

STATE OF NORTH CAROLINA  
ALAMANCE COUNTY

IN THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION  
JUDICIAL DISTRICT 15A

AUGUST 31, 2016


ADMINISTRATIVE ORDER

RE: 1) SETTING ORDER OF TRIAL CALENDAR  
2) ACCURATE RECORDS OF CASES SCHEDULED FOR TRIAL WEEKS  
3) DUPLICATE CALENDAR REQUESTS FOR MULTIPLE TRIAL WEEK SESSIONS

The Administrative Office of the Court's computer system does not allow multiple calendar request dates to be entered simultaneously for civil motions and trials or multiple trial dockets.

In an attempt to have accurate records; to save your client's money; and attorney time in preparing for multiple trial sessions the following procedure will take effect immediately.

- A calendar request must be filed with the clerk of court prior to a case being placed on a trial docket.
- The clerk will copy all trial session calendar requests and provide copies to the judicial staff on Wednesdays.
- Judicial staff will maintain a record of this information and update information weekly by Wednesday at 2:00p.m.
- All District Court Judges will attempt to schedule trials in the order of the date a calendar request is received by the clerk of court with a few exceptions.
- Attorneys should contact each other for availability prior to scheduling a case for trial.
- Attorneys may contact the judicial staff for the accurate number of cases appearing on a trial docket and then file a calendar request for a future date to receive the best setting.
- Effective immediately duplicate calendar requests for multiple trial dockets will not be allowed.
- To remove a case from a trial docket once a calendar request has been filed, both Plaintiff and Defendant's attorneys must notify the clerk of court as well as the judicial staff in writing, email correspondence or state to assigned Judge at calendar call in open court.
- Once a case has been successfully removed from a trial docket or the scheduled trial week has passed then the matter may be re-calendared for another trial week.



Bradley Reid Allen, Sr.  
Chief District Court Judge