

FILED
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WAKE COUNTY
CLERK OF SUPERIOR COURT

23R001278-910

NORTH CAROLINA
WAKE COUNTY

BY: TO

IN THE GENERAL COURT OF
JUSTICE
SUPERIOR AND DISTRICT
COURT DIVISIONS

**IN RE: (1) *DESIGNATION OF NC
STATE BAR LIST AS COURT'S
ADDRESS OF RECORD FOR
COURT SERVICE AND OTHER
COURT COMMUNICATIONS and
(2) SIGNATURE BLOCK TO
INCLUDE STATE BAR NUMBER***

**ADMINISTRATIVE
ORDER**

THIS ADMINISTRATIVE ORDER is being entered to facilitate the efficient and orderly administration of justice in the 10th Judicial District. The undersigned enter this Administrative Order pursuant to the inherent authority of the court and pursuant to their administrative supervision and authority over the operation of the Superior Court and District Courts under N.C.G.S. 7A-41.1 and N.C.G.S. 7A-146 as Senior Resident Superior Court Judge and Chief District Court Judge respectively for the Tenth Judicial District of North Carolina.

Whereas, on February 13, 2023, the Judicial Branch through the Administrative Office of the Courts implemented a new electronic-filing and case-management system, *Odyssey*; and

Whereas, Rule 5 of the General Rules of Practice for the Superior and District Courts (GRP), as promulgated the North Carolina Supreme Court, applies in those counties that have implemented *Odyssey*; and

Whereas, GRP Rule 5(d) states that service of pleadings and other documents must be made as provided by the General Statutes; and

Whereas, the North Carolina Rules of Civil Procedure (NCRCP) are codified in the North Carolina General Statutes; and

Whereas, NCRCP Rule 5(b) states that service is made if performed through the court's electronic filing system and, when service through the court's electronic filing system is not available or the party is not registered to receive service through the court's electronic filing system, service may be made upon a party's attorney of record by delivery to the attorney, including "by electronic mail (e-mail) to an e-mail

address of record with the court in the case” or by “mailing a copy to the attorney’s office;” and

Whereas, service through the court’s electronic filing system, known as File & Serve, is not available to court personnel; and

Whereas, court personnel must frequently perform service of court orders, motions, notices, trial setting notices and other similar papers on attorneys by e-mail or by postal mail; and

Whereas, the North Carolina State Bar, pursuant to N.C. Gen. Stat. 84-34, is required to compile and keep currently correct a list of members of the North Carolina State Bar; and

Whereas, 27 NCAC 01A .0202 requires every member of the North Carolina State Bar to provide or verify the member’s current name, mailing address, and e-mail address, each year before July 1; and

Whereas, members of the North Carolina State Bar can readily edit and make current their e-mail address and mailing addresses by accessing the Member Portal available at www.ncbar.gov; and

Whereas, each member of the North Carolina State Bar has a unique State Bar number which is useful for searching and identifying specific attorneys of record in the *Odyssey* case management system; and

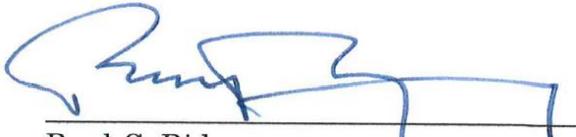
Whereas, the North Carolina State Bar list of members is a “public record” as defined by N.C. Gen. Stat. 132-1.

WHEREFORE, IT IS HEREBY ORDERED, ADJUDGED AND DECREED that:

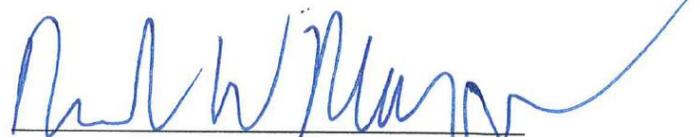
1. The mailing address and e-mail address listed on the North Carolina State Bar’s list of members is hereinafter designated the “address of record with the court” for the purposes of serving of any items that the Court is required to serve upon attorneys licensed by the North Carolina State Bar.
2. Court personnel shall rely upon e-mail and addresses as listed on North Carolina State Bar’s list of members in effect on the first day of each month; changes to addresses made after the first day of each month will not be available to Court personnel until the following month. Attorneys who change their address mid-month should make arrangements to receive or have forwarded emails and postal mail during the interim.

3. Attorneys, when signing pleadings, briefs and other documents filed or submitted to the Court, shall include the State Bar number in the signature block.
4. Attorneys are urged to promptly access their membership information via the Member Portal at www.ncbar.gov to verify its accuracy.

Entered in chambers, in Wake County, North Carolina, this the 16th day of March, 2023, to be effective on and after the 16th day of March, 2023.



Paul C. Ridgeway
Senior Resident Superior Court Judge



Ned W. Mangum
Chief District Court Judge