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NORTH CAROLINA
ROBESON COUNTY

IN THE GENERAL COURT OF JUSTICE
DISTRICT COURT DIVISION

FILED

2022 SEP 16 P 12:30

ADMINISTRATIVE ORDER

ROBESON CC., C.S.C.

No. 09-15-22

BY _____

AMENDED CIVIL COURT PROCEDURES

The following changes are hereby ordered to the Civil Court Procedures:

- 1.1 Calendar Request:** An attorney of record or pro se party may request that a case be placed on a NJ-ADM session (administrative session) by delivering a copy of an appropriately completed calendar request to the Civil Court Coordinator or Court Assistant. The calendar request will then be filed in the Clerk of Superior Court's Office by the Civil Court Coordinator.

An attorney of record or pro se party may request that a case be placed on a NJ-C (trial calendar) by first checking the availability of open trial sessions either on the Civil Trial Calendar Google Document found here <https://calendar.google.com/calendar>, or with the Civil Court Coordinator. Once availability has been determined, a calendar request must be completed and filed by the Civil Court Coordinator in order to **reserve the trial date**. A filed copy of all calendar requests will be placed in the attorney's box located in the courthouse, or will be sent to parties via email, facsimile, the U.S. Postal Service, or by other appropriate means as is necessary.

A. Timing

- a. Calendar requests for NJ-ADM (administrative session) must be provided to the Civil Court Coordinator or Court Assistant at least **14 days** prior to the session of court.
- b. Calendar requests for NJ-C (trial sessions) must be filed at least **28 days** prior to the requested NJ-C session.
 - i. **Requests provided after the time limits have passed will be considered for calendaring based on a showing of good cause, approval by the presiding judge, or by the Chief District Court Judge.**


B. Conflicts

- a. Conflicts between attorneys as to an appropriate trial date shall be resolved by the Civil Court Coordinator or the Chief District Court Judge.
- b. Cases shall not be placed on a NJ-ADM (administrative session) solely for the purpose of obtaining a NJ-C trial date.

1.2 Continuous Calendaring

- A. Any case on a calendar not reached or addressed during a NJ-ADM (administrative session) shall be continued to a specific term. Cases shall not be “removed from the calendar” during an NJ-ADM session. If a case that has been continued to a specific term has been resolved prior to its scheduled NJ-ADM date, documentation noting such shall be provided to the Civil Court Coordinator.
- B. Any case that is continued during an open session of NJ-ADM shall automatically be calendared to the agreed date; no calendar request shall be required.

Entered in chambers this 15th day of September 2022.



Angelica Chavis McIntyre
Chief District Court Judge

ACM:tms