

## Calendaring a Civil District Case &

### Other related issues

(revised November 2021)

- All cases must be pre-approved by emailing the Trial Court Coordinator, Marci Ward at [rowantcc@gmail.com](mailto:rowantcc@gmail.com).
- Calendar requests must be submitted for any case to be on the docket, this includes emergency orders.
- Google docs is now available, by request, for your convenience to review properly scheduled cases.
- Per the Family Financial Mediation Rules for Rowan County, you must call for an Initial Scheduling Conference date prior to filing a complaint/counterclaim.
- Cover sheets – any new case must have a cover sheet completely filled out. A cover sheet is not required for motions, etc.
- Make sure the estimated hearing time is accurate. The Judge's cases are scheduled based on your estimate of time needed to complete the hearing.
- The attorney's office requesting a court date is responsible for knowing who the tracking Judge is in a case.
- File the original calendar request at the clerk's office and also submit a copy to the TCC either by placing a copy in the TCC's basket in the clerk's office, fax to 704-797-3098 or email a copy to [rowantcc@gmail.com](mailto:rowantcc@gmail.com).
- Calendar requests should be submitted as soon as possible. Requests not received in a timely manner could result in your case not being on the calendar.
- Calendars are posted on the website at [nccourts.org](http://nccourts.org). Contact the TCC if your case does not appear on the calendar as soon as possible.
- Parties seeking a continuance must file a motion to continue. A copy must be sent to the TCC. Objections must be in writing and if necessary a teleconference will be scheduled.
- Contact the TCC immediately if a trial settles prior to the scheduled court date.
- Ex-parte custody orders will be reviewed by the ex-parte Judge. To ensure timely action on motions for ex-parte custody, call the TCC as soon as you know that this type of case is in process. This ensures the ex-parte judge will be available to review the motion.
- Typewritten orders are due, per the local rules, within 21 days of a memorandum or announcement of an order. The last page of a typewritten order should not be only a signature page unless it includes the case number. A copy of the memo front/back should be attached to the order presented to the judge. Copies of an unsigned memo will not be accepted.
- The judge's office address is: 232 N. Main Street, Suite 216, Salisbury, NC 28144. Phone number is 704-797-3092.