

## **Calendaring a Civil District Case & Other related issues**

(revised October 2016)

- Contact the Trial Court Coordinator, Marci Ward at 704-797-3092 for questions regarding civil district court cases. She can also be reached through email at [rowantcc@gmail.com](mailto:rowantcc@gmail.com).
- Google docs is now available, by request, for your convenience to review properly scheduled cases.
- Calendar requests must be submitted for any case to be docketed, this includes emergency orders or memos that have a continuance or review date.
- Per the Family Financial Mediation Rules for Rowan County, you must call for an Initial Scheduling Conference date prior to filing a complaint/counterclaim.
- Contact the TCC to schedule a case requiring more than 30 minutes of court time. If you do not call then the requests will not be accepted and that case will not be on the calendar.
- Cover sheets – any new case must have a cover sheet completely filled out. A cover sheet is not required for motions, etc.
- Make sure the estimated hearing time is accurate. The Judge's cases are scheduled based on your estimate of time needed to complete the hearing.
- Judge Tracking – One Family, One Judge. With the exception of ED & 50B's all Judge tracking shall apply to domestic issues. A Judge that has heard sworn testimony in open court shall retain jurisdiction and preside over all matters regarding that family,
- The attorney's office requesting a court date is responsible for knowing who the tracking Judge in a case.
- File the original calendar request to the clerk's office and also submit one to the TCC. Place a copy in the TCC's basket in the clerk's office or email to [rowantcc@gmail.com](mailto:rowantcc@gmail.com).
- Calendar requests should be submitted as soon as possible. Requests not received in a timely manner could result in your case not being on the calendar.
- Calendars are posted on the website at nccourts.org. Contact the TCC if your case does not appear on the calendar.
- Parties seeking a continuance must file a motion to continue. A copy must be sent to the TCC. Objections must be in writing and if necessary a teleconference will be scheduled.
- Contact the TCC immediately if a trial settles prior to the scheduled court date.

- Ex-parte custody orders will be reviewed by the ex-parte Judge. To ensure timely action on motions for ex-parte custody, call the TCC as soon as you know that this type of case is in process. This ensures the ex-parte judge will be available to review the motion.
- Typewritten orders are due, per the local rules, within 21 days of a memorandum or announcement of an order. The last page of a typewritten order should not be only a signature page unless it includes the case number. A copy of the memo front/back should be attached to the order presented to the judge.
- The judge's office address is: 232 N. Main Street, Suite 216, Salisbury, NC 28144