

**REQUIRED INFORMATION FORM FOR REMOTE VIDEO HEARING - OR - STIPULATION FOR
DECISION ON THE BRIEFS**

Parties/Attorneys must RETURN this form via email or if email is not an option, call the appropriate Caseflow Coordinator listed below, at least 15 days prior to the start of the session of which their case is calendared for hearing. The subject line must include the case number and case caption.

Case Number: _____ (a separate form must be submitted for each case and each hearing)

Attorney/Party Requesting the Hearing: _____ (type or neatly print)
(if this was set by the Court, indicate "Court")

Date of Hearing: _____ Time of Hearing: _____

Type of Hearing/Motion: _____

Estimated Amount of Time Needed for Hearing (for both sides, in total): _____
(The estimated time must be as reasonably accurate as possible due to all matters on the calendar being scheduled for specific dates and times. **The case will only be allowed the amount of time specified at the time of scheduling for the hearing.** Please note, if you already scheduled your hearing, the time provided during scheduling is what will be allowed for the hearing. If you place a different amount of time on this sheet, it will NOT change the amount of time scheduled and allowed for the hearing.)

Attorney Name to be included on the hearing invitation, or if self-represented, the named party: This section **MUST** be completed with the Name, Email Addresses and phone numbers for all required persons to be included on the Video Conference. (please type or neatly print) and return to the Coordinator at least 15 days prior to the start of the session. Once the meeting invitation is sent, attorneys or parties must forward the meeting invitation to any other party they wish to be included in the hearing or trial:

Name (on lines below):	Email:	Phone:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

----- OR -----

_____ The parties stipulate that the Court may decide the motion on the briefs without a hearing.

_____ All parties/attorneys now agree to waive their right to a jury trial and agree to proceed by a bench trial.

All Briefs in Superior Court cases must be emailed to Julie Mulhall at D26.Briefs@nccourts.org no later than two business days prior to the hearing on the motion. The subject line of the email must contain the session date and the case number and caption. All counsel of record and pro se parties shall be served in compliance with Rule 5 of the NC Rules of Civil Procedure absent stipulation or agreement otherwise.

Return Form to the appropriate staff member (if you use JI's CourtCalendar, this form still must be returned). If you are unable to access email, call the Coordinator to provide the required information:

District Court General Civil Trials/Motions: Felicia Forney (Felicia.T.Forney@nccourts.org) 704-686-0188
Superior Court Civil Motions: Nicole Ivantchev (Nicole.E.Ivantchev@nccourts.org) 704-686-0190
Superior Court Civil Trials: Deborah Savage (Deborah.A.Savage@nccourts.org) 704-686-0186