

STATE OF NORTH CAROLINA
COUNTY OF MECKLENBURG

IN THE GENERAL COURT OF JUSTICE
DISTRICT COURT DIVISION

22R 1850

FILED
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MECKLENBURG CO., C.S.C.

ADMINISTRATIVE ORDER

IN RE: Summary Judgment Divorce Calendaring, Hearings and Continuances

THIS ADMINISTRATIVE ORDER is entered to ensure the fair and proper administration of justice. The undersigned Chief District Court Judge enters this Administrative Order pursuant to the inherent authority of the court and pursuant to its administrative supervision and authority over the operation of the District Court pursuant to N.C.G.S. 7A-146.

It is hereby ORDERED, ADJUDGED AND DECREED that:

1. All hearings involving a claim for divorce, including summary judgment motions, trials and post-judgment motions, will be heard in courtroom 4330 in the morning session, beginning at 9:00 AM, each Monday that courtroom 4330 is in session. Divorces will not be calendared on holiday skeleton weeks or on weeks during which the North Carolina Association of District Court Judges holds its Summer and Fall Conferences.
 - a. Motions for summary judgment will be decided on the verified pleadings without testimony unless a party appears for the hearing and demonstrates a right to be heard in accordance with the North Carolina Rules of Civil Procedure.
 - b. The judge assigned to courtroom 4330 each Monday shall decide all issues on the docket and complete all orders for the matters on the calendar by the close of business on Monday.
 - c. All matters requiring live testimony and argument will be heard during the morning session of court designated for hearing.
2. Upon the filing of a motion summary judgment, the filing Party shall submit to the Clerk the following documents:
 - a. Proof of service, including an affidavit of service by publication, or an affidavit of service by certified mail, return receipt; and
 - b. The original and two (2) of the Certificate of Absolute Divorce (Vital Statistics form); and
 - c. The original and two (2) copies of the proposed Judgment of Divorce; and
 - d. A self-addressed, stamped envelope; and
 - e. A stamped envelope addressed to the opposing party may also be submitted.

3. After all Pleadings have been properly served and all documents required have been submitted to the Clerk, the filing Party may request that the case be placed on the calendar.
4. The filing party shall cause a notice of hearing to be served upon the opposing party in accordance with the North Carolina Rules of Civil Procedure and local rules.
5. There shall be a published calendar issued by the clerk each Friday preceding the scheduled session of court. The published calendar shall be the record of all cases scheduled for hearing for that session of district court. Only cases scheduled on the calendar will be considered by the district judge assigned to hear divorces.
6. The Clerk shall deliver the files for the matters on the divorce calendar to Judicial Support Staff by the close of business on the Wednesday preceding the session of court for which they are scheduled. The judge assigned to courtroom 4330 shall deliver the court files and judgments to the Clerk by the close of business on Monday.
7. Files generated by the Clerk of Superior Court for claims for divorce are the official court record and shall be maintained at all times in the Mecklenburg County Courthouse. Files should not be removed from the courthouse.
8. Judgments will be processed and filed by the Clerk and should be available for delivery to attorneys.
9. Parties who provide a self-addressed, stamped envelope shall be mailed copies of the judgment or order of the court entered after review of the pleadings.
10. All Absolute Divorce cases continued by the Court shall be re-calendared by the court for a date no less than fourteen (14) days and no more than thirty (30) days from the date initial hearing. The movant shall cause a notice of hearing for the new date to be served upon the opposing party.
11. No Divorce file in which a continuance order or denial order has been entered should be resubmitted to a Judge prior to being re-calendared. No files, requests for review or submission of judgments should be brought to a judge in chambers for consideration after an order continuing or denying the motion for summary judgement has been entered by the judge presiding.
12. This Order is effective for all divorce complaints calendared on and after November 14, 2022.

This the 21st day of October, 2022.



The Honorable Elizabeth T. Trosch
Chief District Court Judge