

WAKE COUNTY CIVIL SUPERIOR AND CIVIL DISTRICT COURT

CALENDAR REQUEST FORM

Instructions: Complete all fields and file the completed Calendar Request form with the Clerk of Superior Court prior to the calendar request deadline. When eFiling, you must include “Calendar Request” as the Filing Description; failure to do so may result in your request not being routed to the Trial Court Administrator’s Office and your case may not be set for a hearing. You must also send a copy of this Calendar Request form to all attorneys and self-represented parties.

Court Division (you must choose one)

Superior Court

District Court

File Number

Party Information

Plaintiff(s) Name(s)

Defendant(s) Name(s)

Hearing or Trial Details

Requested Court Session Date

Total Amount of Time Requested

Motion(s) to be Heard (Note: If the motion has not been filed, this request will not be processed)

For District Court Only

Are you requesting a trial? Yes No

If yes, what type of trial are you requesting? Jury Non-Jury

For Superior Court Only

Is this case assigned to a superior court judge by court order? Yes No

If yes, provide the assigned judge’s name

Scheduling Coordination

Have you conferred with all attorneys and self-represented parties regarding this request?

Yes No

Do all attorneys and self-represented parties agree to the requested session?

Yes No

Special Scheduling Requests

Submitted By

Signature

Date

Name

Relationship to this Case (select one)

Plaintiff	Plaintiff's Attorney
Defendant	Defendant's Attorney
Other (specify)	

Confirm Court Date

The filing of a Calendar Request does not guarantee a setting on the requested session or date. Parties must confirm the court date and time by viewing the Hearings section of the case in eCourts Portal after the Calendar Request deadline has passed.