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ADMINISTRATIVE ORDER

In response to ongoing COVID-19 pandemic, and in advance preparation for conversion to eCourts, electronic communication is essential for efficient case management. Therefore, attorneys with civil filings in District 29B must:

- 1) Subscribe to North Carolina Court Calendar Subscription Service for each county in which they will conduct business: <http://www1.aoc.state.nc.us/www/calendars/Civil.html>
- 2) Provide email addresses for attorneys and staff to Clerk of Superior Court and District Court Judge's offices, as well as any updates to email, phone, fax or mailing addresses.
- 3) Provide mail and email addresses for clients upon withdrawal.
- 4) Provide timely status updates to judicial staff regarding pending civil actions, including filing of disposition or settlement documents.

Further, Rules 1-4 for Mandatory Custody/Visitation Mediation procedures are amended as follows:

- 1) Upon filing of eligible action/motion (NCGS 50-13.1), judicial staff shall send electronic Notice of Custody Mediation Program Instructions to attorney of record for movant. Attorney shall promptly forward Notice to client. Pro se movants shall be notified by US Mail unless an email address is provided in pleadings. Movant shall provide confirmation of completion of Custody Mediation Orientation, or Court may deny hearing request.
- 2) Notice shall specify instructions for completing Custody Mediation program requirements. Unless specified in pleadings, Custody Mediation Office must be notified of any complicating factors, such as deceased parent, unavailability of party due to rehab/incarceration, need for interpreters, venue transfer, related 50B, DSS involvement, reconciliations, consent filings, etc.
- 3) Upon filing of an Answer, or upon expiration of time to file Answer, Notice of Custody Mediation Program Instructions shall be sent to attorney of record for respondent, who shall then forward to client. Pro se respondents shall be notified by US Mail unless an email address is provided in pleadings. Parties shall provide confirmation of completion of Custody Mediation Orientation and mediation dates, or Court may deny hearing request.
- 4) Upon receipt of electronic confirmation that both parties have completed Orientation, Custody Mediator shall schedule electronic mediation appointment.

This the 6th day of January, 2021.


Mack Brittain
Chief District Court Judge