

CALENDAR REQUEST

STATE OF NORTH CAROLINA • SUPERIOR COURT DIVISION • COUNTY OF GUILFORD

COURTHOUSE LOCATION: ☐ GREENSBORO COURTHOUSE (201 S. Eugene St., Greensboro, NC 27401) ☐ HIGH POINT COURTHOUSE (505 E. Green Dr., High Point, NC 27260)	CASE TYPE: ☐ CVS ☐ E ☐ SP CASE FILE NO: _____
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PLAINTIFF(S): _____
vs.
DEFENDANT(S): _____

WEEK REQUESTED: _____	TRIAL TYPE: ☐ JURY ☐ NON-JURY
COURTROOM LOCATION SELECTION: ☐ GREENSBORO – COURTROOM 3H	☐ HIGH POINT – WASHINGTON COURTROOM 434
<i>All court sessions start at 10:00 AM.</i>	

MOTIONS TO BE HEARD (List each motion below):	
1. _____	2. _____
3. _____	4. _____

Printed Name: _____	NC State Bar No: _____
Signature: _____	Telephone No: _____
Street Address: _____	
City, State, Zip: _____	
FILING PARTY CAPACITY: ☐ Plaintiff ☐ Defendant ☐ Unnamed Defendant	

CERTIFICATE OF SERVICE	
I hereby certify that a true and correct copy of this Calendar Request and Notice of Hearing was served on all opposing counsel or parties of record in this action pursuant to Rule 5 of the North Carolina Rules of Civil Procedure.	
METHOD OF SERVICE (Check all that apply): ☐ First Class Mail ☐ Electronic Mail ☐ Hand Delivery ☐ Sheriff	
Date of Service: _____	Signature of Serving Party: _____

NAMES & ADDRESSES OF ALL PARTIES / COUNSEL SERVED	
1. Name/Attorney: _____	Address: _____
2. Name/Attorney: _____	Address: _____

NOTICE TO FILING PARTY: Please submit the calendar request form via email to the Superior Court Judges office after the Notice of Hearing is filed via File & Serve with the Clerk's Office. The trial court administrator's office staff email addresses can be found at https://www.nccourts.gov/locations/guilford-county/trial-court-administrators-office . Motions are heard every Monday in Greensboro and on the first Monday of each month in High Point. The deadline to file is the Monday before by 5PM. If you have any questions please contact the Guilford County Superior Court Judges Office at (336)412-7900 in Greensboro and (336)412-6816 for the High Point Office.
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NOTE: ALL CASES ARE HEARD IN PERSON.