

<b>STATE OF NORTH CAROLINA</b>		<i>File No.</i> _____	
_____ COUNTY		In The General Court of Justice Superior Court Division	
<i>Name of Plaintiff(s)</i> _____		<b>ORDER SUBMISSION COVER SHEET</b> <b>CIVIL SUPERIOR COURT</b>	
<b>VERSUS</b>			
<i>Name of Defendant(s)</i> _____			
<b>NOTICE:</b> Proposed orders for civil Superior Court actions must be submitted via e-mail to <a href="mailto:dist39.superiorcourtdorders@nccourts.org">dist39.superiorcourtdorders@nccourts.org</a> . All parties/counsel must be copied on the submission e-mail. <b>This form must be completed and submitted with all proposed orders sent to the Court.</b>			
<b>ORDER SUBMITTED FOLLOWING A HEARING</b> (1) The undersigned submits the proposed order that accompanies this form for entry by the Court following a hearing held on _____ (date) before the Honorable _____ (judge name). (2) The proposed order was delivered to opposing party/counsel for review on _____ (date) by: <input type="checkbox"/> U.S. Mail                              E-Mail                              Facsimile                              Personal Delivery (3) Select at least one: <input type="checkbox"/> All opposing parties/counsel of record have reviewed the proposed order and <b>DO AGREE</b> to the form of the order. <input type="checkbox"/> The following opposing parties/counsel of record have not yet responded to communications from the undersigned and more than three (3) days have passed since the delivery of the proposed order to said parties: _____ <input type="checkbox"/> The following opposing parties/counsel of record have reviewed the proposed order and <b>DO NOT AGREE</b> to the form of the order: _____ <p style="margin-left: 40px;">A copy of opposing parties/counsel of record's alternative proposed order(s) shall be submitted to the court in the same e-mail as the proposed order being submitted by the undersigned, as well as any comments clarifying the difference between the proposed orders attached as a separate document.</p>			
<b>CONSENT ORDER / CONSENT JUDGMENT (HEARING NOT REQUIRED BY LAW)</b> (1) The undersigned submits the proposed order / judgment that accompanies this form for entry by the Court. The motion that relates to the proposed order / the complaint that relates to the proposed judgment was filed on _____ (date) and a copy of the filed document is: <input type="checkbox"/> Submitted in the same e-mail to the Court as the proposed order being submitted by the undersigned e-mail <input type="checkbox"/> Available for viewing electronically in Odyssey / eCourts - Applies only to motions / complaints filed after October 13, 2025. (2) The proposed order was delivered to opposing party/counsel on _____ (date) by: <input type="checkbox"/> U.S. Mail <input type="checkbox"/> E-Mail <input type="checkbox"/> Facsimile <input type="checkbox"/> Personal Delivery (3) All parties and counsel have reviewed the filed motion and proposed order / filed complaint and proposed judgment and: <input type="checkbox"/> <b>DO</b> consent to the entry of this order. <input type="checkbox"/> <b>DO NOT</b> consent to the entry of this order.			
The undersigned hereby certifies that a copy of this Cover Sheet accompanied by a copy of the proposed order has been distributed to the following parties/counsel (list all):   			
Submitted on this the _____ day of _____, 20____.			
<i>Signature:</i> _____		<i>Print Name:</i> _____	
<input type="checkbox"/> Self-Represented Plaintiff <input type="checkbox"/> Plaintiff's Attorney <input type="checkbox"/> Self-Represented Defendant <input type="checkbox"/> Defendant's Attorney <input type="checkbox"/> Other: _____		E-Mail Address: _____ Phone Number: _____	