to Rule 5.6 for scheduling mediation orientation.

- 5.9 Full Parenting Agreements.** If the parties are able to reach a full parenting agreement, the Mediator will prepare a draft and distribute copies to all parties and their attorneys. A time will be scheduled with the parties to return to sign the final draft, usually within twenty-one days. Final signed agreements shall be presented to the Court. The Court shall review each agreement signed by the parties, and, if appropriate, make the parenting agreement an Order of the Court by signing the *Order Approving Parenting Agreement*. The Mediator will file the final Order and Parenting Agreement with the Clerk of Superior Court, and distribute copies to the parties and counsel. The Mediator will update the Case Coordinator by utilizing *Mediation Outcome* (Form Med-G).
- 5.10 Partial Parenting Agreements.** If a partial agreement is reached, the Mediator will prepare a final draft of the partial agreement and follow the process set out in Rule 5.9. The Mediator will notify the Case Coordinator by utilizing *Mediation Outcome* (Form Med-G), identifying the issues that are to be heard by the Court.
- 5.11 Temporary Parenting Agreements.** If the parties wish to agree to temporary stipulations, the Mediator shall prepare an agreement for a specified period of time. The signing of the agreement will follow the process set out in Rule 5.9. The Temporary Parenting Agreement will address the issue of what happens when the agreement expires, according to the parties' wishes. It is the responsibility of the parties, not the Mediator, to initiate any follow-up appointment.
- 5.12 No Agreement Reached in Mediation.** If the parties fail to agree, the Mediator will notify the Family Court Administration Staff, who will schedule the case for trial. Attorneys will also be notified by utilizing "*Mediation Outcome*" (FORM MED-G).
- 5.13 Modifications.** If the parties previously attended an orientation, the moving party is responsible for contacting the Mediator to schedule a mediation appointment. The Mediator will notify the other party and arrange for a mutually convenient time for a mediation appointment. If the parties have not previously attended a mediation orientation, the moving party shall follow the instructions as outlined in Rule 5.6. If the last orientation that was attended is over 3 years then the parties have to re-attend an orientation session.
- 5.14 Mediation Termination.** The Mediator, in her/his discretion, may terminate the mediation if the Mediator receives information during the course of the mediation that indicates continuing mediation would be inappropriate for reasons of safety, welfare, or significant psychological dynamics. The Mediator will then report to the attorneys and

Case Coordinator that no agreement was reached, and the Case Coordinator will calendar the case.

- 5.15 Closure of Mediation.** A case will be considered closed in mediation once the parties have reached an agreement, attended orientation and at least one mediation session without an agreement, reached a consent order through their attorneys, voluntarily dismissed, or if the case has been exempted from mediation. If a consent order has been reached or the case has been voluntarily dismissed, the moving party shall provide appropriate documentation to the Mediator. The Case Coordinator will not calendar for court any custody or visitation complaint that has not been closed in mediation.
- 5.16 Inadmissibility.** All verbal or written communications from either or both the parties to the Mediator or between the parties in the presence of the Mediator made in a proceeding pursuant to these Rules are absolutely privileged and inadmissible in Court. Neither the Mediator nor any party or other person involved in mediation under these Rules shall be called to testify as to communications made during or in furtherance of such mediation sessions, provided there is no privilege as to communications made in furtherance of a crime, implied threat or fraud.
- 5.17 Correspondence with Attorneys.** The Mediator will deliver any written communication to attorneys by using the attorney boxes located in the courthouse. If this method is unavailable, the Mediator will forward any written correspondence by U.S. mail.
- 5.18 Implementation.** Custody mediation was initiated in Stanly County on October 4, 1999.

## **RULE 6: CHILD SUPPORT**

- 6.1 Financial Affidavit.** The party filing a complaint or motion seeking the establishment of child support or the modification of an existing order for child support must attach at filing and serve upon the opposing party or attorney a completed *Financial Affidavit* (Form #8) with the complaint or motion.

The opposing party or attorney shall file and serve upon the moving party or attorney the completed *Financial Affidavit* upon the earlier of (1) the filing of the answer or responsive pleading, (2) no later than 30 days of service upon the nonmoving party in a situation where no responsive pleading is required, or (3) noon on Thursday the week before the week in which the hearing is scheduled.

- 6.2 Proof of Income.** The opposing party or attorney shall file and serve before such hearing copies of such party's pay stubs for the preceding two (2) months (or other documentation of such party's income) and such party's latest federal tax return (including all schedules, W-2's & 1099'S).

- 6.3 Hearing on Affidavit for Temporary Child Support.** Either party may file a Request for setting for a hearing on affidavits on the issue of temporary child support. Upon request, the Family Court Administration Staff will schedule a hearing on affidavits on the issue of temporary child support and inform the parties or their attorneys of the date, time, and place of the hearing. The temporary hearing may be heard before the answer or responsive pleading is filed.
- 6.4 Family Court Administration Staff.** The Family Court Administration Staff will schedule permanent child support as soon as possible following the resolution of custody and/or visitation.

## **RULE 7: POST-SEPARATION SUPPORT AND ALIMONY**

- 7.1 Financial Affidavit.** The party filing a complaint or motion seeking the establishment of post-separation support and alimony or the modification of an existing order for post-separation support and alimony must attach at filing and serve upon the opposing party or attorney a completed *Financial Affidavit* (Form #8) with the complaint or motion.

The opposing party or attorney shall file and serve upon the moving party or attorney the completed *Financial Affidavit* upon the earlier of (1) the filing of the answer or responsive pleading, (2) no later than 30 days of service upon the nonmoving party in a situation where no responsive pleading is required, or (3) noon on Thursday the week before the week in which the hearing is scheduled.

- 7.2 Family Court Administration Staff.** The Family Court Administration Staff shall set the issue of post-separation support for hearing at the assigned judges next available court date once service is perfected. The temporary hearing may be heard before the answer or responsive pleading is filed.
- 7.3 Family Court Administration Staff.** The Family Court Administration Staff shall set alimony issues for a status conference within ninety (90) days of the filing of the complaint or motion.

## **RULE 8: EQUITABLE DISTRIBUTION**

- 8.1 Equitable Distribution Inventory Affidavit: Moving Party.** The moving party asserting a claim for equitable distribution shall serve the opposing party or counsel with the pleading asserting equitable distribution. *The Equitable Distribution Inventory Affidavit* is intended to aid the parties and the Court in determining the net marital and separate estates of the parties.
- 8.2 Equitable Distribution Inventory Affidavit: Opposing Party.** Within 60 days after filing the request for equitable distribution, the party requesting shall file with the court and serve upon the opposing counsel or party an *Equitable Distribution Inventory*

*Affidavit*. Within 30 days after being served, the opposing party shall file with the court and serve upon the opposing counsel or party an *Equitable Distribution Inventory Affidavit*.

**8.3 Interim Distribution.** If a party moves for an Interim Distribution pursuant to NCGS 50.20(i1), the party shall contact the Family Court Administration Staff who will schedule an Interim Distribution hearing before the assigned Judge within thirty (30) days of the filing of the complaint or motion. The temporary hearing may be heard before the answer or responsive pleading is filed.

**8.4 Status Conference.** The Family Court Administration Staff shall schedule a status conference which will occur within 120 days of the date the pleading was filed.

The Rules of North Carolina Supreme Court implementing settlement procedures in equitable distribution and other family financial cases shall be followed.

The purpose of the status conference is to ensure that the case is proceeding toward resolution in a timely and orderly fashion. At the status conference the Case Manager will confirm that each party has completed and filed his or her *Equitable Distribution Inventory Affidavit*. At the status conference an Order of Reference will be entered designating the method of ADR to be employed, the Neutral who will conduct the ADR and the deadline for the completion of the ADR process (within 90 days of the status conference). The Order will also set the date for an interim pretrial conference approximately ninety (90) days following the status conference and a final pretrial conference approximately one hundred and twenty (120) days following the status conference, and a trial date approximately 150 days following the status conference, or 270 days from the date of the initial filing.

**8.5 Attendance at Status Conference.** The attorneys of record and all unrepresented parties, shall attend the status conference unless the Court waives attendance after determining in advance of the status conference, as follows:

1. Each party has completed and served the other party with the ED Inventory Affidavit, and
2. The parties have submitted to the Family Court Administration Staff the completed appropriate form, signed by the parties setting forth their chosen method of ADR, and
3. A signed Consent Order, approved by the Court, setting forth a discovery schedule.

**8.6 Failure to Attend.** Failure to attend the status conference or pre-trial conference, failure to properly complete, including amendments or supplements, file and exchange ED Inventory Affidavits may result in an immediate hearing. At the hearing the Judge may impose sanctions as permitted by law against the non-complying party, parties, or

attorneys of record, and may order limitation or exclusion of the responsible party's proffered testimony (either written or oral).

**8.7 Reference.** In any equitable distribution claim, the Court may, in its discretion, and pursuant to Rule 53 and Rule 16(a)(5) of the North Carolina Rules of Civil Procedure, order a reference before proceeding further, or before entering final judgment. The Court may provide for the apportionment of the costs of said references, filing deadlines, and scope as it deems to be in the furtherance of the disposition of the claim.

**8.8 Amendments/Supplements to Equitable Distribution Inventory Affidavit.** All discovery in Equitable Distribution matters should be exchanged by 5:00 p.m. one week prior to the scheduled mediation date. If new materials surface in the week prior to the mediation, they will be forwarded within one business day of their receipt.

**8.9 Equitable Distribution Pre-Trial Order.** No later than seven (7) days prior to the equitable distribution pre-trial conference, the party initially requesting equitable distribution shall file and serve a proposed *Equitable Distribution Pre-Trial Order* (FORM #15) accurately combining the contentions of the parties as set forth in their Affidavits as amended and supplemented. At the equitable distribution pre-trial conferences the parties and the Court will sign an *Equitable Distribution Pre-Trial Order* which shall be binding on the parties at trial, unless an amendment by the Judge is allowed.

## **RULE 9: SHARING OF INFORMATION IN JUVENILE AND FAMILY COURT CASES**

**Designated Agencies.** WHEREAS, N.C.G.S. 7B-2901 generally requires that records of all Juvenile cases alleging abuse, neglect, or dependency be kept confidential.

WHEREAS, N.C.G.S. 7B-3100 allows the Chief District Court Judge to adopt rules designating certain local agencies that are authorized to share information regarding abused, neglected, and dependent juveniles. Therefore, the undersigned, as Chief District Court Judge, order the following:

1. Agencies so designated shall share with one another, upon request, and to the extent permitted by Federal law and regulations, information that is in their possession that is relevant to any assessment of a report of child abuse, neglect, or dependency, or the provisions or arrangement of protective services in a child abuse, neglect, or dependency case by a local Department of Social Services pursuant to the authority granted under Chapter 7B of the General Statutes, or to any case in which a petition is filed alleging that a juvenile is abused, neglected, dependent, undisciplined, or delinquent.

2. Agencies so designated shall continue to share with one another until the Protective Services Case is closed by the local Department of Social Services, or if a petition is filed when the juvenile is no longer subject to the jurisdiction of Juvenile Court.

3. Agencies that may be designated as “agencies authorized to share information “include the following facilities in Judicial District 20A catchment area:

A. Mental Health, Substance Abuse, Intellectual Disability, and Developmental Disability treatment facilities and providers that have met the North Carolina Division of Health Service Regulation, Mental Health licensure and certification requirements;

B. Local Health Department of Stanly County;

C. Local Department of Social Services in Stanly County;

D. Local Law Enforcement Agencies in Stanly County;

E. Local School Administrative Units in Stanly County;

F. The District Attorneys’ Office in Stanly County; the District Attorneys are authorized to disclose or release among agencies; however, unlike the other designated agencies, nothing herein shall be deemed to require the disclosure or release of any information in the possession of the District Attorneys;

G. The Division of Juvenile Justice of the Department of Public Safety in Stanly County;

H. The Office of the Guardian ad Litem Services of the Administrative Offices of the Courts in Stanly County;

I. The Section of Community Corrections of the Division of Adult Corrections of the Department of Public Safety;

J. Butterfly House or any authorized Child Medical Evaluation provider;

K. Stanly Regional Medical Center, BHCAC Medical Team;

4. Any information shared among agencies pursuant to this Order shall remain confidential, shall be withheld from public inspection, and shall be used only for the protection of the juvenile and others, or to improve the educational opportunities of the juvenile.

5. This Order does not supersede any Federal restrictions on the release of confidential information.

## **RULE 10: JUVENILE ABUSE, NEGLECT, AND DEPENDENCY CASES**

### **Rule 10.1 Scope**

These rules apply to all cases in which a petition is filed alleging that a juvenile is abused, neglected, or dependent.

## **Rule 10.2 Purpose**

These rules are designed to help achieve stable and secure homes for children who come into the court's juvenile jurisdiction. To that end, these rules serve the following purposes:

- (1) To provide for judicial oversight of case planning;
- (2) To ensure a coordinated decision-making process;
- (3) To eliminate unnecessary delays in court proceedings; and
- (4) To encourage the involvement of families and children in the planning and decision-making process.

## **Rule 10.3 Construction and Enforcement**

These rules shall be liberally construed to accomplish the purposes set forth in Rule 2. The court may impose sanctions against a party or attorney who fails to comply with these rules; however, no rule shall be construed, applied, or enforced in a manner that will endanger or harm a child or prejudice the rights of a party.

## **Rule 10.4 Definitions**

Unless the context clearly requires otherwise, for purposes of these rules:

- (1) "Case Coordinator" means a person deemed qualified and so designated by the chief district court judge as a juvenile case manager.
- (2) "Clerk" means the clerk or an assistant or deputy clerk of superior court.
- (3) "Court" means the district court or a district court judge.
- (4) "Day-one conferences" means a voluntary meeting with a case coordinator of the petitioner, the parent(s), the guardian ad litem, all attorneys involved in the case, and other appropriate persons, held on the first business day after the juvenile is taken into custody.
- (5) "DSS" means the county department of social services.
- (6) "Judge" means a district court judge in the 20A judicial district.
- (7) "UCCJA" means the Uniform Child Custody Jurisdiction Act, Chapter 50A of the North Carolina General Statutes.

## **Rule 10.5 Appointment of Counsel**

- a. When a petition is filed alleging abuse, neglect, or dependency, the clerk shall appoint separate counsel to represent each parent named in the petition.
- b. The clerk shall prepare a *Notice of Appointment of Counsel* to be served on the parent with the petition and summons. The notice shall include the attorney's name, business address and telephone number and shall encourage the parent to contact the attorney. The notice also shall inform the parent:
  - (1) the parent may retain counsel;
  - (2) that the court, at the first hearing, will determine whether the parent qualifies for appointed counsel and, if the parent does, whether the parent waives the right to counsel;and



- (3) that the court will dismiss the appointed counsel if the parent does not qualify for appointed counsel or the parent waives the right to counsel.
- c. Before appointing a specific attorney, the clerk shall ensure that the attorney is available for the first hearing in the case and, to the best of the attorney's knowledge, for other stages of the proceeding. The clerk may make this determination either by talking with the attorney or by pre-arrangement with one or more attorneys on the appointment list to be maintained by the Clerk.

#### **Rule 10.6 Responsibilities of Attorneys**

- a. Before being eligible for appointment to represent parents, attorneys must satisfy the court:
  - (1) that they have sufficient experience and skills to provide competent representation;
  - (2) that they have a good working knowledge of juvenile law and juvenile court procedures;
  - (3) that they have a good understanding of child protective services and the related mandates that apply to DSS and to guardians ad litem; and
  - (4) that they have completed satisfactorily any initial or continuing training specified by the chief district court judge.
- b. An attorney shall not accept an appointment pursuant to Rule 5 unless the attorney can be available for the day-one conference and the first hearing in the case and, to the best of the attorney's knowledge, for other stages of the proceedings.
- c. After the first hearing in a case, an attorney appointed to represent a parent who has not been served and who does not appear at the hearing, shall not be responsible for further appearances until the clerk notifies the attorney that the parent has been served.
- d. An attorney who has a conflict in another court shall comply with the relevant rules relating to priority and when absent from juvenile court because of a conflict, shall keep the case coordinator or courtroom clerk informed of his or her location at all times.
- e. Leave of court for an attorney to withdraw from a case shall be granted only for compelling reasons.

#### **Rule 10.7 Appointment of Guardian ad Litem and Attorney Advocate**

- a. When a petition is filed alleging abuse or neglect, a guardian ad litem shall be appointed by the court to represent the juvenile named in the petition. If the guardian ad litem is not an attorney, then an attorney advocate also shall be appointed. When a petition is filed alleging dependency, a guardian ad litem and attorney advocate similarly may be appointed.
- b. Before assigning a specific guardian ad litem or attorney advocate, the district administrator of the Guardian Ad Litem Program shall ensure that the guardian ad litem or attorney advocate will be available for the day-one conference and the first hearing in the case and for other stages of the proceedings.

#### **Rule 10.8 Responsibilities of Guardian ad Litem and Attorney Advocate**

- a. A guardian ad litem or attorney advocate shall not accept an appointment pursuant to Rule 7 unless, to the best of the guardian ad litem's or attorney advocate's knowledge, he or she can be available for all stages of the proceeding, including the day-one conference.

b. An attorney advocate who has a conflict in another court shall comply with the relevant rules relating to priority and, when absent from juvenile court because of a conflict, shall keep the case manager or courtroom clerk informed of his or her location at all times.

#### **Rule 10.9 Service: Summons and Petition: Notice**

- a. From the date the petition is filed until the adjudication hearing, the petitioner shall have a continuing duty to identify and locate any parent who has not been served with a copy of the summons and petition and to have the summons and petition served on any such parent.
- b. Any motion for service by certified or registered mail shall be liberally granted.
- c. The *Notice of Appointment of Counsel* required by Rule 5 shall be served on each parent with the petition and summons.
- d. Any time a parent is served with a copy of a non-secure custody order on the day a juvenile is taken into non-secure custody, the parent also shall be served with a notice informing the parent of the nature, date, place, and time of the day-one conference.

#### **Rule 10.10 UCCJA Affidavit**

The information required G.S. 50A-9 shall be included in the petition, in an affidavit attached to and served with the petition, or in a separate affidavit filed with the court and served on the parties as soon as feasible after the petition is filed.

#### **Rule 10.11 Day-One Conference**

- a. Whenever a juvenile is taken into non-secure custody, a day-one conference shall be held on the first business day after the juvenile is taken into custody.
- b. The day-one conference shall be conducted by a case coordinator.
- c. At the day-one conference, the case coordinator shall:
  - (1) introduce himself or herself and the parties and advise the parties of their rights, of the fact that participation in the conference is voluntary, and of the fact that a non-secure custody hearing will be held before a district court judge;
  - (2) explain the nature of the proceeding and the purposes of the conference;
  - (3) review the adequacy of notice and service of process;
  - (4) attempt to ascertain the identity and whereabouts of any parent, guardian, or custodian of the juvenile who is not present, whether that person has been served, and what steps need to be taken to identify, locate, or serve any such person;
  - (5) hear information from the parties, aimed at determining:
    - (a) what condition is alleged in the petition,
    - (b) what condition or risk precipitated the non-secure custody order, including considerations of the results of the petitioner's risk assessment.
    - (c) whether a condition or risk justifying non-secure custody under G.S. 7A-574(a) exists, and
    - (d) what efforts the petitioner has made to prevent or eliminate the need for non-secure custody.

- d. After giving all parties an opportunity to present information and to ask questions of other parties, the case coordinator shall determine whether there is agreement among the parties as to the need for the juvenile to remain in non-secure custody.
- e. If all parties agree that the juvenile does not need to remain in non-secure custody, the case coordinator shall:
- (1) summarize in writing, in the form of a proposed consent order releasing the juvenile from non-secure custody, the basis for that agreement, including the proposed plan for the child pending a hearing;
  - (2) give all parties an opportunity to review the proposed consent order and to decide whether to sign it; an
  - (3) if all parties voluntarily sign the proposed consent order, present it as soon as possible to a district court judge, who shall determine whether to approve it as an order of the court.
- f. If the parties do not agree that the juvenile should be released from non-secure custody, the case coordinator shall explore the following with the parties:
- (1) placement options for the juvenile, including possible relative placements and efforts to keep siblings together,
  - (2) efforts needed to ensure that a school-aged juvenile's school placement and attendance are not disrupted,
  - (3) parental visitation,
  - (4) sibling visitation,
  - (5) service needs and referrals.
  - (6) financial support for the juvenile,
  - (7) whether a court order is needed to address the juvenile's immediate needs, such as an immediate need for medical treatment or evaluation, and
  - (8) specific steps the parties agree to take before the non-secure custody hearing.
- g. If a judge signs a consent order releasing the juvenile from non-secure custody, the case coordinator shall explore the following with the parties:
- (1) service needs and referrals, and
  - (2) specific steps the parties agree to take before the first hearing.
- h. Before the conclusion of the day-one conference, the case manager shall:
- (1) summarize what has occurred,
  - (2) give all parties an opportunity to ask questions,
  - (3) set a specific date for the first hearing,
  - (4) explain the purpose of the hearing,
  - (5) prepare and ensure that all parties have a copy of any order a judge has signed or any written agreement entered as a result of the day-one conference,
  - (6) in any case in which a parent's identity or whereabouts are unknown or the paternity of the child has not been legally established, specify in writing any steps that are to be taken to identify the parent, locate the parent, or establish paternity.

### **Rule 10.12 Non-secure Custody Hearing**

- a. If a juvenile remains in non-secure custody after a day-one conference, the non-secure custody hearing required by G.S. 7A-577(a) to determine the need for continued non-secure custody shall be held within seven calendar days after the juvenile was taken into non-secure custody.

- b. Non-secure custody hearings shall be held before a district court judge.
- c. At a non-secure custody hearing, the judge shall:
  - (1) introduce himself or herself and the parties;
  - (2) review the nature of the proceeding and the purposes of the hearing;
  - (3) address any issues relating to adequacy of notice and service of process;
  - (4) follow up on any pending issue regarding the identity or whereabouts of any parent, guardian, or custodian of the juvenile; and
  - (5) hear sworn testimony from the parties aimed at determining:
    - (a) whether a condition or risk justifying continued non-secure custody exists under G.S. 7A-574(a),
    - (b) what efforts the petitioner has made to eliminate the need for non-secure custody,
    - (c) what other steps the parties have taken since the day-one conference.
- d. After giving all parties an opportunity to present evidence and to ask questions of other parties, the judge shall make appropriate findings of fact and conclusions of law, indicating:
  - (1) whether there is a reasonable factual basis to believe:
    - (a) that the matters alleged in the petition are true,
    - (b) that continued non-secure custody is supported by one or more of the criteria set forth in G.S. 7A-574(a), and
    - (c) that there is no other reasonable means available to protect the juvenile;
  - (2) whether the petitioner has presented clear and convincing evidence that no less intrusive alternative will suffice to protect the juvenile; and
  - (3) whether the petitioner has made reasonable efforts to eliminate the need for the juvenile's placement.
- e. If the judge finds that continued non-secure custody is necessary, the judge shall review or explore with the parties the following:
  - (1) the appropriateness of the juvenile's placement and other placement options, including possible relative placements and efforts to place or keep siblings together,
  - (2) any efforts needed to ensure that a school-aged juvenile's school placement and attendance are not disrupted,
  - (3) parental visitation,
  - (4) sibling visitation,
  - (5) service needs and referrals,
  - (6) financial support for the juvenile,
  - (7) whether additional orders are needed to address the juvenile's immediate needs, such as an immediate need for medical treatment or clinical evaluation, and
  - (8) specific steps to be taken by the parties before the next hearing.
- f. If the judge finds that continued non-secure custody is not warranted, the judge shall explore with the parties the following:
  - (1) service needs and referrals, and
  - (2) specific steps to be taken by the parties before the next hearing.
- g. Before the conclusion of the non-secure custody hearing, the judge shall:
  - (1) summarize what has occurred,
  - (2) give all parties an opportunity to ask questions,
  - (3) set specific dates for a pretrial conference and the adjudicatory hearing or, for good cause, another non-secure custody hearing,

- (4) explain the purpose of the pretrial conference, if applicable, and of the next hearing,
  - (5) prepare and ensure that all parties have a copy of any order entered as a result of the non-secure custody hearing,
  - (6) in any case in which a parent's identity or whereabouts are unknown or the paternity of the child has not been legally established, specify in the order any steps that are to be taken to identify the parent, locate the parent, or establish paternity, and
  - (7) ensure that all documents introduced for consideration at the hearing become a part of the court file.
- h. At a non-secure custody hearing, the judge may accept stipulations and approve consent orders relating to continued non-secure custody, subject to the provisions of Rule 13.
- i. If an additional non-secure custody hearing is not scheduled pursuant to subsection g. of this rule, any party may request an additional non-secure custody hearing by filing a written request with the clerk, and give a copy to the case coordinator who shall calendar the hearing. The requesting party shall provide at least five days notice of the hearing to all other parties.
- j. DSS shall make discovery of all discoverable information in its possession at the first non-secure custody hearing. This includes notes, summaries, dictation, case plans, safety assessments, home studies, correspondence, visitation plans, etc. This does not include mental impressions, conclusions, opinions, legal theories of an attorney or other representative of a party concerning the litigation in which the material is sought, or work product of the attorney. See Local Rule 10.14 and NCRCP Rule 26(b)(3).

### **Rule 10.13 Stipulations Before Judge**

- a. Before accepting a stipulation to findings, conclusions, or provision of an order, the judge, in open court, shall determine that the stipulating parties understand the content and consequences of the stipulation and that they voluntarily consent to the stipulation. The judge shall inquire of the parties in order to determine that the stipulation is voluntary and knowing. The judge's findings shall be set forth on the record.
- b. The judge shall not be bound by any stipulation to which fewer than all of the parties who have appeared, including the guardian ad litem, have agreed.

### **Rule 10.14 Discovery**

- a. Except as protected by privilege, all parties shall disclose all relevant material and information to all other parties as early as possible. This requirement applies to counsel for the parties, including the attorney advocate for the child, to any unrepresented party, and to the guardian ad litem.
- b. Any party, including the child, may file a motion to compel discovery of specific information or material. The motion shall be heard within five working days of the date it is served.
- c. All means of discovery permitted by the Rules of Civil Procedure shall be available. In order to coordinate the completion of discovery and to avoid unnecessary delay, however, no such discovery may be conducted without approval of the court and the establishment of expedited time lines for its completion.
- d. The court may take any action on motions to compel authorized by G.S. 1A-1, Rule 37.
- e. DSS shall complete discover of discoverable information in its possession by 21 days from the filing of the petition. The obligation to provide discovery is continuing and reciprocal in

nature. All parties shall complete discovery no later than 7 days prior to the scheduled adjudication date. The presiding judge shall determine if irregularities with discovery warrant a continuance or sanctions pursuant to NCRCF Rule 37.

f. All medical/psychological records shall be delivered directly to the juvenile court clerk. The juvenile court clerk shall provide notice to all attorneys involved in the case when the records are received. The attorneys (not paralegals or secretaries) shall be responsible for reviewing and copying the records at the clerk's office. Copies shall be provided by the clerk free of charge. REMINDER: Attorneys are responsible for maintaining the confidentiality of these records. Liability may attach if information from these records is disseminated to the public.

### **Rule 10.15 Pre-Adjudication Conference**

a. A pre-adjudication conference shall be held within **thirty days** of the filing of the petition unless the judge, for good cause, orders that it be held at a later time.

b. All parties and their attorneys shall attend pre-adjudication conference.

c. The purposes of the conference shall be to explore the possibility of settlement, to narrow the issues as much as possible, and to stipulate those facts that are not in dispute.

d. At or before the conference, each party shall provide to all other parties a written list of prospective witnesses and exhibits and copies of all available listed exhibits intended for use at the adjudication hearing. Any listed exhibit that is not available for distribution at or before the pre-adjudication conference shall be distributed as soon as it is available.

e. At the pre-trial conference, the case manager or judge shall assist the parties in:

- (1) sharing witness lists, exhibit lists, and exhibits,
- (2) defining the issues,
- (3) identifying matters that can be stipulated and making stipulations, and
- (4) considering any proposed consent order.

f. At the conclusion of the pre-adjudication conference, the judge shall enter an order reflecting the outcome of the conference and ensure that each party is provided a copy of the order.

g. If a parent's identity or whereabouts remain unknown or the paternity of the child has not been legally established, the judge shall specify in the order any steps that are to be taken to identify the parent, locate the parent, or establish paternity.

h. DSS is to have their list of witnesses and exhibits to the Family Court/Judicial Administration Staff no later than 4 days prior to the court date.

i. All attorneys shall prepare a written pre-adjudication report to be distributed at the hearing which clearly sets forth the following information:

- aa. Evidence likely to be offered at adjudication;
- bb. Whether motions need to be heard prior to adjudication;
- cc. Whether a party can make any stipulations so as to expedite the actual adjudication.

The Family Court Administration/District Court Staff shall consolidate this information into a pre-adjudication order which will then be distributed to the parties as soon as possible.

### **Rule 10.16 Adjudicatory Stipulations Before Judge**

a. Before accepting a stipulation to findings, conclusions, or provisions of the court's adjudication order, the judge, in open court, shall determine that the stipulating parties understand the content and consequences of the stipulation, including, if applicable, the

possibility that the child may be removed permanently from the home, and that they voluntarily consent to the stipulation. The judge shall inquire of the parties in order to determine that the stipulation is voluntary and knowing. The judge's findings shall be set forth on the record.

b. The judge shall not be bound by any stipulation to which fewer than all of the parties who have appeared, including the guardian ad litem, have agreed.

### **Rule 10.17 Adjudication**

a. The adjudication hearing shall be held within **sixty days** from the filing of the petition, unless the judge, for good cause, orders that it be held at a later time.

b. The adjudication hearing shall be held before a district court judge.

### **Rule 10.18 Predisposition Reports**

a. Whenever DSS files a petition, DSS shall prepare a predisposition report that includes at least the following:

- (1) A description of the placement plan for the child and how that plan is appropriate to the child's needs;
- (2) A description of the plan of services for the child and the child's family, and how that plan is appropriate to meet the child's needs;
- (3) A statement of changes in parental behavior that are needed to correct the conditions that led to the abuse, neglect, or dependency, and the actions the parents must take;
- (4) If there is a recommendation that the child be removed from the home,
  - (a) A statement of the efforts by DSS to prevent the need for placing the child outside the home;
  - (b) A description of the efforts by DSS to reunify the family, including services that have been offered, provided, or rejected;
  - (c) A statement of why the child cannot be protected from the identified problems while remaining in the home;
  - (d) The identity of all relatives and friends who have been contacted about providing a placement for the child, and a description of the nature and results of those contacts;
  - (e) A suggested visitation plan for the child;
  - (f) A statement of the child's special needs and how they may be met;
  - (g) The identity and location of the child's siblings, and a statement of steps required to maintain contact between the siblings and reunify the family; and
  - (h) If applicable, a description of the child's school or day-care situation and any proposed changes related to it.

b. The guardian ad litem for the child shall prepare a predisposition report to assist the court in reaching a disposition that will best serve the child's needs.

c. DSS and the child's guardian ad litem shall provide copies of their predisposition reports to all parties and their counsel before the pre-adjudication conference.

d. Predisposition reports shall not be submitted to or considered by the court until the adjudication is completed or the parties have settled all adjudication issues.

### **Rule 10.19 Dispositional Stipulations**

- a. Before accepting a stipulation relating to disposition, the judge, in open court, shall determine that the stipulating parties understand the content and consequences of the stipulation and that they voluntarily consent to it. The judge shall inquire of the parties in order to determine that the stipulation is voluntary and knowing. The judge's findings shall be set forth on the record.
- b. The judge shall not be bound by any stipulation to which fewer than all of the parties who have appeared, included the guardian ad litem, have agreed.

### **Rule 10.20 Services from Other Public Agencies**

- a. Any time after adjudication, if it appears that the best interest of the juvenile may require, or that a party is recommending, that the juvenile receive services from a public agency, the court may direct the clerk or a party to serve the director or other appropriate representative of the agency with a notice of the dispositional hearing or a subsequent hearing and of the issues to be addressed that involve that agency. If the notice is served on a county agency, it also shall be served on the county attorney.
- b. At the dispositional or subsequent hearing for which the agency has been served with notice, the court may hear evidence and enter orders relating to the level and type of services that the agency can and should provide to meet the juvenile's needs.
- c. After proper notice, the court shall have jurisdiction to order a public agency to provide specific services to the juvenile as provided by law.

### **Rule 10.21 Disposition**

- a. The dispositional hearing shall be held immediately following the adjudication or within **30 days** thereafter.
- b. If the juvenile remains out of the home at the conclusion of the dispositional hearing, the judge shall specify in the order a specific time for a review hearing.
- c. At the conclusion of the dispositional hearing, the judge shall determine whether any person or agency not present or represented at the dispositional hearing needs information about the disposition in order to help meet the child's needs. The judge may order that either a copy of the dispositional order or a summary of appropriate portions of the order be provided to any such person or agency. The court also may order the parties to share specified types of information on an ongoing basis with designated persons or agencies.
- d. At the conclusion of the dispositional hearing each party shall be provided a written memorandum of the judge's order.
- e. If a parent's identity or whereabouts remain unknown or the paternity of the child has not been legally established, the judge shall specify in the order any steps that are to be taken to identify the parent, locate the parent, or establish paternity.



### **Rule 10.22 Review Hearings**

- a. When a juvenile remains out of the home following a dispositional hearing, a review hearing shall be held at a time the judge designates in the dispositional order, but in no event more than **ninety days** from the date of the dispositional hearing.
- b. When a juvenile remains out of the home following the first review hearing, the judge shall determine and specify in the review hearing order an appropriate date for the next review hearing. In no event shall the second review hearing be held more than **six months** from the date of the first review hearing. A goal of the second review hearing shall be to develop a permanent plan for the juvenile.
- c. As long as the juvenile remains out of the home, subsequent review hearings shall be held at times the judge finds appropriate, but in no event more than **six months** from the date of the previous review hearing, unless the judge orders otherwise pursuant to G.S. 7A-657(b). A goal of each review hearing shall be to develop a permanent plan for the juvenile.
- d. The DSS attorney shall deliver a written court summary to all counsel, unrepresented parties, and the Guardian ad Litem Office at least **twenty-one (21) days** before each review hearing. The summary shall describe the progress in the case since the last hearing and include DSS's recommendations. At least **two weeks** before the review hearing, every other party shall deliver in writing to the DSS attorney and all other parties any and all of the party's disagreements with or objections to the DSS summary. If DSS receives any written disagreements or objections, DSS shall ask the clerk to schedule a pre-review conference and shall notify the other parties of the conference. The judge shall participate in the conference and all parties shall attend. If a party fails to disagree with or object to DSS's summary in writing, the party may present evidence contrary to the summary only if the court finds good cause for the party's failure to disagree or object.
- g. If a parent's identity or whereabouts remain unknown or the paternity of the child has not been legally established, the judge shall specify in the review hearing order any steps that are to be taken to identify the parent, locate the parent, or establish paternity.

### **Rule 10.23 Priority of Juvenile Court**

Juvenile cases involving abuse, neglect, or dependency shall have priority over all other district court matters.

### **Rule 10.24 Maintaining Case on Court Calendar**

- a. Each case shall be maintained on the court calendar at all times as long as juvenile court jurisdiction in the case continues.
- b. At or before the conclusion of each hearing, a subsequent hearing date shall be set.

### **Rule 10.25 Judicial Official Before Whom Case is Scheduled**

- a. Once a case has been heard at any stage by a judge, subsequent hearings before a judge shall be heard by the same judge, unless circumstances require otherwise.
- a. Any function that these rules assign to a Family Court Administration/District Court Staff may be performed by a judge.

### **Rule 10.26 Extensions of Time and Continuance**

- a. Extensions of time and continuances beyond the times specified by statute, court order, or these rules shall be granted only for good cause, even if all parties are in agreement.
- b. Orders for extensions or continuances shall appear on the record and state supporting reasons.

### **Rule 10.27 Reports**

All reports relied upon by DSS or GAL at disposition or review shall be submitted to the attorneys no later than 7 days prior to the court date. Addendums shall be submitted no later than 2 days prior to the court date. A change in circumstances within the last 2 days can be reported orally in open court.

### **Rule 10.28 Orders**

Attorneys shall have 5 days to review orders prior to submission to the presiding judge for signature.

## **RULE 11: DOMESTIC VIOLENCE**

- 11.1 Domestic Violence Incident Report Form Required in Civil Cases.** Each party seeking to file a civil complaint for a protective order pursuant to Chapter 50B shall complete a *Domestic Violence Incident Report Form* (FORM # 16).
- 11.2 Maintain Forms.** The Clerk of Court and Magistrates Office in each County shall maintain and provide a *Domestic Violence Incident Report* form to each party seeking to file a complaint seeking a Protective Order.
- 11.3 Filing a *Domestic Violence Incident Report Form*.** The Clerk of Court or Magistrate shall include the completed Domestic Violence Incident Reports with the Complaint in each Petitioner's file. After the form is completed, it shall be made available for the District Attorney's Office Victims First Staff to review or copy.
- 11.4 *Domestic Violence Incident Report Form Required in Criminal Cases.*** Each party seeking to file a criminal charge involving domestic violence shall complete a *Domestic Violence Incident Report Form*.
- 11.5 Magistrates Office.** The Magistrates in each County shall maintain and provide a *Domestic Violence Incident Report Form* to a party or law enforcement officer seeking to pursue a criminal charge(s) involving domestic violence.
- 11.6 Magistrate to copy *Domestic Violence Incident Report Form*.** The Magistrate shall copy the *Domestic Violence Incident Report*, file the original with the Clerk to be included in the criminal file, and make the copy available to the District Attorney's Office Victims First Staff.
- 11.7 50-C's.** 50-Cs will be heard on Domestic Violence days unless a criminal action is also pending with the same allegations, at which time they will be heard together in criminal court.

## **RULE 12: FAMILY COURT TIME STANDARDS**

**12.1 General.** Unless otherwise specified, “days” are calendar days counted from the date of filing of the initial pleading. These time frames represent **maximum** time limits set as administrative “goals” and guidelines for Family Court.

### **12.2 (Permanent) Alimony and Equitable Distribution Matters:**

<b><u>Event:</u></b>	<b><u>Time from Filing of Complaint:</u></b>
a. Service of Complaint (or answer seeking claim)	30 days
b. Filing of Answer (or Reply)	90 days
c. First status Conference	120 days
d. Completion of ADR	210 days
e. Final Pretrial Conference	240 days
f. Order entered in 98% of cases	Within 365 days of filing

### **12.3 Child Support:**

<b><u>Event:</u></b>	<b><u>Time from Filing of Complaint:</u></b>
Federal rules require that all IVD cases be completed w/in 6 months	
a. <u>Permanent</u> orders entered in 98 % of cases	Within 365 days

### **12.4 Post-Separation Support:**

<b><u>Event</u></b>	<b><u>Time from Filing of Complaint:</u></b>
a. Order entered in 98% of cases	Within 90 days

### **12.5 Child Custody:**

<b><u>Event:</u></b>	<b><u>Time from Filing of Complaint:</u></b>
a. Mediation Orientation Session Scheduled (in 98% of cases)	Within 45 days
b. Mediation Sessions(s) Completed: (in 98% of cases)	Within 120 days

- c. Orders Entered:  
       (in 98% of cases) Within 360 days

**12.6 Juvenile Delinquency/Undisciplined Cases:**

- In every case, the child’s best interest in the paramount goal.

	<b>Event:</b>	<b>Statutorily Set Times:</b>
a.	Adjudicatory Hearing (1) in 90% of cases  (2) in 100% of cases	Within 60 days of service of the petition  Within 90 days of service of the petition
b.	Dispositional Hearing (1) in 95% of cases (2) in 100% of cases	Within 30 days of adjudication Within 60 days of adjudication

**12.7 Juvenile Abuse/Neglect/Dependency Cases:**

**General.** Not all of the stages listed below will occur in every case; e.g., the child may not be taken into non-secure custody or the petition may be dismissed. In every case, the child’s best interest is the paramount goal.

	<b>Event:</b>	<b>Time from Filing of Petition:</b>
a.	Non-secure custody order entered	Same day petition is filed
b.	First non-secure custody hearing	7 days (second non-secure custody hearing no more the 7 days after first; subsequent non-secure custody hearings at intervals of no more than 30 days)
c.	Adjudication (1) in 75% of cases (2) in 100% of cases	40 days 60days
d.	Disposition (1) in 75% of cases (2) in 100% of cases	60 days 90 days

- |                                                                                 |                                      |
|---------------------------------------------------------------------------------|--------------------------------------|
| e. First Placement Review Hearing                                               | 150 days                             |
| f. First Permanency Planning Hearing                                            | 330 days                             |
| g. Reunification or Implementation of Other Permanent Plan<br>(other than TPR): |                                      |
| (1) in 90% of cases                                                             | 330 days                             |
| (2) in 100% of cases                                                            | 365 days                             |
| h. Termination of Parental Rights (TPR):                                        |                                      |
| (1) in 90% of cases                                                             | TPR petition filed within 360 days   |
| (2) in 100% of cases                                                            | TPR petition filed within 390 days   |
| i. TPR Hearing:                                                                 |                                      |
| (1) in 90% of cases                                                             | 120 days from filing of TPR petition |
| (2) in 100% of cases                                                            | 180 days from filing of TPR petition |

### **RULE 13: NON-DOMESTIC RELATIONS CIVIL CASES**

- 13.1 Ready Calendar.** The personnel assigned by the Chief District Court Judge, shall maintain a Ready Calendar for Non-Domestic Relations civil cases.
- 13.2 Jury Trials.** When a complaint or other pleading is filed in which a trial by jury is requested, the phrase "Jury Trial Demanded" (or equivalent language) shall be endorsed on the face of the pleadings.
- 13.3 Pre-Trial Orders in Jury Cases Required.** NO JURY CASE WILL BE CALLED FOR TRIAL UNLESS A PRE-TRIAL ORDER IS SIGNED BY A JUDGE OR SIGNED BY ALL ATTORNEYS AND PARTIES. Such order shall contain all stipulations, as well as the proposed issues for the jury, and shall be substantially the same as the form in Rule 22 of the General Rules of Practice.
- 13.4 Calendar Requests.** An attorney of record may request that the case be placed upon the trial calendar by making said request in writing to the designated personnel in the District Court Judges' Office and delivering a copy to the opposing counsel or parties of record. For a jury trial, the said request must be made no later than six (6) weeks before the scheduled session. For a non-jury trial, the said request must be made no later than four (4) weeks before the session begins.
- 13.5 Calendar Preparation.** The cases for trial will be selected from the calendar requests and the Ready Calendar. The Jury Trial Calendar shall be prepared at least 28 days prior to the first day of the session. The Non-Jury Calendar shall be prepared at least 14 days prior to the first day of the session.
- 13.6 Cases For Ready Calendar.** After the time for requests has ended (six (6) weeks before session for jury terms; four (4) weeks before session for non-jury session) the designated

personnel in the District Court Judges' Office may place on the calendar any case on the Ready Calendar in order to schedule an appropriate number of cases for that term.

- 13.7 Multiple Requests to Calendar.** If an attorney or a party submits multiple calendar request dates for the same case, the designated personnel in the District Court Judges' Office shall place the case on the next available calendar that has not been filled and for which time for request has not expired. There shall be no further calendar request allowed for this case until a Judge has either tried or continued the case. This however does not prohibit an opposing party from filing a timely calendar request for any motion he/she might wish the Court to consider in that case at the session on which the Clerk has already placed the case.
- 13.8 Additions to Calendar.** The said calendars thus prepared will constitute the Non-Domestic Relations Civil Calendar for the designated civil session. Any additions shall be made only with the approval of the Presiding Judge or the Chief District Judge. The Chief District Court or the presiding District Court Judge may on his/her own motion add a case to the calendar.
- 13.9 Order of Appearance on Calendar.** Unless otherwise ordered, the cases shall be calendared in the order of the age of the case or motion, i.e., the filing date of the lawsuit for trials or pre-trial conferences and the filing date of the motion for all other cases.
- 13.10 Notice of Settlement.** When a case on a published calendar is settled prior to a scheduled term of Court, the Court shall be notified promptly. A memorandum signed by the parties and attorneys of record shall be presented to the Court within two (2) working days designating the terms of the settlement and designating which attorney will prepare and present the final judgment for the Judge's signature. The final judgment shall be submitted to the Presiding Judge or the Chief District Court Judge in accordance with Rule 19 (20FCDR.).
- 13.11 Jury to Report.** The jury shall be summoned to report on Monday afternoon at 2:00 p.m. unless otherwise ordered by the Presiding Judge or Chief District Court Judge.
- 13.12 Continuous Calendaring.** Any case on a calendar and not reached shall be continued to a specific term. The Judge may continue the case to another term in which a calendar has already been prepared only if the Judge is the presiding Judge at that term.
- 13.13 Temporary Restraining Orders.** Any District Court Judge of the 20A Judicial District signing a Temporary Restraining Order (TRO), which must be reviewed within ten (10) days as provided by Rule 65(b) of the Rules of Civil Procedure, shall set the TRO to be heard as follows: (a) before the signing Judge within the district at an appropriate date and time, or (b) after obtaining permission from another Judge to be presiding at a session within the County, before the other Judge, or (c) after obtaining permission from the Chief District Court Judge to set the TRO before another Judge to be presiding at a session within the County, at an appropriate date and time before the other Judge.

## **RULE 14: MAGISTRATE (SMALL CLAIMS) APPEALS**

- 14.1 Calendaring.** The appellant shall take the Notice of Hearing of Small Claims appeal to the designated personnel in the District Court Judges' Office who shall set the matter for the first day of the next available term for which a calendar is to be published for the trial of civil or domestic actions.
- 14.2 Pre-Trial Conference in Jury Cases Required.** If a jury trial has been requested, the designated personnel in the District Court Judges' Office shall schedule the matter for a Pretrial Conference at the next General Civil session to determine the issues for the jury and to set a trial date.
- 14.3 Motions to Re-plead.** Following the entry of notice of appeal from the magistrate, the case will be tried upon the original pleadings unless otherwise ordered, and no further pleadings should be filed without leave of court. A motion to re-plead shall be entitled to an expedited hearing, and motions to re-plead shall be freely allowed. A motion to re-plead shall state concisely the issues, which the moving party anticipates developing in the action. An order allowing re-pleading may also set a trial date and establish a requirement for Pretrial Order.

## **RULE 15: ARBITRATION**

- 15.1 Mandatory Arbitration.** All cases filed in the district court which are subject to arbitration as defined by the Supreme Court Rules, or as designated by the Chief District Court Judge, shall be directed to mandatory court-ordered arbitration. Cases will be noticed into Arbitration using form AOC-CV-800.
- 15.2 Scheduling of Arbitration Hearing.** That within sixty days of the last responsive pleading or within sixty days after service and no answer has been filed an arbitration hearing shall be conducted in accordance with the Supreme Court rules. At least ten (10) days before the date set for the hearing, the parties shall exchange: (1) lists of witnesses they expect to testify; (2) copies of documents or exhibits they expect to offer into evidence; and (3) a brief statement of issues and their contentions on the Pre-Arbitration Submission Form. (Form #7). Form AOC-CV-801 will be used to notify of upcoming hearing.
- 15.3 Continuances.** No case shall be continued beyond the sixty day period except upon motion and order of the Chief District Court Judge. Any motions to continue must be made not less than ten days prior to the end of the sixty day period, and no continuance shall be granted except upon a showing of good cause. Good cause shall not include "not ready or discovery not completed" since the purpose of this program is to resolve cases expeditiously without spending too much time or money on pretrial activity. No case shall be continued more than twenty days after the said sixty day deadline. Rescheduling of a case within the sixty day period may be granted by consent or by order of the arbitration coordinator.

- 15.4 Removal.** If prior to the setting of an arbitration hearing, all parties notify the arbitration coordinator that the case is inappropriate for arbitration, and the coordinator agrees, then the case may be removed. Once a case is set for arbitration hearing, no case may be removed from arbitration except by the arbitration coordinator or upon motion to Chief District Court Judge through written motion and/or order.
- 15.5 Conducting Arbitration Hearings.** All arbitration hearing shall be conducted within one hour and in accordance with Supreme Court rules. The Arbitrator will use AOC-CV-802 to complete the Award. If no request for trial de novo is made within thirty days, then a District Court Judge or clerk shall enter judgment in accordance with the arbitrator's decision. In the event a party requests a trial de novo, the form AOC-CV-803 needs to be filed, the first party making such request shall pay fee to perfect his request for trial de novo. That fee may be returned only if the case is tried to verdict and the trial judge finds requesting party's position improved and orders the return of the fee. If there is a trial de novo, the trial judge may include the costs incurred in the arbitration, but the trial judge may deny the costs to a party who prevails at trial but did not improve his position.
- 15.6 Attendance.** If any party fails to appear, the arbitrator may proceed to hear the evidence of the parties present and make an award. Any party failing to appear may make motion for rehearing within thirty days of the award filing date to the Chief District Court Judge. However, no rehearing shall be granted except for reasons set forth in Rule 60 of the North Carolina Rules of Civil Procedure.
- 15.7 Motions.** Pending motions may be heard by a District Court Judge or deferred to the arbitrator, if appropriate; **but pending motions shall not delay arbitration hearings unless the Chief District Court Judge so orders.**
- 15.8 Arbitration Fees.** "In all cases referred to nonbinding arbitration as provided in this section, a fee of one hundred dollars (\$100) shall be assessed per arbitration, to be divided equally among the parties, to cover the cost of providing arbitrators. Fees assessed under this section shall be paid to the clerk of superior court in the county where the case was filed and remitted by the clerk to the State Treasurer." G.S. 7A-37.1. Do not collect the arbitration fee from a party who has been granted leave under G.S. 1-110 to sue as an indigent. The new statute does NOT affect the fee for filing a request for trial de novo after arbitration. The two fees are separate and independent of each other, and cumulative. This fee will include all cases that are not removed from the arbitration calendar for any reason 3 business days prior to the hearing. This includes cases that state a Voluntary dismissal is being filed. The fee shall be due and paid to the clerk of superior court by 5PM on the date of the scheduled arbitration hearing.



## **RULE 16: CONTINUANCE REQUESTS**

- 16.1 General Rule.** Domestic cases should be addressed at the earliest opportunity, including the first pretrial conference setting. However, when compelling reasons for continuance are presented which would affect the fundamental fairness of the trial process, a continuance may be granted for good cause. Requests for continuances that will delay the resolution of the contested issues beyond the established time standards shall only be granted for extraordinary cause.
- 16.2 Conflicts.** Attorneys shall notify the court and opposing counsel of any other court conflict(s) as they become known and shall communicate with other Judges to resolve such conflicts. In resolving conflicts within District Court, **juvenile cases shall take precedence** over all other matters. Age of case, subject matter, and priority of setting should be given as much primacy as the level of court when resolving conflicts.
- 16.3 Motions.** All applications for continuance shall be by written *Request for Continuance* (FORM #6) and shall be delivered to the Case Coordinator. Oral motions may be allowed only when the reason for the continuance did not become known until immediately preceding the start of the court.
- 16.4 Notification of the Request.** All parties must be notified of a motion to continue. A copy of the motion to continue must be distributed to all counsel of record and/or unrepresented parties at the same time the motion is delivered to the Case Coordinator. In addition to the service requirements set out in the statute, distribution of the motion must be made by the quickest means feasible, including facsimile transmission, electronic mail or hand delivery.
- 16.5 Input From All Parties.** All parties should have an opportunity to be heard on a motion to continue. If the request is received within five business days of the hearing date, and there is no input regarding the opposing party's or counsel's position, the Court may be unable to address the request prior to the hearing and will address the request at the time of the scheduled hearing.
- 16.6 Responsibility of the Party Requesting the Continuance.** The burden is on the party requesting the continuance to contact the opposing counsel or party prior to submitting the motion to the Case Coordinator, and include the opposing party's/counsel's position on the request as:
- Joining in the request
  - Consenting to or not objecting to the request; or
  - Opposing the request

If the opposing party cannot be reached or fails to respond, that should be noted on the request as well as a statement on the efforts made and why contact was not possible.

**16.7 Responsibility of the Party Opposing the Request for Continuance.** A party or counsel opposing the request has the responsibility to submit a written response to the Case Coordinator immediately upon receipt of the motion for continuance.

**16.8 Factors to be Considered.** Factors to be considered by the Court when deciding whether to grant or deny a motion for continuance should include:

- The effect on children and spouses if the issue is continued and not resolved;
- Whether there is a temporary order dealing with the issue that is the subject of a continuance request;
- The impact of a continuance on the safety of the parties or any other persons;
- Whether the issue has been identified statutorily as an issue which should be addressed expeditiously, i.e., child support, post-separation support;
- The age of the case or motion;
- The status of the trial calendar for the session;
- The number of previous continuances and the number, by the moving party, and grounds for previous continuances;
- The extent to which counsel had input into the scheduling of the trial date;
- The due diligence of counsel in promptly making a motion for continuance as soon as practicable;
- Whether the reason for continuance is a short-lived event which may resolve prior to the scheduled court date;
- Whether the basis of the motion is the existence of a legitimate conflict with another court setting;
- The period of delay caused by the continuance request;
- The position of opposing counsel or un-represented parties;
- Whether the parties themselves consent to the continuance;
- Present or future inconvenience or unavailability of the parties, attorneys or witnesses if the case is continued;
- Any other factor that promotes the fair administration of justice.

**16.9 New Date.** In granting a motion for continuance, the Court should reschedule the conference, hearing or trial to a specific date after receiving scheduling input from all parties.

## **RULE 17: PRETRIAL CONFERENCES**

**17.1 Court Schedule.** The Case Coordinator and the Judge shall schedule such status conferences and/or pretrial conferences as necessary to comply with these rules.

**17.2 Participation in and Purpose of Status Conferences.** Attendance at scheduled status conferences are mandatory for the attorneys of record and all unrepresented parties. The purpose of a status conference is to ensure the exchange and submission of requested documents, to set deadlines for discovery and upcoming events, to apprise participants of

the dispute resolution requirements, and to provide such other information as may be appropriate .

**17.3 Participation in and Purpose of Pretrial Conferences.** Attendance at Pretrial Conferences are mandatory for the attorneys of record and all unrepresented parties. The purpose of a pretrial conference is, as follows:

- to assist the attorneys, or parties, for trial preparation by narrowing the issues for trial or disposition of the case
- to set deadlines for the completion of discovery
- to determine the need for reference
- to seriously explore the prospects of settlement of the case
- to finalize proposed witness lists
- to determine what facts can be stipulated and agreed upon a final pretrial order
- to address any requests for additional discovery
- to set a date for trial of the matter or such additional pretrial conferences as are necessary.

The presiding Judge will order a final pretrial order to be completed and submitted by a certain date. Failure of the moving party to complete the order or failure of the opposing party to cooperate with providing the appropriate information/documents to complete the order may result in the imposition of sanctions.

**17.4 Sanctions for Failure to Participate in Status or Pretrial Conferences.** Failure to timely schedule and attend status or pretrial conferences is a serious breach of the local rules. Such failure may result in a dismissal of the responsible party's claim, limitation or exclusion of the responsible party's proffered testimony (either written or oral), or the imposition of other sanctions as provided by Rule 37 of the North Carolina Rules of Civil Procedure.

## **RULE 18: TELEPHONE CONFERENCES**

**18.1 Telephone Conferences.** The Court may, in its discretion, order or allow oral argument on any motion by speaker phone conference call or telephone conference call, provided that all participants to the conference can be heard by all other parties at all times during the conference call. Counsel shall schedule such conference calls at a time convenient to all parties and the Judge. The Judge may direct which party or parties shall bear the cost of the conference call.

## **RULE 19: SUBMITTING TIMELY ORDERS OR JUDGMENTS**

**19.1 Orders and Judgments.** All Orders must be filed within 15 days following the conclusion of a hearing. The presiding judge may allow additional time to file an Order following a hearing concerning equitable distribution, abuse and neglect, or termination

of parental rights; however, all Orders shall be entered not later than 30 days following the hearing. The party preparing the proposed judgment or order shall provide a copy of the proposed document to the opposing party prior to submitting the document to the Judge. If the copy is provided by actual delivery or by fax, three (3) days prior is sufficient; however, if sent by mail, six (6) days prior shall be required. Using the order submission form (Form #17). The submission form is to be clocked in with the order after the judge has signed the court order.

**19.2 Delinquent Orders and Judgments.** Cases delinquent in the submission of Orders as required shall be identified to the Chief District Court Judge or the assigned Judge and sanctions or penalties may be imposed in such cases as deemed appropriate and as allowed by law.

## **RULE 20: SANCTIONS**

**20.1 Sanctions.** Failure to comply with any section of these Rules shall subject the parties, and/or their counsel to such sanctions as are allowed by law and deemed appropriate at the discretion of the presiding Judge, including but not limited to: dismissal by the Court of any or part of any claim for relief or pleadings, disallowance of evidence and/or testimony, payment of a fine, payment of reasonable costs incurred by a party due to another party's non-compliance, or the opposing party's reasonable legal fees, or other remedy as provided at G.S. 1A-1, Rules 11 and 37.

## **RULE 21: REMANDED CASES**

**21.1 Remands.** If a case is remanded to the District Court Division for hearing or other actions, appellant's counsel shall promptly notify the Case Coordinator's Office so that the case can be scheduled for a pretrial conference.

## **RULE 22: AMENDMENTS AND MODIFICATIONS**

**22.1** These rules are subject to amendment or modification as experience indicates and requires.

## **RULE 23: SECURE LEAVE/CLE FORM**

**23.1** Form #18 is to be used by all attorneys for Secure Leave periods or CLEs. Form is to be filed 90 days in advance and are to follow Rule 26 – Rule 33A Rules of Appellate Procedure.

**AOC DOMESTIC COVER SHEET**

The Clerk's office has copies of this AOC form. The form may also be found on [www.nccourts.org](http://www.nccourts.org) website under forms – AOC-CV-750.

STATE OF NORTH CAROLINA  
20A JUDICIAL DISTRICT  
COUNTY OF \_\_\_\_\_

THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION  
CASE NUMBER \_\_\_\_\_

\_\_\_\_\_) )  
          **Plaintiff**      ) )  
                          ) )  
                          ) )  
-v-                      ) )  
                          ) )  
\_\_\_\_\_) )  
          **Defendant**  ) )

**REQUEST FOR SETTING**

The above case is ready for and should be set for the following purpose:

- Pre-Trial Conference     Motion                                     Temporary Hearing on Affidavits
- Status Conference         Order to Show Cause             Trial on the Merits
- Other \_\_\_\_\_

Describe matters for consideration: \_\_\_\_\_  
\_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Requested by: \_\_\_\_\_

A copy of this document has been provided to the Family Court Case Manager.

I HEREBY CERTIFY THAT A COPY OF THIS REQUEST FOR SETTING HAS BEEN SERVED IN THE FOLLOWING MANNER:

By depositing a copy in the United States mail in a properly addressed, postpaid envelope to:  
   \_\_ Plaintiff at \_\_\_\_\_  
   \_\_ Defendant at \_\_\_\_\_  
   \_\_ Plaintiff's Attorney                                    \_\_ Defendant's Attorney

By facsimile to: \_\_ Plaintiff \_\_ Defendant \_\_ Plaintiff's Attorney \_\_ Defendant's Attorney

By delivering a copy personally to: \_\_ Plaintiff \_\_ Defendant \_\_ Plaintiff's Attorney \_\_ Defendant's Attorney

By Sheriff's service to:                    \_\_ Plaintiff \_\_ Defendant \_\_ Plaintiff's Attorney \_\_ Defendant's Attorney

This the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature:    Attorney/Party/Case Coordinator

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address/Telephone Number

STATE OF NORTH CAROLINA  
20A JUDICIAL DISTRICT  
COUNTY OF \_\_\_\_\_

THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION  
CASE NUMBER \_\_\_\_\_

\_\_\_\_\_  
Plaintiff )  
\_\_\_\_\_  
-V- )  
\_\_\_\_\_  
Defendant )

**REQUEST FOR PEREMPTORY SETTING**

1. The undersigned moves the Court for a Peremptory Setting of the above case based upon the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The opposing party \_\_\_\_\_ CONSENTS \_\_\_\_\_ OBJECTS to the motion for Peremptory Setting on the dates requested.

3. A **REQUEST FOR SETTING** specifying the dates that all parties and witnesses will be available and ready for trial is attached to this form.

4. A copy of this document has been provided to the Family Court Case Manager,

I HEREBY CERTIFY THAT A COPY OF THIS REQUEST FOR PEREMPTORY SETTING HAS BEEN SERVED ON OPPOSING PARTY IN THE FOLLOWING MANNER:

By depositing a copy in the United States mail in a properly addressed, postpaid envelope to:

\_\_ Plaintiff at \_\_\_\_\_

\_\_ Defendant at \_\_\_\_\_

\_\_ Plaintiff's Attorney      \_\_ Defendant's Attorney

By facsimile to: \_\_ Plaintiff \_\_ Defendant \_\_ Plaintiff's Attorney \_\_ Defendant's Attorney

By delivering a copy personally to \_\_ Plaintiff \_\_ Defendant \_\_ Plaintiff's Attorney \_\_ Defendant's Attorney

By Sheriff's service to: \_\_\_\_\_

This the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature      Attorney/Party

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address/Telephone Number

**THE REQUEST FOR PEREMPTORY SETTING IS:**       **DENIED**       **ALLOWED**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assigned Judge / Case Coordinator

\_\_\_\_\_,  
Plaintiff )  
)  
)  
)  
-v- )  
)  
)  
\_\_\_\_\_,  
Defendant )

**NOTICE OF HEARING**

This **NOTICE OF HEARING** hereby advises you that this case is scheduled, as follows:

DATE \_\_\_\_\_  
TIME \_\_\_\_\_ AM \_\_\_\_\_ PM  
PLACE  Civil District Courtroom  \_\_\_\_\_  
\_\_\_\_\_ County Courthouse  
\_\_\_\_\_, NC

MATTERS FOR HEARING \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A copy of this Notice has been provided to the Family Court Case Manager.

I HEREBY CERTIFY THAT A COPY OF THIS NOTICE OF HEARING HAS BEEN SERVED IN THE FOLLOWING MANNER:

- By depositing a copy in the United States mail in a properly addressed, postpaid envelope to:  
\_\_ Plaintiff at \_\_\_\_\_  
\_\_ Defendant at \_\_\_\_\_  
\_\_ Plaintiff's Attorney \_\_\_\_\_ Defendant's Attorney \_\_\_\_\_
- By facsimile to: \_\_ Plaintiff \_\_ Defendant \_\_ Plaintiff's Attorney \_\_ Defendant's Attorney
- By delivering a copy personally to: \_\_ Plaintiff \_\_ Defendant \_\_ Plaintiff's Attorney \_\_ Defendant's Attorney
- By Sheriff's service to: \_\_ Plaintiff \_\_ Defendant \_\_ Plaintiff's Attorney \_\_ Defendant's Attorney

This the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature: Attorney/Party/Case Coordinator

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address/Telephone Number



STATE OF NORTH CAROLINA  
20A JUDICIAL DISTRICT  
COUNTY OF \_\_\_\_\_

IN THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION  
CASE NUMBER: \_\_\_\_\_

\_\_\_\_\_, )  
Plaintiff )  
 )  
-v- )  
 )  
\_\_\_\_\_, )  
Defendant )  
 )

**REQUEST FOR CONTINUANCE**

1. The above case is currently scheduled, as follows:

DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_ AM \_\_\_\_\_ PM  
HEARING: \_\_\_\_\_

2. The Undersigned is requesting a continuance by the Court for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_ I have contacted the opposing party/counsel regarding this Request and they  
\_\_\_ Consent \_\_\_ Do not object \_\_\_ Oppose

**OR**

\_\_\_ I have attempted to contact the opposing party/counsel regarding this Request on \_\_\_\_\_  
by \_\_\_ Telephone \_\_\_ Fax \_\_\_ E-mail \_\_\_ First Class Mail  
but have not received a response.

4. A copy of this document has been provided to the Family Court Case Coordinator, 20A District.

\_\_\_\_\_  
Date Name/Requesting Party

**THE REQUEST FOR CONTINUANCE IS: [ ] DENIED [ ] ALLOWED**

\_\_\_\_\_  
Date Judge / Case Coordinator

STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

IN THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION  
FILE # \_\_\_\_\_ CVD \_\_\_\_\_

\_\_\_\_\_) )  
(Plaintiff) )  
-vs- )  
\_\_\_\_\_) )  
(Defendant) )

**PRE-ARBITRATION SUBMISSION**

Rule 3(b) of the Arbitration Rules provide: "at least ten (10) days before the date set for the hearing, the parties shall exchange: (1) lists of witnesses they expect to testify; (2) copies of documents or exhibits they expect to offer into evidence; and (3) a brief statement of the issues and their contentions. Parties may agree in writing to rely on stipulations and/or statements, sworn or non sworn, rather than a formal presentation of witnesses and documents, for all or part of the hearing." Plaintiff/Defendant hereby states:

A. I expect to call as witnesses to testify in the arbitration hearing:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

(I have listed all that I may call. I am not required to call all the witnesses that I have listed).

B. I expect to offer as documents or exhibits into evidence:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

(I have attached copies of all the above listed documents to the Pre-Arbitration Submission. I understand that failure to provide all parties with any documents ten days prior to the hearing may be grounds for its exclusion at the hearing). **A COPY OF ALL DOCUMENTS SHOULD BE MAILED OR DELIVERED TO ALL OPPOSING PARTIES.**

C. It is my contention that the issues involved in this matter are briefly stated as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I certify that a copy of this Submission was served by:**

\_\_\_ depositing a copy enclosed in a postpaid properly addressed wrapper in a post office or official depository under the exclusive care and custody of the United States Postal Service directed to

\_\_\_\_\_ plaintiff \_\_\_\_\_ plaintiff's attorney  
\_\_\_\_\_ defendant \_\_\_\_\_ defendant's attorney

\_\_\_ by facsimile to: \_\_\_ Plaintiff \_\_\_ Defendant \_\_\_ Plaintiff's Attorney \_\_\_ Defendant's Attorney

\_\_\_ delivering a copy personally to  
\_\_\_\_\_ plaintiff \_\_\_\_\_ plaintiff's attorney  
\_\_\_\_\_ defendant \_\_\_\_\_ defendant's attorney

This is the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Signature

STATE OF NORTH CAROLINA  
20A JUDICIAL DISTRICT  
COUNTY OF \_\_\_\_\_

IN THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION  
CASE NUMBER \_\_\_\_\_

\_\_\_\_\_, )  
 )  
Plaintiff, )  
VS )  
 )  
\_\_\_\_\_, )  
 )  
Defendant, )  
 )  
 )  
 )

AFFIDAVIT OF:  
[ ] PLAINTIFF  
[ ] DEFENDANT  
SEEKING SUPPORT  
[ ] PSS / ALIMONY  
[ ] CHILD SUPPORT  
FROM WHOM SUPPORT IS SOUGHT  
[ ] PSS / ALIMONY  
[ ] CHILD SUPPORT

The affiant, having been first duly sworn as to the truthfulness and completeness of this affidavit, deposes and says that the average monthly financial needs for the support of the children in this case and/or my MONTHLY income and expenses are, as follows:

### PART I – INCOME INFORMATION

COMPLETE PAGE 1, SIGN & NOTARIZE PAGE 3 IN ALL CASES

1. My name is: (PRINT) \_\_\_\_\_.
2. My Social Security Number is available upon request and with the understanding and agreement that it will not be made part of the court file or released or used other than for a legitimate purpose in the preparation for or trial of this cause.
3. I am:
  - \_\_\_\_ Employed by: (first job) \_\_\_\_\_ (second job) \_\_\_\_\_.
  - Employer's Address(es) \_\_\_\_\_
  - Employer's Telephone(s) \_\_\_\_\_
  - \_\_\_\_ Self-employed doing: \_\_\_\_\_.
4. I receive the following AVERAGE MONTHLY GROSS INCOME (based on 4.33 weeks or 2.165 bi-weekly periods per month) from the following sources:
 

A. Wages / Salary	\$ _____	E. Rent	\$ _____
B. Bonuses	\$ _____	F. Business Profit	\$ _____
C. Commissions	\$ _____	G. Social Security	\$ _____
D. Interest/Dividends	\$ _____	H. Pension/Retirement	\$ _____
Investments	\$ _____	I. Other (Itemize)	\$ _____

5. ATTACHED HERETO AND MADE A PART HEREOF ARE

- A. COPIES OF MY PAY STUBS FOR THE PAST TWO (2) MONTHS (OR OTHER DOCUMENTATION OF MY INCOME),
- B. MY LATEST FEDERAL TAX RETURN (INCLUDING ALL SCHEDULES), W-2'S & 1099'S.

6. I have the following average MONTHLY expenses in connection with my business profit and/or rental income (including *only* expenses [and *not* depreciation] that are deductible on Schedule "C" and/or "E" or my IRS Form 1040 income tax return):

_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Expenses	\$ _____

## PART II – CHILD SUPPORT INFORMATION – GUIDELINE CASES

COMPLETE IN CHILD SUPPORT CASES USING THE CHILD SUPPORT GUIDELINES

1. I have the following average MONTHLY expenses:

A. Child support required by Court Order or Separation Agreement for my children \$ \_\_\_\_\_

Who are not living with me:

Name (s) and date (s) of birth of children:

- i: \_\_\_\_\_
- ii: \_\_\_\_\_
- iii: \_\_\_\_\_
- iv: \_\_\_\_\_

B. Responsibility for my biological or adopted children who live with me (Calculated per Guidelines):

Name (s) and date (s) of birth of children:

- i: \_\_\_\_\_
- ii: \_\_\_\_\_
- iii: \_\_\_\_\_
- iv: \_\_\_\_\_

C. Gross monthly income of the other parent responsible for children listed in B above. \$ \_\_\_\_\_

D. Monthly work-related child care costs (100%) \$ \_\_\_\_\_  
(attach verification)

E. Child (ren)'s portion of health insurance cost: \$ \_\_\_\_\_  
(attach verification)

F. Extraordinary expenses for child (ren) (itemize):

(As defined on Page 4 of the Guidelines)

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

2. Number of nights the child (ren) spend with me each year \_\_\_\_\_

STATE OF NORTH CAROLINA

COUNTY OF \_\_\_\_\_

**VERIFICATION**

Being first duly sworn, I depose and say that I have read the foregoing pages and I know the contents thereof; that the contents are true to my knowledge, except as to those matters and things stated upon information and belief, and as to those matters and things, I believe them to be true.

\_\_\_\_\_  
Affiant

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
A Notary Public of \_\_\_\_\_

My Commission Expires \_\_\_\_\_

**IN CHILD SUPPORT CASES FOLLOWING CHILD SUPPORT GUIDELINES, STOP HERE**

## PART III

COMPLETE PART III IN SPOUSAL SUPPORT CASES AND IN NON-GUIDELINES OR DEVIATION CHILD SUPPORT CASES

**NOTE: One month equals 4.33 weeks (or 2.165 bi-weekly periods)**

### A. NET INCOME

1. My total **MONTHLY GROSS INCOME** (from Part I) is \$ \_\_\_\_\_

2. I have the following average monthly deductions from my gross income:

Federal income taxes	\$ _____	Medical Insurance	\$ _____
State income taxes	\$ _____	Life Insurance	\$ _____
Social Security (FICA)	\$ _____	Retirement/401 (k)	\$ _____
Medicare	\$ _____	Other: _____	\$ _____

**TOTAL DEDUCTIONS:** \$ \_\_\_\_\_

3. My average **MONTHLY NET INCOME:** \$ \_\_\_\_\_

### B. NEEDS AND EXPENSES

1. I have the following average monthly fixed needs and expenses:

	Actual Expense	Anticipated Expense		Actual Expense	Anticipated Expense
House pmt/rent	\$	\$	Telephone	\$	\$
Property tax (excluded above)	\$	\$	House Maintenance	\$	\$
Homeowner's/renter's insurance	\$	\$	Yard Maintenance	\$	\$
Electricity	\$	\$	Car Payment	\$	\$
Heat (gas, etc)	\$	\$	Gasoline	\$	\$
Water	\$	\$	Car repairs	\$	\$
Cable TV	\$	\$	Car insurance	\$	\$
Other (specify)	\$	\$	Other (specify)	\$	\$

**SUBTOTAL:** \$ \_\_\_\_\_ \$ \_\_\_\_\_

2. I have prorated the foregoing subtotal of family expenses between the child (ren) and me as follows:

Total amount for self: \$ \_\_\_\_\_

Total amount for child (ren): \$ \_\_\_\_\_

Method of prorating and reasons for using this method:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

B. I have the following average monthly expenses for me and my children:

<u>Item</u>	<u>Self</u>	<u>Children</u> (for whom I am legally responsible)
Groceries & Household goods	_____	_____
Religious Contributions	_____	_____
Charitable Contributions	_____	_____
School/work lunches	_____	_____
Medical Insurance (if not withheld from earnings)	_____	_____
Uninsured medical/dental	_____	_____
Uninsured prescription drugs	_____	_____
Uninsured therapy	_____	_____
Clothing	_____	_____
Grooming (hair, etc.)	_____	_____
Laundry/ dry cleaning	_____	_____
Child care (work related)	_____	_____
Child care (indicate nature in far right column)	_____	_____
Allowances	_____	_____
Activities (Y, sports, clubs)	_____	_____
Entertainment/Recreation	_____	_____
Meals Out	_____	_____
Christmas Gifts	_____	_____
Birthday Gifts	_____	_____
Subscriptions (newspapers, magazines)	_____	_____
Life Insurance	_____	_____
Car Insurance	_____	_____
Car-other (registration, etc)	_____	_____
Other insurance (disability, etc)	_____	_____
Vacations	_____	_____
Pets	_____	_____
Tobacco/Alcohol	_____	_____
Other (itemize):	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Subtotal	\$ _____	\$ _____

C. SUMMARY OF EXPENSES

	SELF	CHILDREN
Household – prorated – from		

Section (1) \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 Individual – from Section (2) \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 TOTALS: \$ \_\_\_\_\_ \$ \_\_\_\_\_

D. I am responsible for the following DEBT PAYMENTS:

Debt	Monthly Payment	Balance Due	Named Debtor Joint/Husband/Wife	Party making pmt.
Mortgage				
<b>Car Payment</b>				
<b>Car Payment</b>				
<b>Credit Cards (Itemize)</b>				
<b>Other Debts (Itemize)</b>				
<b>TOTALS:</b>	\$ _____	\$ _____		



STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

**VERIFICATION**

Being first duly sworn, I depose and say that I have read the foregoing pages and I know the contents thereof; that the contents are true to my knowledge, except as to those matters and things stated upon information and belief, and as to those matters and things, I believe them to be true.

\_\_\_\_\_

Affiant

Sworn to and subscribe before me

This \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
A Notary Public of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

STATE OF NORTH CAROLINA  
20A JUDICIAL DISTRICT  
\_\_\_\_\_ COUNTY

IN THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION  
CASE NUMBER: \_\_\_\_\_

\_\_\_\_\_, )  
          **PLAINTIFF,** )  
                                  ) )  
-V-                                  ) )  
                                  ) )  
\_\_\_\_\_, )  
          **DEFENDANT.** )

**EMPLOYER WAGE AFFIDAVIT**

I, \_\_\_\_\_, an officer of \_\_\_\_\_  
[name of the company], being duly sworn, submit to the Court, as follows:

1. That \_\_\_\_\_ [name of Plaintiff or Defendant] in the  
above entitled action is an employee of said company;
2. That the records attached hereto of \_\_\_\_\_'s [Plaintiff/Defendant]  
earnings, deductions, company benefits and length of employment is true and correct  
to the best of affiant's information and belief.

This the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Affiant [officer of the company]

\_\_\_\_\_  
Title

Subscribed and sworn before me  
this the \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires:

STATE OF NORTH CAROLINA  
20A JUDICIAL DISTRICT  
COUNTY OF \_\_\_\_\_

IN THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION  
CASE NUMBER \_\_\_\_\_

\_\_\_\_\_, )  
                  **Plaintiff**      ) )  
                  **v.**                  ) )  
\_\_\_\_\_,                  ) )  
                  **Defendant**      ) )

**PRE TRIAL CONFERENCE ORDER  
(NON-EQUITABLE DISTRIBUTION CASES)**

**THIS CAUSE**, coming on to be heard and being heard before the Presiding District Court Judge assigned to this cause, upon the parties' pretrial conference on the issue(s) of \_\_\_\_\_

**WHEREAS** it appearing that the Plaintiff and Defendant were present and represented by counsel and voluntarily executed this pretrial conference order and agreed to the following:

- I. A) There are no further pre-trial matters to be addressed and the case is ready for trial. This matter shall be scheduled for trial on the \_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, at \_\_\_\_\_am / pm without further notice.
- B) The issues to be tried are as follows: \_\_\_\_\_
- C) The parties shall notify the Court if they have settled by \_\_\_\_\_.
- D) The final formal pre-trial Order shall be submitted by the Plaintiff by \_\_\_\_\_.
- II. There are further per-trial matters to be addressed; therefore, it is hereby directed, as follows:
  - A) The parties shall exchange their witness list/exhibit list by \_\_\_\_\_.
  - B) All discovery shall be completed by \_\_\_\_\_.
  - C) The affidavits of financial standing will be exchanged \_\_\_\_\_.
  - D) Any stipulations shall be filed by \_\_\_\_\_.
  - E) \_\_\_\_\_
  - F) The next Pre-Trial Conference shall be on \_\_\_\_\_.
  - G) A formal Pre-Trial Order shall be submitted by the Plaintiff by \_\_\_\_\_.

This the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
PLAINTIFF  
  
\_\_\_\_\_  
PLAINTIFF'S ATTORNEY

\_\_\_\_\_  
DEFENDANT  
  
\_\_\_\_\_  
DEFENDANT'S ATTORNEY

\_\_\_\_\_  
DISTRICT COURT JUDGE

STATE OF NORTH CAROLINA  
20A JUDICIAL DISTRICT  
COUNTY OF \_\_\_\_\_

IN THE DISTRICT COURT OF JUSTICE  
DISTRICT COURT DIVISION  
CASE NO. \_\_\_\_\_

\_\_\_\_\_, )  
Plaintiff, )  
-v- )  
\_\_\_\_\_)  
Defendant )

**ADMINISTRATIVE DISCOVERY ORDER**

EQUITABLE DISTRIBUTION  
 NON-ED

**THIS CAUSE HAVING COME** before the undersigned judge presiding for a discovery conference, the Court now orders that the parties comply with the following schedule:

- \_\_\_ All discovery requests shall be served no later than: \_\_\_\_\_
- \_\_\_ All discovery responses shall be served no later than: \_\_\_\_\_
- \_\_\_ All supplemental discovery requests shall be served no later than: \_\_\_\_\_
- \_\_\_ All responses to supplemental discovery shall be served no later than: \_\_\_\_\_
- \_\_\_ All experts shall be disclosed by: \_\_\_\_\_
- \_\_\_ All other witnesses shall be disclosed by: \_\_\_\_\_
- \_\_\_ All experts and other witnesses shall be deposed by: \_\_\_\_\_
- \_\_\_ All experts and other witnesses shall be deposed by: \_\_\_\_\_
- \_\_\_ All rebuttal experts shall be disclosed by: \_\_\_\_\_
- \_\_\_ All rebuttal experts shall be deposed by: \_\_\_\_\_
- \_\_\_ All appraisals shall be completed by: \_\_\_\_\_
- \_\_\_ All ED Affidavits shall be exchanged by: \_\_\_\_\_
- \_\_\_ Parties shall meet to prepare the Pretrial Order by: \_\_\_\_\_
- \_\_\_ Parties shall complete the Pretrial Order by: \_\_\_\_\_
- \_\_\_ Other: \_\_\_\_\_

A pre-trial conference shall be held on \_\_\_\_\_ at \_\_\_\_\_ AM/PM.

This the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Judge Presiding

\_\_\_\_\_  
Plaintiff

\_\_\_\_\_  
Defendant

\_\_\_\_\_  
Plaintiff's Attorney

\_\_\_\_\_  
Defendant's Attorney

**MEMORANDUM OF JUDGEMENT / ORDER**

The Clerk's office has copies of this AOC form. The form may also be found on [www.nccourts.org](http://www.nccourts.org) website under forms – AOC-CV-220.

NORTH CAROLINA  
20A JUDICIAL DISTRICT  
COUNTY OF \_\_\_\_\_

IN THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION  
CASE NUMBER \_\_\_\_\_

\_\_\_\_\_  
Plaintiff,  
  
-vs-  
  
\_\_\_\_\_  
Defendant.

)  
)  
)  
)  
)  
)  
)  
)

**EQUITABLE DISTRIBUTION  
INVENTORY AFFIDAVIT  
OF PLAINTIFF OR REQUESTING PARTY  
AND  
CERTIFICATE OF SERVICE**

---

**NOW COMES** the plaintiff, or requesting party, and itemizes what he/she alleges to be the marital, divisible, and separate property of the parties, as well as the marital debts of the parties, all as set out in the schedules, which are attached. Plaintiff certifies that he/she has made a full and complete disclosure of all marital and separate property known to him/her.

This is to further certify that the undersigned has this day filed the original of this affidavit and all attachments with the Clerk, and has served a copy of this affidavit and all attachments to opposing counsel, or opposing party if unrepresented, by depositing a copy in a postpaid wrapper in a post office or official depository under the exclusive care and custody of the United States Post Office Department, properly addressed as follows:

(type or print full name and address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to the Local Rules, the defendant, or responding party, is required to, within thirty days, complete his/her portion of the attachments and file his/her affidavit and attachments with the Clerk of Court and forward a completed copy of his/her affidavit and attachments to counsel for the plaintiff, or the plaintiff if unrepresented.

This the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Attorney/Party  
Typed or printed name, address, and phone

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NORTH CAROLINA  
 20A JUDICIAL DISTRICT  
 COUNTY OF \_\_\_\_\_

IN THE GENERAL COURT OF JUSTICE  
 DISTRICT COURT DIVISION  
 CASE NUMBER \_\_\_\_\_

_____ )	<b>EQUITABLE DISTRIBUTION                  INVENTORY AFFIDAVIT                  OF DEFENDANT OR RESPONDING PARTY                  AND                  CERTIFICATE OF SERVICE</b>
Plaintiff, )	
-vs- )	
)	
_____ )	
Defendant. )	
)	
)	

**NOW COMES** the defendant, or responding party, and itemizes what he/she alleges to be the marital, divisible, and separate property of the parties, as well as the marital debts of the parties, all as set out in the schedules, which are attached. Defendant certifies that he/she has made a full and complete disclosure of all marital and separate property known to him/her.

This is to further certify that the undersigned has this day filed the original of this affidavit and all attachments with the Clerk, and has served a copy of this affidavit and all attachments to opposing counsel, or opposing party if unrepresented, by depositing a copy in a postpaid wrapper in a post office or official depository under the exclusive care and custody of the United States Post Office Department, properly addressed as follows:

(type or print full name and address)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Signature of Attorney/Party

Typed or printed name, address, and phone

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Equitable Distribution Inventory Affidavit

### PURPOSE

The Plaintiff and the Defendant were married, and they accumulated some property. Now someone has asked the Judge to fairly, or equitably, divide this property.

The purpose of this affidavit is to give the Judge the information he or she will need to equitably divide the property. The Judge will need to know this information because at trial the Judge must determine the fair market value (value) of each item of property and whether each item of property is Marital or Separate (classification), and the Judge must then decide who gets each item of property (distribution).

So, you must carefully list each item of property which either of you owned or had any interest in as of the day of separation, no matter in whose name the property was titled, and no matter who had possession of the property. List everything, and if you believe that the property is not Marital, show that the item as "Separate".

### MEANINGS

As used in these schedules, the following abbreviations have the following meanings:

DOM means the "date of marriage of the parties", which plaintiff contends to be \_\_\_\_\_ and which defendant contends to be \_\_\_\_\_, and which the Court finds to be \_\_\_\_\_.

DOS means the "date separation of the parties", which plaintiff contends to be \_\_\_\_\_ and which defendant contends to be \_\_\_\_\_, and which the Court finds to be \_\_\_\_\_.

FMV means "fair market value".

LIEN means "a lien on property", whether created by a mortgage, deed of trust, security agreement, or otherwise.

PROPERTY means anything you can own (not just land and house, but also other things like bank accounts and retirement accounts: anything you can own).

SEPARATE PROPERTY means Property that either of you received either before the marriage or after the DOS, or that either of you received during the marriage by gift or inheritance.

MARITAL PROPERTY means Property that is not Separate Property, no matter whose name it is in, that either of you received between the date of your marriage and the DOS.



**SCHEDULE I  
REAL PROPERTY AND MOBILE HOME**

**This includes land, houses, anything permanently attached to land, and mobile homes.  
Include a description of the property sufficient that the Court can identify it.**

PROPERTY	Value			Classification			Possession			Distribution		
	Husband contends: DOS FMV	Wife contends: DOS FMV	Agreed or Court finding: FMV	Husband contends: Marital or Sep (M/S)	Wife contends: Marital or Sep (M/S)	Agreed or Court finding: Marital or Sep	Husband contends Who has it? (H/W)	Wife contends: Who has it? (H/W)	Agreed or Court finding: Who has it?	Husband contends Who gets it? (H/W)	Wife contends: Who gets it? (H/W)	Agreed or Court finding: Who gets it?
1.												
2.												
3.												
4.												
5.												

**SCHEDULE II  
MOTOR VEHICLES**

**Include a description of the property sufficient that the Court can identify it.**

PROPERTY	Value			Classification			Possession			Distribution		
	Husband contends: DOS FMV	Wife contends: DOS FMV	Agreed or Court finding: FMV	Husband contends: Marital or Sep (M/S)	Wife contends: Marital or Sep (M/S)	Agreed or Court finding: Marital or Sep	Husband contends Who has it? (H/W)	Wife contends: Who has it? (H/W)	Agreed or Court finding: Who has it?	Husband contends Who gets it? (H/W)	Wife contends: Who gets it? (H/W)	Agreed or Court finding: Who gets it?
6.												
7.												
8.												
9.												
10.												

**SCHEDULE III**  
**HOUSEHOLD FURNISHINGS, COLLECTIBLES**  
 Include a description of the property sufficient that the Court can identify it.

PROPERTY	Value			Classification			Possession			Distribution		
	Husband contends: DOS FMV	Wife contends: DOS FMV	Agreed or Court finding: FMV	Husband contends: Marital or Sep (M/S)	Wife contends: Marital or Sep (M/S)	Agreed or Court finding: Marital or Sep	Husband contends: Who has it? (H/W)	Wife contends: Who has it? (H/W)	Agreed or Court finding: Who has it?	Husband contends: Who gets it? (H/W)	Wife contends: Who gets it? (H/W)	Agreed or Court finding: Who gets it?
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28.												

**SCHEDULE IV**  
**MISCELLANEOUS PERSONAL PROPERTY**  
**(Tools, Guns, Lawn Equipment, Jewelry, Animals)**  
**Include a description of the property sufficient that the Court can identify it.**

PROPERTY	Value			Classification			Possession			Distribution		
	Husband contends: DOS FMV	Wife contends: DOS FMV	Agreed or Court finding: FMV	Husband contends: Marital or Sep (M/S)	Wife contends: Marital or Sep (M/S)	Agreed or Court finding: Marital or Sep	Husband contends Who has it? (H/W)	Wife contends: Who has it? (H/W)	Agreed or Court finding: Who has it?	Husband contends Who gets it? (H/W)	Wife contends: Who gets it? (H/W)	Agreed or Court finding: Who gets it?
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46.												

**SCHEDULE V  
ACCOUNTS  
(Checking, Savings, CD's)**

**Include a description of the account sufficient that the Court can identify it.**

PROPERTY	Value			Classification			Possession			Distribution		
	Husband contends: DOS FMV	Wife contends: DOS FMV	Agreed or Court finding: FMV	Husband contends: Marital or Sep (M/S)	Wife contends: Marital or Sep (M/S)	Agreed or Court finding: Marital or Sep	Husband contends Who has it? (H/W)	Wife contends: Who has it? (H/W)	Agreed or Court finding: Who has it?	Husband contends Who gets it? (H/W)	Wife contends: Who gets it? (H/W)	Agreed or Court finding: Who gets it?
47.												
48.												
49.												
50.												
51.												
52.												

**SCHEDULE VI  
BUSINESSES AND STOCKS**

**Include a description of the account sufficient that the Court can identify it.**

PROPERTY	Value			Classification			Possession			Distribution		
	Husband contends: DOS FMV	Wife contends: DOS FMV	Agreed or Court finding: FMV	Husband contends: Marital or Sep (M/S)	Wife contends: Marital or Sep (M/S)	Agreed or Court finding: Marital or Sep	Husband contends Who has it? (H/W)	Wife contends: Who has it? (H/W)	Agreed or Court finding: Who has it?	Husband contends Who gets it? (H/W)	Wife contends: Who gets it? (H/W)	Agreed or Court finding: Who gets it?
53.												
54.												
55.												
56.												

**SCHEDULE VII  
RETIREMENT  
(Pension, 401 (k), Profit-Sharing, IRA)**

NAME- INSTITUTION	Value			Classification			Possession			Distribution		
	Husband contends: DOS FMV	Wife contends: DOS FMV	Agreed or Court finding: FMV	Husband contends: Marital or Sep (M/S)	Wife contends: Marital or Sep (M/S)	Agreed or Court finding: Marital or Sep	Husband contends Who has it? (H/W)	Wife contends: Who has it? (H/W)	Agreed or Court finding: Who has it?	Husband contends Who gets it? (H/W)	Wife contends: Who gets it? (H/W)	Agreed or Court finding: Who gets it?
57.												
58.												
59.												

**SCHEDULE VIII  
LIFE INSURANCE POLICIES  
(Use the Cash Value of your policies)**

PROPERTY	Value			Classification			Possession			Distribution		
	Husband contends: DOS Cash Value	Wife contends: DOS Cash Value	Agreed or Court finding: Cash Value	Husband contends: Marital or Sep (M/S)	Wife contends: Marital or Sep (M/S)	Agreed or Court finding: Marital or Sep	Husband contends Who has it? (H/W)	Wife contends: Who has it? (H/W)	Agreed or Court finding: Who has it?	Husband contends Who gets it? (H/W)	Wife contends: Who gets it? (H/W)	Agreed or Court finding: Who gets it?
60.												
61.												
62.												
63.												
64.												

**SCHEDULE IX**  
**PROPERTY ACQUIRED AFTER DOS**  
 Include a description of the account sufficient that the Court can identify it.

PROPERTY	Value			Classification			Possession			Distribution		
	Husband contends: DOS FMV	Wife contends: DOS FMV	Agreed or Court finding: FMV	Husband contends: Marital or Sep (M/S)	Wife contends: Marital or Sep (M/S)	Agreed or Court finding: Marital or Sep	Husband contends: Who has it? (H/W)	Wife contends: Who has it? (H/W)	Agreed or Court finding: Who has it?	Husband contends: Who gets it? (H/W)	Wife contends: Who gets it? (H/W)	Agreed or Court finding: Who gets it?
65.												
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76.												
77.												

**SCHEDULE X  
DEBTS WHICH ARE SECURED**

List here debts, which ARE secured by a lien on property.  
Include the name, address, telephone number, and account number of the creditor,  
and for each creditor identify (the same way you did in the "property schedules") the property securing the debt.  
Also, attach a copy of the documents, which show the amount of debt.

CREDITOR	Value			Classification			Distribution		
	Husband contends: DOS BALANCE	Wife contends: DOS BALANCE	Agreed or Court finding: BALANCE	Husband contends: Marital or Sep (M/S)	Wife contends: Marital or Sep (M/S)	Agreed or Court finding: Marital or Sep	Husband contends Who gets it? (H/W)	Wife contends: Who gets it? (H/W)	Agreed or Court finding: Who gets it?
78.									
79.									
80.									
81.									

**SCHEDULE XI  
DEBTS WHICH ARE NOT SECURED**

List here debts, which are NOT secured by a lien on property.  
Include the name, address, telephone number, and account number of the creditor.  
Also, attach a copy of the documents, which show the amount of debt.

CREDITOR	Value			Classification			Distribution		
	Husband contends: DOS BALANCE	Wife contends: DOS BALANCE	Agreed or Court finding: BALANCE	Husband contends: Marital or Sep (M/S)	Wife contends: Marital or Sep (M/S)	Agreed or Court finding: Marital or Sep	Husband contends Who gets it? (H/W)	Wife contends: Who gets it? (H/W)	Agreed or Court finding: Who gets it?
82.									
83.									
84.									
85.									
86.									

**SCHEDULE XII**  
**DIVISIBLE PROPERTY**  
 Itemize on separate sheet as needed

FACTORS	HUSBAND'S CONTENTIONS	WIFE'S CONTENTIONS	AGREED OR COURT FINDING
87. Appreciation and diminution in value of marital property and divisible property of the parties occurring after the date of separation and prior to the date of distribution. Do not include here appreciation or diminution in value, which is the result of post-separation actions or activities of a spouse.			
88. Property, property rights, or any portion thereof received after the date of separation but before the date of distribution that was acquired as a result of the efforts of either spouse during the marriage and before the date of separation, including, but not limited to, commissions, bonuses, and contractual rights.			
89. Passive income from marital property received after the date of separation, including, but not limited to, interest and dividends.			
90. Increases in marital debt and financing charges and interest related to marital debt.			



**SCHEDULE XIII**  
**FACTORS JUSTIFYING AN UNEQUAL DISTRIBUTION**  
 Itemize on separate sheet as needed

FACTORS	HUSBAND'S CONTENTIONS	WIFE'S CONTENTIONS	AGREED OR COURT FINDING
(1) The income, property, and liabilities of each party at the time the division of property is to become effective;			
(2) Any obligation for support arising out of a prior marriage;			
(3) The duration of the marriage and the age and physical and mental health of both parties;			
(4) The need of a parent with custody of a child or children of the marriage to occupy or own the marital residence and to use or own its household effects;			
(5) The expectation of pension, retirement, or other deferred compensation rights, that are not marital property;			
(6) Any equitable claim to, interest in, or direct or indirect contribution made to the acquisition of such marital property by the party not having title, including joint efforts or expenditures and contributions and services, or lack thereof, as a spouse			
(7) Any direct or indirect contribution made by one spouse to help educate or develop the career potential of the other spouse;			
(8) Any direct contribution to an increase in value of separate property which occurs during the course of the marriage;			
(9) The liquid or non-liquid character of all marital property and divisible property;			
(10) The difficulty of evaluating any component asset or any interest in a business, corporation or profession, and the economic desirability of retaining such asset or interest, intact and free from any claim or interference by the other party;			
(11) The tax consequences to each party;			
(11a) Acts of either party to maintain, preserve, develop, or expand; or to waste, neglect, devalue or convert the marital or divisible property, or both, during the period after separation of the parties and before the time of distribution; and			
(8, 11a, 12) Payments on marital debts since separation.			
(8, 11a, 12) Repairs or improvements to marital assets since separation.			
(12) Any other factor which the court finds to be just and proper.			
(12) Separate property was used for the purchase price of a marital asset.			
(12) Party's family paid the purchase price of a marital asset.			

VERIFICATION

STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

\_\_\_\_\_, first being duly sworn, says that he/she is the Plaintiff/Defendant in the above entitled action, and that the foregoing Equitable Distribution Inventory Affidavit and Attachments is true of his/her own knowledge, except as to matters and things therein state upon information and belief, and as to those matters and things Plaintiff/Defendant verily believes said contents to be true.

\_\_\_\_\_

Subscribed and sworn to before me, this the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_

NORTH CAROLINA  
20A JUDICIAL DISTRICT  
COUNTY OF \_\_\_\_\_

IN THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION  
CASE NUMBER \_\_\_\_\_

\_\_\_\_\_) )  
\_\_\_\_\_) )  
Plaintiff, ) )  
\_\_\_\_\_) )  
-vs- ) )  
\_\_\_\_\_) )  
\_\_\_\_\_) )  
Defendant. ) )

**STATUS CONFERENCE ORDER**

THIS MATTER COMING ON TO BE HEARD before the undersigned Judge Presiding on the date shown below for a status conference concerning the pending claim or claims for equitable distribution.

1. The Plaintiff appeared through counsel, \_\_\_\_\_, and the Defendant also appeared through counsel, \_\_\_\_\_.

2. This is an action for equitable distribution filed by the \_\_\_\_ Plaintiff/\_\_\_\_ Defendant (herein referred to as "Moving Party").

Based upon a review of the file, and after hearing the contentions and position of the parties through counsel, the Court determines that the interests of justice and the expeditious handling of this matter require the entry of the following Order.

IT IS, THEREFORE, ORDERED, ADJUDGED AND DECREED as follows:

1. Moving Party \_\_\_\_ has/\_\_\_\_ has not filed an equitable distribution affidavit. If not, Moving Party is Ordered to file and serve an equitable distribution affidavit by \_\_\_\_\_.

2. Opposing party \_\_\_\_ has/\_\_\_\_ has not filed an equitable distribution affidavit.

If not, opposing party is Ordered to file and serve an equitable distribution affidavit by

\_\_\_\_\_.

3. The parties \_\_\_\_ have/\_\_\_\_ have not agreed to an ADR procedure.

\_\_\_\_\_ is hereby appointed as \_\_\_\_\_

in this case and the parties and counsel are Ordered to complete the ADR process no later than

\_\_\_\_\_.

4. A proposed Pretrial Order \_\_\_\_ has/\_\_\_\_ has not been filed. If not, Moving Party is Ordered to file and serve a proposed Pretrial Order, accurately incorporating the contentions of the parties as set forth in their equitable distribution affidavits by \_\_\_\_\_.

5. A Pretrial Order \_\_\_\_ has/\_\_\_\_ has not been entered. If not, a pretrial conference is scheduled for the \_\_\_\_\_. Parties and counsel are directed to appear at such time, prepared to submit for inclusion in the Pretrial Order their final contentions, to be binding upon the parties at the trial, unless the Court at such time allows amendment for good cause shown. Counsel are directed that if they are unable to appear for such pretrial conference, they are to arrange to have associate counsel, fully apprised of the issues to be resolved, appear on their behalf.

6. The trial of this cause \_\_\_\_ has/\_\_\_\_ has not been scheduled. If not, this matter is \_\_\_\_ tentatively / \_\_\_\_ specifically scheduled for trial on \_\_\_\_\_. Parties and counsel are directed to appear at such time for trial without further notice.

Made and entered, this the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
DISTRICT COURT JUDGE PRESIDING

NORTH CAROLINA  
20A JUDICIAL DISTRICT  
COUNTY OF STANLY

IN THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION  
CASE NUMBER \_\_\_\_\_

\_\_\_\_\_ )  
 )  
 Plaintiff, )  
 )  
 -vs- )  
 )  
 \_\_\_\_\_ )  
 )  
 Defendant. )

**EQUITABLE DISTRIBUTION  
PRETRIAL ORDER**

**THIS MATTER COMING ON TO BE HEARD** for a final pretrial conference before the undersigned Presiding Judge upon pleadings seeking a determination of marital property and an equitable distribution of such property and debts as shall be determined to be marital;

**AND IT APPEARING** that the parties have reached agreement on certain facts and on certain issues and have delineated the areas of agreement and disagreement;

**AND IT APPEARING** that by their signatures affixed hereto, each party stipulates agreement with the facts and issues represented as agreed upon and stipulates that the facts and issues represented as being in dispute are accurately reflected and that there are no other issues to be determined by the Court;

**AND IT FURTHER APPEARING** that each party by signing this Pre-Trial Order warrants and avows having disclosed the existence of all property, both separate and marital, to which he or she may have had a claim at the date of valuation of marital property, regardless of to whom such property may be titled or in whom actual ownership may be designated. Said disclosure has been full and honest and is free from taint of fraud;

**IT IS, THEREFORE, ORDERED, ADJUDGED AND DECREED** and stipulated as follows:

1. The Court has jurisdiction over the parties and subject matter of this action.
2. AN EQUAL DIVISION IS AN EQUITABLE DIVISION. (THIS STATEMENT SHOULD BE ELIMINATED IF NOT AGREED UPON.)

3. Schedule A is a list of marital property upon which there is agreement as to value and distributions.
4. Schedule B is a list of marital property upon which there is an agreement as to distribution and disagreement as to value.
5. Schedule C is a list of marital property upon which there is agreement as to value and disagreement as to distribution.
6. Schedule D is a list of marital property upon which there is disagreement as to distribution and disagreement as to value.
7. Schedule E is a list of items about which there is disagreement as to whether the item is marital property.
8. Schedule F is a list of plaintiff's contentions for an unequal division in his/her favor. (Use only if plaintiff in this action seeks an unequal division.)
9. Schedule G is a list of defendant's contentions for an unequal division in his/her favor. (Use only if defendant in this action seeks an unequal division.)
10. Schedule H is a list of marital debts of the parties showing the present amounts due and any amounts paid by the parties since their separation.
11. Schedule I is a list of post-separation changes in values and plaintiff's contentions as to how these changes should be treated.
12. Schedule J is a list of post-separation changes in values and defendant's contentions as to how these changes should be treated.
13. Schedule K is a list of divisible property.
14. Plaintiff and defendant have added any additional schedules needed to state any other issues to be decided by the Court. They are labeled Schedule \_\_\_\_\_, \_\_\_\_\_, etc.
15. The Presiding Judge shall rule on the following:
  - a. What is the value of the items on Schedule B?
  - b. Which party shall be the owner of the items on Schedule C?
  - c. What is the value of and which party shall be the owner of the items on Schedule D?
  - d. Are the items on Schedule E marital property and if so, what are their values?
  - e. If the parties do not agree that equal is equitable, the Judge shall rule on an equitable distribution of marital assets and debts.

f. The judge shall rule on issues raised in the Supplemental Schedules attached hereto.

16. This matter is set for trial for \_\_\_\_\_.

17. The estimated length of trial time is \_\_\_\_\_.

18. The following documents, reports and other exhibits may be admitted without authentication:

\_\_\_\_\_  
\_\_\_\_\_

19. No later than 24 hours before trial, counsel for the parties shall label, number and list all trial exhibits, and shall exchange exhibit lists, copies of exhibits and witness lists. A copy of each list shall be provided to the Judge when the case is called for trial.

20. The parties shall update their equitable distribution affidavits as they acquire additional pertinent information.

This the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Judge Presiding

CONSENTED TO:

\_\_\_\_\_  
Plaintiff

\_\_\_\_\_  
Defendant

\_\_\_\_\_  
Attorney for Plaintiff

\_\_\_\_\_  
Attorney for Defendant













Equitable Distribution Pretrial Order

Schedule F: Plaintiff's Contentions Why Equal is Not Equitable.

Equitable Distribution Pretrial Order

Schedule G: Defendant's Contentions Why Equal is Not Equitable.









Equitable Distribution Pretrial Order

Schedule K: List of divisible property.

**DOMESTIC VIOLENCE INCIDENT REPORT**

The Clerk's office or the D.A.'s office has copies of this form.

THIS FORM SHALL BE FILED WITH THE CLERK'S OFFICE AND A COPY SHALL BE DEPOSITED IN THE CUSTODY MEDIATOR'S BOX IN THE CLERK'S OFFICE. FORM Med-A Stanly  
NORTH CAROLINA IN THE GENERAL COURT OF JUSTICE  
STANLY COUNTY DISTRICT COURT DIVISION

File No. \_\_\_\_\_-CVD-\_\_\_\_\_

\_\_\_\_\_  
Plaintiff

vs.

**NOTICE FOR CUSTODY/VISITATION  
MEDIATION ORIENTATION  
& PARENTING APART PROGRAM**

\_\_\_\_\_  
Defendant

**TO THE PARTIES OR THEIR ATTORNEYS OF RECORD:**

**IT IS ORDERED, pursuant to G.S. 50-13.1, that the child custody and/or visitation issues in this case be referred to mediation.**

Notice is hereby given that the parties named above are to appear:

**Date:** \_\_\_\_\_  
**Time:** starting at 2:00 PM and lasting until 4:00 PM  
**Place:** Custody Mediation Conference Room – Stanly County Courthouse  
Room # 400 (between the courtrooms) 4<sup>th</sup> Floor

All named parties are required to be present at this time to participate in an orientation program detailing the mandatory mediation of child custody, visitation and parenting issues. This will not be a mediation session; your mediation session will be scheduled during orientation for another date.

PARTIES WHO FAIL TO COMPLY WITH THIS NOTICE WILL BE SUBJECT TO THE  
CONTEMPT POWERS OF THE COURT.

QUESTIONS MAY BE DIRECTED TO THE CUSTODY MEDIATOR.  
704-986-7087

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief District Court Judge

CERTIFICATE OF SERVICE

I certify a copy of this Notice was served:

\_\_\_\_\_ By depositing a copy enclosed in a postpaid properly addressed envelope in a post office or official depository under the exclusive care and custody of the U.S. Postal service directed to:

\_\_\_\_\_ Plaintiff    \_\_\_\_\_ Defendant    \_\_\_\_\_ Plaintiff's Attorney    \_\_\_\_\_ Defendant's Attorney

\_\_\_\_\_ Delivering a copy personally to:

\_\_\_\_\_ Plaintiff    \_\_\_\_\_ Defendant    \_\_\_\_\_ Plaintiff's Attorney    \_\_\_\_\_ Defendant's Attorney

THIS FORM SHALL BE FILED WITH THE CLERK'S OFFICE AND A COPY SHALL BE DEPOSITED IN THE CUSTODY MEDIATOR'S BOX IN THE CLERK'S OFFICE. Med-B - Stanly  
NORTH CAROLINA IN THE GENERAL COURT OF JUSTICE  
STANLY COUNTY DISTRICT COURT DIVISION

File No. \_\_\_\_\_-CVD-\_\_\_\_\_

\_\_\_\_\_  
Plaintiff

vs.

**ORDER FOR CUSTODY/VISITATION  
MEDIATION ORIENTATION &  
PARENTING APART PROGRAM**

\_\_\_\_\_  
Defendant

**TO THE PARTIES OR THEIR ATTORNEYS OF RECORD:**

**IT IS ORDERED, pursuant to G.S. 50-13.1, that the child custody and/or visitation issues in this case be referred to mediation.**

Notice is hereby given that the parties named above are to appear on:

Date: \_\_\_\_\_  
Time: starting at 2:00 PM and lasting until 4:00 PM  
Place: Custody Mediation Conference Room – Stanly County Courthouse  
Room # 400 (between the courtrooms) 4<sup>th</sup> Floor

All named parties are required to be present at this time to participate in an orientation program developed by the Court. The orientation will last approximately two hours. This will not be a mediation session; your mediation session will be scheduled during orientation for another date.

**PARTIES WHO FAIL TO COMPLY WITH THIS NOTICE WILL BE SUBJECT TO THE  
CONTEMPT POWERS OF THE COURT.  
THIS IS YOUR SECOND AND FINAL ORDER TO ATTEND ORIENTATION.**

QUESTIONS MAY BE DIRECTED TO THE CUSTODY MEDIATOR.  
704-986-7087

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief District Court Judge

CERTIFICATE OF SERVICE

I certify a copy of this Order was served:

By depositing a copy enclosed in a postpaid properly addressed envelope in a post office or official depository under the exclusive care and custody of the U.S. Postal service directed to:  
\_\_\_\_ Plaintiff    \_\_\_\_ Defendant    \_\_\_\_ Plaintiff's Attorney    \_\_\_\_ Defendant's Attorney

Delivering a copy personally to:  
\_\_\_\_ Plaintiff    \_\_\_\_ Defendant    \_\_\_\_ Plaintiff's Attorney    \_\_\_\_ Defendant's Attorney

NORTH CAROLINA  
STANLY COUNTY

Form Med. C  
IN THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION

File No. \_\_\_\_\_-CVD-\_\_\_\_\_

\_\_\_\_\_)  
Plaintiff )  
 )  
 )  
vs. )  
 )  
\_\_\_\_\_)  
Defendant

**NOTICE OF CUSTODY  
MEDIATION CONFERENCE**

In accordance with the law, the above case has been set for mandatory mediation of all custody and visitation issues.

Notice is hereby given to appear:

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
**Please allow two (2) hours for this session.**

Place: **Custody Mediation Office / Conference Room, Stanly County Courthouse**  
**4<sup>th</sup> Floor Room #400 (between the courtrooms)**

**ALL PARTIES WHO FAIL TO COMPLY WITH THIS NOTICE WILL BE SUBJECT  
TO THE CONTEMPT POWERS OF THE COURT.**

The mediator will seek to promote a workable and mutually acceptable agreement between the parties, working towards a resolution of the issues that will best serve the interests of the child. Please be advised that this is not a proceeding before the Court, therefore, counsel will not participate in the discussions. Counsel will have an opportunity to review any parenting agreement prior to the signing appointment.

Mediation is an efficient, economical alternative to traditional litigation and provides for a prompt resolution of disputes. Mediation is often better than the courtroom as a way to resolve emotional issues involved in custody and visitation cases.

**QUESTIONS MAY BE DIRECTED TO THE CUSTODY MEDIATOR.**  
704-986-7087

\_\_\_\_\_  
Custody Mediator

\_\_\_\_\_  
Date

NORTH CAROLINA

Form Med-D  
IN THE GENERAL COURT OF JUSTICE

\_\_\_\_\_ COUNTY

DISTRICT COURT DIVISION

File No. \_\_\_\_-CVD-\_\_\_\_\_

\_\_\_\_\_  
Plaintiff

vs.

\_\_\_\_\_  
Defendant

**STIPULATION FOR  
EXPEDITED MEDIATION**

The Plaintiff and Defendant, by and through their attorneys of record, hereby stipulate that the parties waive the normal 45-day waiting period as set out in Rule 5 of the MANDATORY CHILD CUSTODY AND VISITATION MEDIATION RULES for the 20A Judicial District and request that mediation be expedited.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Plaintiff or Plaintiff's Attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Defendant or Defendant's Attorney

Attorneys, please call 704-986-7087 to notify the Mediator of this request.

THIS FORM SHALL BE FILED WITH THE CLERK'S OFFICE AND A COPY SHALL BE DEPOSITED IN THE CUSTODY MEDIATOR'S BOX IN THE CLERK'S OFFICE.

NORTH CAROLINA

FORM Med-E  
IN THE GENERAL COURT OF JUSTICE

\_\_\_\_\_ COUNTY

DISTRICT COURT DIVISION

File No. \_\_\_\_-CVD-\_\_\_\_\_

\_\_\_\_\_)  
Plaintiff )  
)  
)  
vs. )  
)  
)  
\_\_\_\_\_)  
Defendant )

**MOTION FOR EXEMPTION  
FROM MEDIATION AND THE  
PARENTING APART PROGRAM**

Pursuant to G.S. 50-13.1, the undersigned attorney/party request a waiver of court ordered custody/visitation mediation and the Parenting Apart Program based upon the following reason(s):

- \_\_\_\_\_ 1. The parties have agreed to voluntary private mediation.
- \_\_\_\_\_ 2. The party resides more than 50 miles from the court.
- \_\_\_\_\_ 3. There are allegations of abuse or neglect of the minor child.
- \_\_\_\_\_ 4. There are allegations of alcoholism, drug abuse, or domestic violence.
- \_\_\_\_\_ 5. There are allegations of severe psychological, psychiatric or emotional problems.
- \_\_\_\_\_ 6. Other good cause

The facts upon which this request for waiver is based are so follows:

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

\_\_\_\_\_  
Date Signature of Filing Party

Copy to: \_\_\_\_\_ Plaintiff or Plaintiff's Attorney      \_\_\_\_\_ Custody Mediator  
                  \_\_\_\_\_ Defendant or Defendant's Attorney      \_\_\_\_\_ Case Coordinator



Original shall be filed with the Clerk's Office.  
NORTH CAROLINA

FORM Med-F  
IN THE GENERAL COURT OF JUSTICE

\_\_\_\_\_ COUNTY

DISTRICT COURT DIVISION

File No. \_\_\_\_-CVD-\_\_\_\_\_

\_\_\_\_\_)  
Plaintiff )  
)  
)  
vs. )  
)  
)  
\_\_\_\_\_)  
Defendant )

**ORDER AS TO EXEMPTION  
FROM MEDIATION AND THE  
PARENTING APART PROGRAM**

THIS CAUSE came before the undersigned Judge upon the motion for exemption from mediation and the Parenting Apart Program, and the court finds and concludes that said mediation and the Parenting Apart Program:

\_\_\_\_\_ should be waived for good cause shown

\_\_\_\_\_ should not be waived

IT IS THEREFORE ORDERED that mediation in this case:

\_\_\_\_\_ is hereby waived

\_\_\_\_\_ is not waived

It is so ordered this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
CHIEF DISTRICT COURT JUDGE  
20A JUDICIAL DISTRICT  
NORTH CAROLINA

THIS FORM SHALL BE FILED WITH THE CLERK'S OFFICE AND A COPY SHALL BE DEPOSITED IN THE CUSTODY MEDIATOR'S BOX IN THE CLERK'S OFFICE.

**CHILD CUSTODY MEDIATION**  
**OUTCOME**

Family Court Case Manager:

Case Number: \_\_\_\_\_ CVD \_\_\_\_\_

Plaintiff: \_\_\_\_\_

Attorney: \_\_\_\_\_

Defendant: \_\_\_\_\_

Attorney: \_\_\_\_\_

\_\_\_\_\_ Parties attended Mediation Session: \_\_\_\_\_

\_\_\_\_\_ Reached Full Agreement/  
Judge signed *Order Approving Parenting Agreement*

\_\_\_\_\_ Reached Partial Agreement  
Unresolved issues: \_\_\_\_\_

\_\_\_\_\_ Reached Temporary Agreement  
Scheduled Return Date: \_\_\_\_\_

\_\_\_\_\_ No Agreement Reached

\_\_\_\_\_ Parties did not attend Mediation Session / No Mediation Session was held:

\_\_\_\_\_ Failure to Appear for Custody Mediation Orientation: \_\_\_\_\_

\_\_\_\_\_ Plaintiff

\_\_\_\_\_ Defendant

\_\_\_\_\_ Failure to Appear for Mediation Session: \_\_\_\_\_

\_\_\_\_\_ Plaintiff

\_\_\_\_\_ Defendant

\_\_\_\_\_ Case Exempt from Mediation: \_\_\_\_\_

\_\_\_\_\_ Consent Order entered prior to Mediation: \_\_\_\_\_

\_\_\_\_\_ Initiate Show Cause Order for: \_\_\_\_\_ Plaintiff \_\_\_\_\_ Defendant \_\_\_\_\_ Both

\_\_\_\_\_ Other - \_\_\_\_\_

**Thomas R. Peake II, J.D., M.S./Ed.S.**  
Custody Mediator - Judicial District 20A

\_\_\_\_\_  
Date

NORTH CAROLINA  
STANLY COUNTY

IN THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION  
FILE NO. \_\_\_\_\_

\_\_\_\_\_, )  
Plaintiff, )  
VS )  
\_\_\_\_\_, )  
Defendant, )  
\_\_\_\_\_ )

**ORDER SUBMISSION**

1. The attached order:

- was announced in open court
- was announced to the attorneys of record
- is entered pursuant to a Memorandum of Judgment/Order
- is entered with the consent of both parties

Date order announced or Memorandum/consent order signed: \_\_\_\_\_

2. Check the box that applies:

- The opposing party/counsel has reviewed the order and all corrections/revisions have been resolved. Both parties agree that this order is correct as to form and is ready for entry of order.
- The draft was delivered to the opposing party/counsel by  US Mail  Facsimile  e-mail  personal delivery on \_\_\_\_\_ with instructions to contact the undersigned within 10 days if any corrections/revision were requested. The opposing party/counsel has not responded to the undersigned as to the order as drafted and more than ten (10) days have passed since the delivery of the draft.
- The opposing party/counsel has reviewed the order and does not believe that it is correct as to form.  The written objections of each party are attached, or  an electronic version of the form has been/is being submitted.

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

\_\_\_\_\_  
 Plaintiff  Defendant  
 Plaintiff's Attorney  Defendant's Attorney

STATE OF NORTH CAROLINA  
COUNTY OF STANLY

Form # 18  
IN THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION  
20A JUDICIAL DISTRICT

**Secure Leave/CLE Form**

Rule 26 – Rule 33A Rules of Appellate Procedure

Attorney Name
Address
Telephone Number:
State Bar Number:

*Notice: Secure Leave shall consist of one or more calendared weeks, but in any event shall not consist of more than three (3) calendared weeks during any calendar year*

**Statement of Attorney**

I hereby certify that the secure leave period designated below is not being designated for the purpose of delaying, hindering or interfering with the timely disposition of any matter in any pending action or proceeding.

I further certify that no action or proceeding in which I have entered an appearance has been scheduled, Peremptorily set or noticed for trial hearing, deposition or other proceeding during the designated leave period.

**Designated Secure Leave Dates**

**Indicate the dates you are noticing as Secure Leave Dates**

Beginning Date	Ending Date
----------------	-------------

Indicate any previously designated Secure Leave periods during the current calendar year that have previously been designated pursuant to Rule 26 and Rule 3A of the Rules of Appellate Procedure

Beginning Date	Ending Date
----------------	-------------

*This Secure Leave Notification must be filed not later than ninety (90) days before the beginning of the secured leave period and before any trial hearing disposition or other matter has been regularly scheduled, peremptorily set or noticed for a time during the designated secure leave period.*

Date	Attorney Signature
------	--------------------

**Designated Continuing Education Dates**

Indicate the dates you are noticing as continuing Education dates.

Beginning Date	Ending Date
----------------	-------------

Date	Attorney Signature
------	--------------------

**Offices Filed In**

This Form is required to be filed in each of the following offices if the attorney has entered an appearance of record as follows: (Please check the offices filed.)

- District Attorney
  District Court Judges Office
  Clerk of Superior Court  
 Other: \_\_\_\_\_

**NOTICE TO ATTORNEY:** Should any matter be set during your Secure Leave Period, you are required to serve notice on the official calendaring the matter, and the parties of record to the matter. This Notice shall contain the following: (1) A copy of this form (2) The case number and name of case set (3) A certificate of service.