



CHRISTY E. WILHELM
CHIEF DISTRICT COURT JUDGE
JUDICIAL DISTRICT 25

DISTRICT COURT JUDGES
D. BRENT CLONINGER
NATHANIEL M. KNUST
MICHAEL G. KNOX
BETH STREET

COURT MANAGER I
KELLY S. GUZA

COURT COORDINATOR
KIMMIE D. SHANO

FAMILY COURT COORDINATOR
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MEMORANDUM

TO: Cabarrus County Bar Association, Clerk's Office and the District Court Judge's Office

FROM: Chief District Court Judge Christy E. Wilhelm *CEW*

DATE: May 2, 2024

RE: Civil Case Scheduling Procedures

Please see the information below concerning our implementation plan for scheduling civil cases:

1. May 13, 2024:

- a. The Clerk and Judge's Office will not accept Request for Settings for all civil cases (Family Court and Non-Domestic).
- b. At filing, you will still get an initial setting CVD or CVO date by the Clerk's office.

2. June 3, 2024:

- a. All of the pending Request For Settings will have a scheduled Court date.
- b. All Domestic cases, filed on or after June 3, 2024, will be assigned a Judge by the Family Court Coordinator within 24 to 48 hours, and then a Notice of Hearing will be mailed out to all of the parties with a CVD Court date.
 - i. Once assigned to a Judge, all future Court dates will be assigned in open Court or through the Family Court Coordinator.
- c. All Non-Domestic cases, filed on or after June 3, 2024, will be given a CVO Court date by the Non-Domestic Civil Court Coordinator within 24 to 48 hours, and then a Notice of Hearing will be mailed out to the parties.

3. **Clerk's Office will schedule the following:**

- a. *Divorce without additional claims*
- b. *Motion to Withdraw as Counsel*
- c. *Order to Show Cause/Contempt*
- d. *Ex Parte Emergency Custody Matters:*
 - i. If the Emergency Ex Parte Custody is *granted* by the Emergency Judge, then it will be scheduled for the next XT Court available.
 - ii. If *denied*, then it will be set at least 2 weeks out in a CVD court for review to be heard at 11:00am.
- e. *Private TPR's:*
 - i. All Private TPRs will be assigned a judge within 24 to 48 hours of filing and a Notice of Hearing will be sent to the parties with a CVD Court date.

4. Once the parties and/or attorneys are aware of their assigned Judge for Domestic cases, please put the initials of the Judge on all filings submitted to the clerk's office and orders submitted to the Judge's Office. The Judges will no longer sign consent orders or any other filings unless it is their assigned case.

Thank you for your understanding in this matter.