

**WAKE COUNTY CIVIL SUPERIOR COURT  
CALENDAR REQUEST**

\_\_\_\_\_  
vs. \_\_\_\_\_

FILE NO. \_\_\_\_\_ CV \_\_\_\_\_ -910

SESSION BEGINNING: \_\_\_\_\_ \*

\_\_\_\_\_  
\*Calendar Request Forms are due one month prior to the first day of the requested weekly court session.

**MOTION(S) / OTHER:**

**(1) COMPLETE #1-6 BELOW AND SIGN**

1. Date Motion filed (*motion will not be calendared until it has been filed*): \_\_\_\_\_
2. Requested hearing time: \_\_\_\_\_ day(s), \_\_\_\_\_ hour(s), \_\_\_\_\_ minutes.
3. Have you conferred with all parties involved? ☐ YES ☐ NO
4. Have all parties agreed to the requested date? ☐ YES ☐ NO
5. Special request: \_\_\_\_\_
6. If this case assigned to a superior court judge by court order, provide the following information:  
Assigned Judge's Name: \_\_\_\_\_  
Assigned pursuant to: ☐ GRP Rule 2.1 ☐ Local Rule 2.2 ☐ G.S. 7A-47.3 (MedMal)

Date: \_\_\_\_\_

Sign: \_\_\_\_\_

☐ Plaintiff ☐ Attorney for Plaintiff  
☐ Defendant ☐ Attorney for Defendant

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**(2) SUBMIT REQUEST:**

**EMAIL (*preferred method*): [calendarrequestswake@nccourts.org](mailto:calendarrequestswake@nccourts.org)**

Or by MAIL: TCA's Office, PO Box 351, Raleigh, NC 27602; or FAX: (919) 792-4951

**(3) SEND A COPY OF THIS REQUEST TO ALL PARTIES / ATTORNEYS – List names below or attach additional page**

|  |                                                                                                                                                                                                          |  |                                                                                                                                                                                                          |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <input type="checkbox"/> Plaintiff<br><input type="checkbox"/> Defendant<br><input type="checkbox"/> Plaintiff Attorney<br><input type="checkbox"/> Defendant Attorney<br><input type="checkbox"/> Other |  | <input type="checkbox"/> Plaintiff<br><input type="checkbox"/> Defendant<br><input type="checkbox"/> Plaintiff Attorney<br><input type="checkbox"/> Defendant Attorney<br><input type="checkbox"/> Other |
|  | <input type="checkbox"/> Plaintiff<br><input type="checkbox"/> Defendant<br><input type="checkbox"/> Plaintiff Attorney<br><input type="checkbox"/> Defendant Attorney<br><input type="checkbox"/> Other |  | <input type="checkbox"/> Plaintiff<br><input type="checkbox"/> Defendant<br><input type="checkbox"/> Plaintiff Attorney<br><input type="checkbox"/> Defendant Attorney<br><input type="checkbox"/> Other |

**CONFIRM COURT DATE:** The submission of a calendar request to the TCA's office *does not guarantee* a setting on the requested session. Court dates and times will be published to Portal no later than three weeks prior to the first day of the court session.

**Parties must confirm the published court date and time by viewing the Hearings tab of this case in Portal:**

**<https://portal-nc.tylertech.cloud/Portal/>.**