STATE OF NORTH CAROLINA
COUNTY OF CUMBERLAND

IN THE GENERAL COURT OF JUSTICE

Attorney Name	**SECURE LEAVE FORM**
Address	
Email Address	
Telephone Number	
State Bar Number	*Rule 26 of the NC Rules of Practice in Superior and District Court*

Notice: Secure Leave *shall consist of one or more calendared weeks, but in any event shall not consist of more than three (3) calendared weeks during any calendar year unless it is Parental Leave.* ***Parental Leave*** *is allowed within 24 weeks of the birth or adoption of a child, and an attorney may have up to twelve (12) weeks of secure leave for the purpose of caring for the child.*

Statement of Attorney

I hereby certify that the secure leave period designated below is not being designated for the purpose of delaying, hindering or interfering with the timely disposition of any matter in any pending action or proceeding.

I hereby certify that I have taken adequate measures to protect the interests of my clients during the secure leave period.

I further certify that no action or proceeding in which I have entered an appearance has been scheduled, peremptorily set or noticed for trial, hearing, deposition or other proceeding during the designated leave period.

Designated Leave Dates

Indicate the type of Leave and dates you are noticing as Leave Dates: ☐ **Secured Leave** ☐ **Parental Leave**

Monday	Beginning Date	Until Friday	Ending Date

Prior Leave Dates

Indicate any **prior** designated Secure Leave periods during **this** calendar year that have previously been requested:

Beginning Date	Ending Date

This secure leave Notification must be filed not later than ninety (90) days before the beginning of the secured leave period and before any trial, hearing, deposition or other matter has been regularly scheduled, peremptorily set or noticed for a time during the designated secure leave period. Parental Leave must be filed within a reasonable time.

Date	Attorney Signature

This form is required to be filed in each of the following offices if the attorney has entered an appearance of record as follows:
(please check the office filed)

☐ District Attorney *[Criminal cases]*
☐ Trial Court Administrator *[Civil District/Non-Domestic Superior]*
☐ Clerk of Superior Court *[Special Proceeding/Estate Cases]*
☐ Family Court Administrator *[Domestic/Juvenile cases]*

NOTICE TO ATTORNEY: *Should any matter be set during your Leave Period, you are required to serve notice of the official calendaring the matter, and the parties of record to the matter. This Notice shall contain the following: (1) A copy of this form; (2) The case number and name of case set; and (3) A certificate of service.*