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LOCAL RULES OF PRACTICE

FILED CASE MANAGEMENT PLAN FOR SUPERIOR CIVIL CASES

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MONTGOMERY AND STANLY COUNTIES

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STANLY COUNTY, C.S.C.

BY R. M. M. M.BY John

The following case management plan for the calendaring of civil matters in the Superior Court of Judicial District 20A has been adopted by the Senior Resident Superior Court Judge as required by the General Rules of Practice for the Superior and District Courts adopted by the Supreme Court of North Carolina.

TABLE OF CONTENTS

RULE	PAGE
1. Case Tracking System	2
2. Time Standards for Calendaring/Discovery	2
3. Requests for Calendaring	2
4. Superior Court Trial Calendars	3
5. Temporary Restraining Orders; Preliminary Injunction Hearings	4
6. Motion Calendars	4
7. Continuances	5
8. Scheduling Conflicts	7
9. Settlement of Cases	7
10. Delinquent Orders or Judgments	7
11. Removing Inactive Cases from Trial Dockets	8
12. Bankruptcy	8
13. Mediated Settlement Conference Rules	9
14. Pre-Trial Orders	11
15. Procedures for Sessions of Court	11
16. Medical Malpractice Actions	12
17. Court-Ordered Inspection of Nonprofit Corporation Records	14
18. Foreign (Out of State) Action Where Local Subpoena is Requested	14
19. Obligations of Attorneys and Unrepresented Parties	15
20. Administrative Sessions	16
21. Judicial District 20A Secured Leave Policy	16
22. Courtroom Firearms Policy	16
23. Media Coverage	16
24. <i>Pro Hac Vice</i> Admission	17
25. Code of Pretrial Conduct	17
26. Code of Trial Conduct	28
Appendix of Relevant Forms.....	43

RULE 1 – CASE TRACKING SYSTEM:

1.1 The Superior Court Manager for Judicial District 20A shall maintain a ready calendar and a case tracking system for civil cases pending in the Superior Court, keeping a separate index for medical malpractice actions.

1.2 The Superior Court tracking system must record the filing dates for pleadings, a list of pending motions, and a list of trial continuances.

1.3 All cases on the ready calendar shall be subject to being placed on the trial calendar.

RULE 2 – TIME STANDARDS FOR CALENDARING/DISCOVERY:

2.1 A case shall be calendared for trial as soon as practical after the following events:

- (a) The lapse of 120 days after the filing of the answer or last required pleading. The 120-day period shall be reserved exclusively for discovery, unless otherwise ordered by the Court, the trial of the case shall not thereafter be delayed for failure to complete discovery unless, for good cause shown, the Senior Resident Superior Court Judge extends the discovery period prior to the expiration of the 120-day period. Motions for limitation or extension of the discovery period in the Superior Court should be mailed to the Office of the Senior Resident Superior Court Judge. All parties shall proceed promptly and expeditiously with any discovery they feel is necessary. Failure to conduct discovery in the early stages will be grounds for denial of extension for discovery later in the proceedings.
- (b) The remand of a case on appeal for re-trial.
- (c) The docketing of any case having statutory priority.
- (d) The filing of a consent request for calendaring signed by all attorneys of record in the case and all parties not represented by attorneys.

RULE 3 – REQUESTS FOR CALENDARING:

3.1 Procedure

Any attorney or unrepresented party may request that a case be calendared for trial at any scheduled session of court. Requests for calendaring of Superior Court cases should be made in writing to the Office of the Senior Resident Superior Court Judge by mailing the request to the Court Manager, Post Office Box 698, Albemarle, NC 28002-0698 or by e-mailing the request to stephanie.h.hinson@nccourts.org, and by delivering a copy to all attorneys of record and unrepresented parties. This request must be made prior to the publication of the calendar for the session requested.

3.2 Forms/Notice

All calendar requests shall be made on the form attached hereto, which shall be made available by the Clerk of Superior Court. See Appendix 1. All calendar requests made by use of the said form shall constitute notice of hearing pursuant to Rule 7(b)(1) of the North Carolina Rules of Civil Procedure.

RULE 4 – SUPERIOR COURT TRIAL CALENDARS:

4.1 Superior Court Calendars

(a) Publication

Not less than four (4) weeks prior to the first day of each civil session, the Court Manager shall prepare a final calendar of cases for trial at that session. Distribution of the final calendar shall be made by posting on the Internet at www.nccourts.gov (<http://www1.aoc.state.nc.us/www/calendars/Civil.html> is the direct link for calendar.) The Court Manager shall mail a copy of the calendar to each law firm with one or more cases listed thereon and to each party not represented by an attorney if such party's address appears of record, notifying them that the calendar has been posted to the Internet. Each attorney and each unrepresented party shall be responsible for seeing that his correct mailing address appears in the record. The final trial calendar shall contain all cases on the tentative trial calendar unless they are removed by the Court Manager or the cases have previously been terminated and, in addition, shall contain any motions that have matured or been requested by an attorney of record and cases for trial not reached or continued at a previous session, after consultation with attorneys of record as to their conflicts and convenience. The final trial calendar shall contain a sufficient number of cases to ensure full use of available time but not an excess number of cases that will result in numerous cases being consistently not reached or witnesses being unnecessarily inconvenienced. The final trial calendar shall contain any cases having statutory priority as required by law. Posting the calendar to the web and delivery of the calendar to attorneys of record or unrepresented parties shall constitute notice of hearing as required by Rule 7(b)(1) of the North Carolina Rules of Civil Procedure for cases calendared by the Senior Resident Superior Court Judge and/or the Court Manager on their own initiative.

(b) Order of Listing for Trial

Peremptorily set cases shall be calendared at the top of the final calendar and marked accordingly. Thereafter, cases shall be set by date of filing in chronological order unless otherwise ordered by the Senior Resident Superior Court Judge. The Presiding Judge shall have the authority to call any case out of order as in his discretion he may deem appropriate.

(c) Request for Peremptory Settings

At any time more than four (4) weeks before the first day of a session, an attorney may request a peremptory setting for any case listed on the calendar. The request must be served on all attorneys or unrepresented parties, must state the reasons why the case should be peremptorily set, and should state whether all attorneys in the case approve the request. The request should be directed to the Office of the Senior Resident Superior Court Judge. No more than one (1) peremptory setting per week shall be made during any session of court. If a peremptorily set case is continued, attorneys in that case shall not be entitled to a second priority setting unless another request is approved. Peremptory settings may be allowed in cases involving persons who must travel long distances, cases involving numerous expert witnesses, or cases involving other extraordinary reasons.

(d) Pre-trial Conferences

The final trial calendar shall schedule motions for final pre-trials for each Monday morning. Non-jury cases shall be calendared for Monday and are to be heard at the pleasure of the Presiding Judge.

(e) Carry-Over Cases Not Tried

If, for any reason, a case is not reached for trial during the session of court for which it is set, the Presiding Judge may place the case on the final calendar for the next session of court. Otherwise, any case not reached shall be re-calendared in the discretion of the Presiding Judge based on the circumstances for that case.

RULE 5 – TEMPORARY RESTRAINING ORDERS; PRELIMINARY INJUNCTION HEARINGS:

5.1 Ex Parte Restraining Orders

Ex parte applications for temporary restraining orders will not be considered in the absence of the written certification by the applicant's attorney as required by Rule 65(b) of the Rules of Civil Procedure.

5.2 Preliminary Injunction Hearing on Affidavits

The purpose of a preliminary injunction is to preserve the status quo of the subject matter involved until a trial can be had on the merits. A preliminary injunction hearing is interlocutory in nature. Parties are therefore encouraged to present to the Court at such hearing affidavits in support of facts not appearing of record. Ordinarily, the Court will hear the matter only on affidavits presented by the respective parties. The Court may, however, in its discretion and consistent with Rule 43 (e) of the North Carolina Rules of Civil Procedure direct that the matter be heard wholly or partly on oral testimony or depositions.

RULE 6 – MOTION CALENDARS:

6.1 Regular Motion Calendar

The Court Manager shall publish and distribute, by posting on the Internet, a regular motion calendar of motions and non-jury matters to be heard at each trial session. It may contain any motions or non-jury matters the court records show are pending at the time the calendar is prepared, as well as others calendared by request. This regular motion calendar shall not contain more non-jury matters than can reasonably be expected to be heard in the time designated by the Senior Resident Superior Court Judge for the hearing of such matters. Calendar requests for the regular Superior Court motion calendar must be made in writing to the Office of the Senior Resident Superior Court Judge prior to the publication of the calendar by mailing said request to the Court Manager, Post Office Box 698, Albemarle, NC 28002-0698 or by e-mailing the request to stephanie.h.hinson@nccourts.org, and by delivering a copy to all attorneys of record and unrepresented parties.

6.2 Forms/Notice

All calendar requests for motions and non-jury matters shall be made on the form attached hereto, which shall be made available by the Clerk of Superior Court. All calendar requests made by the use of the said form shall constitute notice of hearing pursuant to Rule 7(b)(1) of the North Carolina Rules of Civil Procedure. Delivery of the calendar to attorneys of record or unrepresented parties by way of posting the calendar to the Internet shall constitute notice of hearing for motions calendared by the Senior Resident Superior Court Judge and/or the Court Manager on their own initiative.

6.3 Supplemental Motion Calendar

Any motion calendar request filed after the publication of the trial calendar for Superior Court should be filed with the Court Manager, who will place the motion on a supplemental motion calendar. Parties with motions on the supplemental motion calendar must give notice of hearing to all opposing parties as required by the Rules of Civil Procedure. The hearing of motions listed on the regular motion calendars shall take precedence over the hearing of motions listed on the supplemental motion calendar unless otherwise ordered by the Presiding Judge.

RULE 7 – CONTINUANCES:

7.1 Appropriate Judicial Official

Any motion for a continuance from the Superior Court calendar for reasons arising before the close of business on the Friday preceding the first day of the session shall be made, with notice to all opposing counsel or unrepresented parties, in writing if possible, to the Office of the Senior Resident Superior Court Judge. The Senior Resident Superior Court Judge shall rule on these motions. Motions for continuances may be directed to the Presiding Judge only for reasons arising after the close of the business day on the Friday preceding the first day of the session.

7.2 Form of Motion

All applications for continuance shall be by written motion made on state form AOC-CV-221. See Appendix 2. A copy of such motion shall be delivered to the Court Manager or e-mailed to stephanie.h.hinson@nccourts.org.

7.3 Notification of Opposing Counsel/Unrepresented Parties

A copy of the completed form AOC-CV-221 must be distributed to all counsel of record and/or unrepresented parties prior to presentation of the motion to the appropriate judicial official. Distribution of the motion may be by U. S. Mail, facsimile transmission, e-mail, hand delivery, or distribution by means of attorney distribution boxes maintained in the courthouse facility.

7.4 Objections to Motion for Continuance

Opposing counsel and/or unrepresented parties shall have a period of three (3) working days following completion of distribution to communicate, by any means, objections to the motion for continuance to the moving party and the office of the Senior Resident Superior Court Judge. Objections not raised within this time period are deemed waived.

7.5 Evaluation of Motions for Continuance

Continuance requests are presumptively disfavored. However, when compelling reasons for continuance are presented which would affect the fundamental fairness of the trial process or when a continuance clearly is in the interest of justice, a continuance may be granted in the exercise of judicial discretion to further the best interest of the fair administration of justice.

In addition to other factors, the appropriate judicial official shall consider the following when deciding whether to grant or deny a motion for continuance.

- the age of the case;
- the status of the trial calendar for the week;
- the order in which the case appears on the trial calendar, including whether the case is peremptorily scheduled;
- the number of previous continuances;
- the extent to which counsel had input into the scheduling of the trial date; the due diligence of counsel in promptly filing a motion for continuance as soon as practicable;
- whether the reason for continuance is a short-lived event which could be resolved prior to the scheduled trial date;
- the length of the continuance requested, if applicable;
- the position of opposing counsel;
- whether the parties themselves consent to the continuance;
- present or future inconvenience or unavailability of witnesses/parties; and
- any other matter that promotes the ends of justice.

7.6 Case Rescheduling

Prior to granting a motion for continuance, the appropriate judicial official, in consultation with the office of the Senior Resident Superior Court Judge or his designee, should reschedule the trial of the case after receiving input from all counsel.

RULE 8 – SCHEDULING CONFLICTS:

8.1 Guidelines

Scheduling conflicts regarding attorneys with cases in multiple courts shall be resolved pursuant to Rule 3.1 of the General Rules of Practice for the Superior and District Courts Supplemental to the Rules of Civil Procedure.

RULE 9 – SETTLEMENT OF CASES:

9.1 Notification Required

When any case on a calendar is settled, it shall be the responsibility of the attorneys of record in the case to notify the Clerk of Superior Court and the Court Manager to the Senior Resident Superior Court Judge of the settlement by the end of the next business day following the said settlement. If the case is settled on the weekend before the first day of the session, then it shall be the responsibility of the attorneys of record to appear at the calendar call on the first day of the session to announce that the case is settled. When such notice of settlement is given, the Clerk and the Court Manager to the Senior Resident Superior Court Judge shall be advised as to who will prepare the judgment or dismissal and when it is to be filed.

9.2 Dismissal of Cases When Documents Not Filed

If the attorney responsible for filing a settlement judgment or dismissal fails to do so within the time indicated to the Clerk and to the Court Manager, the case will thereafter be placed on the regular or supplemental motion calendar for inquiry by the Court as to reasons for the failure to file the settlement documents, and for the entry of such orders as the Court deems appropriate. The case may thereafter be placed on the regular or supplemental motion calendar for a later session of court for possible dismissal of the case for failure to timely file the settlement documents. Any attorney or party in the case may appear and show cause why the case should not be dismissed. If no good cause is shown, the case may, in the discretion of the Presiding Judge, be dismissed for failure to timely file settlement judgment or dismissal.

RULE 10 – DELINQUENT ORDERS OR JUDGMENTS:

10.1 Cases or motions scheduled on trial calendars and removed due to consent or settlement shall be considered delinquent if the Order or Judgment of Disposition is not filed within fifteen (15) working days after the case was last calendared.

10.2 If at the beginning of a session for which delinquent cases identified Pursuant to Rule 10.1 are calendared, counsel have not filed the required Order or Judgment, the delinquent case may be dismissed at the discretion of the Senior Resident Superior Court Judge or Presiding Judge; or, the Presiding Judge shall order such sanctions or impose such penalties as he deems appropriate and are allowed by law.

10.3 Cases or motions scheduled on trial calendars and heard by the Judge or by Jury shall be considered delinquent if the Order or Judgment of disposition is not filed within fifteen (15) working days after the hearing, unless otherwise directed by the Presiding Judge.

10.4 Cases so delinquent in Rule 10.3 may be dismissed by the Senior Resident Superior Court Judge, either upon motion by the party against whom the Judgment or Order was to be taken, or by the Court Manager bringing the cases to the Judge's attention.

RULE 11 – REMOVING INACTIVE CASES FROM TRIAL DOCKETS:

11.1 By Request of the Parties

If all parties and attorneys in a case agree that the dispute between the parties is no longer active, that a trial of the case will not be necessary, and that the ends of justice will best be served by declaring the case inactive and removing it from the trial docket, they may prepare a joint motion to that effect and submit it with a proposed order for the approval and signature of the Senior Resident Superior Court Judge.

11.2 Contents of Proposed Order

The proposed order removing a case from the trial docket shall state the reasons why the parties contend justice will be promoted by the order and it shall contain an order that the case be declared inactive and the case file be closed without prejudice to any party's right to have the matter reopened upon a motion in the case. If the Judge allows the motion, he will sign the order and file it with the Clerk. If he does not allow it, he will return it with a notation that the motion is denied.

11.3 Removing Inactive Cases Without Request

The Senior Resident Superior Court Judge or any Presiding Judge may, of his own motion, declare a case inactive and remove it from the trial docket if it appears to him that the controversy between the parties no longer exists or that a trial of the matter will not be required. When a case is declared inactive by the Court's own motion, such ruling shall be without prejudice to any party's right to have the case reopened for further necessary proceedings.

RULE 12 – BANKRUPTCY:

12.1 Civil actions in which one of the parties declare bankruptcy will be dealt with in accordance with the following authority and procedure:

- (a) Rule 4001 of the Federal Rules of Bankruptcy Procedure;
- (b) 11 U. S. C. 362;
- (c) 11 U. S. C. 1301;
- (d) NCGS 1-23.

12.2 Any requests to continue, hold, or in any other way delay disposition of a case due to bankruptcy of one of the parties, must be accompanied by certification of the bankruptcy filing or stay of proceeding from the United States Bankruptcy Court having jurisdiction. The attorney for the bankrupt party shall forward notice of the bankruptcy filing to the Court Manager. The Senior Resident Superior Court Judge may then place the case on inactive status.

RULE 13 – MEDIATED SETTLEMENT CONFERENCE RULES:

13.1 Mediated Settlement Conference

Pursuant to NCGS §7A-38.1(c), Judicial District 20A is subject to the Rules For Mediated Settlement Conferences And Other Settlement Procedures In Superior Court Civil Actions as codified by the Office of Administrative Counsel, Supreme Court of North Carolina on May 1, 2023.

All Civil Superior Court cases filed in the 20A Judicial District must have mediated settlement conferences in accordance with the Supreme Court Rules, **EXCEPT:**

- (a) Actions in which a party is seeking the issuance of an extraordinary writ;
- (b) Appeals from the revocation of a motor vehicle operator's license; and,
- (c) Foreclosure appeals from the Clerk

13.2 All communications with the court concerning mediated settlement conferences in the 20A Judicial District should be addressed to:

Stephanie Hinson, Court Manager
Post Office Box 698
Albemarle, NC 28002-0698
Telephone Number: 704-986-7016
Facsimile Number: 704-986-7017
Email: stephanie.h.hinson@nccourts.org

13.3 Time Standards

A case shall be calendared for mediation as soon as practical after the following events:

- (a) For cases filed in Judicial District 20A, the lapse of 30 days after the filing of the answer or the last required pleading. For cases filed outside of the district and venue is changed to Judicial District 20A, the mediation deadlines which apply in Judicial District 20A shall be used.
- (b) The filing of a consent request for mediation signed by all attorneys of record and all parties not represented by attorneys.
- (c) The filing of a request by one or more of the attorneys or unrepresented parties, with notice to all other attorneys or unrepresented parties, setting forth good cause for an expedited mediation and a finding by the Senior Resident Superior Court Judge of good cause for the expedited mediation.

13.4 Designation of a Mediator by Agreement of Parties

Within twenty-one days of the court's order, the parties may, by agreement, designate a mediator who is certified under these rules. A Designation of Mediator in Superior Court Civil Action, Form AOC-CV-812 (Designation Form), must be filed with the court within twenty-one

days of the court's order. See Appendix 3. The plaintiff's attorney should file the Designation Form; however, any party may file the Designation Form. The party filing the Designation Form shall serve a copy on all parties and the mediator designated to conduct the mediated settlement conference. The Designation Form shall state: (i) the name, address, and telephone number of the mediator; (ii) the rate of compensation of the mediator; (iii) that the mediator and opposing counsel have agreed upon the designation and rate of compensation; and (iv) that the mediator is certified under these rules. A copy of this form shall also be submitted to the Court Manager by U.S. mail or e-mail.

13.5 Appointment of a Mediator by the Court

If the parties cannot agree on the designation of a mediator, then the plaintiff or the plaintiff's attorney shall notify the court by filing a Designation Form, requesting, on behalf of the parties, that the Senior Resident Superior Court Judge appoint a mediator. The Designation Form must be filed within twenty-one days of the court's order and shall state that the attorneys for the parties have discussed the designation of a mediator and have been unable to agree.

Upon receipt of a Designation Form requesting the appointment of a mediator, or in the event that the parties fail to file a Designation Form with the court within twenty-one days of the court's order, the Senior Resident Superior Court Judge shall appoint a mediator certified under these rules who has expressed a willingness to mediate actions within the Senior Resident Superior Court Judge's district.

In appointing a mediator, the Senior Resident Superior Court Judge shall rotate through a list of available certified mediators. Appointments shall be made without regard to race, gender, religious affiliation, or whether the mediator is a licensed attorney. The Senior Resident Superior Court Judge shall retain discretion to depart from a strict rotation of mediators when, in the judge's discretion, there is good cause in a case to do so.

As part of the application or annual certification renewal process, all mediators shall designate the judicial districts in which they are willing to accept court appointments. Each designation is a representation that the designated mediator has read and will abide by the local rules for, and will accept appointments from, the designated district and will not charge for travel time and expenses incurred in carrying out his or her duties associated with those appointments. A mediator's refusal to accept an appointment in a judicial district designated by the mediator may be grounds for removal from the district's appointment list by the Dispute Resolution Commission (Commission) or the Senior Resident Superior Court Judge.

The Commission shall provide the Senior Resident Superior Court Judge of each judicial district a list of certified superior court mediators requesting appointments in that district. The list shall contain each mediator's name, address, and telephone number. The list shall be available on the Commission's website at <https://www.ncdrc.gov>.

The Commission shall promptly notify the Senior Resident Superior Court Judge of any disciplinary action taken with respect to a mediator on the list of certified mediators for the judicial district

13.6 Mediator Information Directory

To assist the parties in designating a mediator, the Commission shall post a list of certified superior court mediators on its website at <https://www.ncdrc.gov>, accompanied by each mediator's contact information and the judicial districts in which each mediator is available to serve. If a mediator has supplied it to the Commission, the list shall also provide the mediator's designated attendance method and the mediator's biographical information, including information about the mediator's education, professional experience, and mediation training and experience

13.7 Withdrawal or Disqualification of the Mediator

- (1) Any party may move the Senior Resident Superior Court Judge of the judicial district where the action is pending for an order disqualifying the mediator using a Notice of Withdrawal/Disqualification of Mediator and Order for Substitution of Mediator, Form AOC-DRC-20. See Appendix 4. For good cause, an order disqualifying the mediator shall be entered.
- (2) A mediator who wishes to withdraw from a case may file a Notice of Withdrawal/Disqualification of Mediator and Order for Substitution of Mediator, Form AOC-DRC-20, with the Senior Resident Superior Court Judge of the judicial district where the action is pending.
- (3) If a mediator withdraws or is disqualified, then a substitute mediator shall be designated or appointed under this rule. A mediator who has withdrawn or been disqualified shall not be entitled to receive an administrative fee, unless the mediation has been commenced.

RULE 14 – PRE-TRIAL ORDERS:

14.1 There shall be a written pre-trial order filed in every case on the trial calendar before the trial begins. Pre-trial orders are to be reduced to writing and signed by a Superior Court Judge, all of the attorneys, and any unrepresented parties before the trial begins. All parties are responsible for seeing that pre-trial conferences are held if necessary to get a pre-trial order completed. The pre-trial conference and the pre-trial order shall be done in accordance with the provisions of Rule 7 of the General Rules of Practice for Superior and District Courts as authorized by NCGS §7A-34.

RULE 15 – PROCEDURES FOR SESSIONS OF COURT:

15.1 Time

Superior Court will convene at 10:00 a. m. on Monday or the opening day of each session and thereafter on each day at 9:30 a. m. unless changed by the Presiding Judge for good cause. The Jury shall be summoned to report at 9:00 a. m. on Tuesday unless otherwise ordered by the Presiding Judge or the Senior Resident Superior Court Judge.

15.2 Calendar Call

There will be a calendar call at 10:00 a. m. on the first day of each civil session. The purpose of this call will be:

- (a) To notify attorneys with cases scheduled of dispositions made since the publication of the calendar.
- (b) To consider any requests for continuance.
- (c) To give attorneys an indication of when their case is expected to be reached.

15.3 Motions

Motions shall be set for hearing as the first order of business on Monday morning. Motions not heard on Monday may be heard at any time during the session in the discretion of the Presiding Judge.

15.4 Trials

Unless otherwise directed by the Presiding Judge or noted on the calendar, cases will be called for trial in the order in which they appear on the calendar. Cases not reached on the day on which they are set will be carried over from day to day during the session, and will be called when reached any day thereafter unless the calendar notes a date before which or after which a case shall not be tried, or the Presiding Judge, in his/her discretion at calendar call, notes a date before which or after which a case shall not be tried.

15.5 Cases Not Reached

Cases not reached during the session shall be re-calendared according to Rule 4.1(e).

RULE 16 – MEDICAL MALPRACTICE ACTIONS:

16.1 Policy for the Assignment of Judges

This rule shall apply to medical malpractice actions as defined by NCGS 90-21.11(2) as follows:

Medical malpractice action. - Either of the following:

- a. A civil action for damages for personal injury or death arising out of the furnishing or failure to furnish professional services in the performance of medical, dental, or other health care by a health care provider.
- b. A civil action against a hospital, a nursing home licensed under Chapter 131E of the General Statutes, or an adult care home licensed under Chapter 131D of the General Statutes for damages for personal injury or death, when the civil action (i) alleges a breach of administrative or corporate duties to the patient, including, but not limited to, allegations of negligent credentialing or negligent monitoring and supervision and (ii) arises from the same facts or circumstances as a claim under sub-subdivision a. of this subdivision.

The authority to designate a Superior Court Judge to preside over a medical malpractice action is set forth in NCGS 7A-47.3(e) as follows:

The Senior Resident Superior Court Judge, in consultation with the parties to the case, shall designate a specific resident judge or a specific judge assigned to hold court in the district to preside over all proceedings that occur 150 days after the case was filed in cases subject to NCGS 90-21.11(2).

The parties to a medical malpractice action shall complete a Medical Malpractice Case Notification and Consultation form in its entirety. See Appendix 5. All of the requested information is required. The parties are encouraged to consult with one another and submit the information jointly. However, if the parties are unable to agree, they may submit their own forms. The form shall be filed with the appropriate Clerk of Superior Court within 5 days upon the filing of all responsive pleadings or a motion requiring a determination by a Superior Court Judge, whichever occurs first. The parties shall email the completed form to the Court Manager at the address listed on the form on the same day that it is filed. Failure to comply with this local rule, absent good cause, shall constitute a waiver of any objections to selected trial dates and judges. The form serves as notification to and consultation with the Senior Resident Superior Court Judge.

The parties may suggest two judges each, or jointly, to be assigned to the case. The designated judge shall preside over all matters in the case from 150 days from filing until it is finished. Any regular, special or emergency Superior Court Judge may be suggested. The parties shall consult with the suggested judges to determine their availability. The Senior Resident Superior Court Judge may consider, but shall not be bound by, the judges suggested by the parties.

16.2 Medical Malpractice Discovery Conference

The Court Manager shall notify the parties of the judge assigned to the case and the date of the discovery conference. The discovery conference may be held remotely in the discretion of the designated judge. At the conclusion of the conference the judge shall enter a Discovery Scheduling Order (DSO) which addresses the issues raised by North Carolina Rules of Civil Procedure 16 and 26(f1) which shall include at a minimum:

1. The date by which the Plaintiff shall identify expert witnesses who may be called to testify at trial;
2. The dates that Plaintiff's experts will be available for depositions;
3. The date by which the Defendant shall identify expert witnesses who may be called to testify at trial;
4. The dates that Defendant's experts will be available for depositions;
5. Whether subpoenas are necessary for the deposition or trial testimony of expert witnesses;
6. Other discovery deadlines;
7. Dispositive motion deadlines;
8. A mediation deadline;

9. A tentative trial date. (The Senior Resident Superior Court Judge in Judicial District 20A must authorize a peremptory trial setting.)

RULE 17 – COURT-ORDERED INSPECTION OF NONPROFIT CORPORATION RECORDS:

17.1 Procedure

The procedure for a member of a nonprofit corporation as defined by NCGS 55A-1-40(17) for court-ordered inspection of the following corporate records shall be governed by NCGS 55A-16-04:

A corporation shall maintain the records specified in this section in a manner so that they may be made available for inspection within a reasonable time.

- (1) Its articles of incorporation as currently in effect.
- (2) Its bylaws as currently in effect.
- (3) All written communications within the past three years to shareholders generally.
- (4) Minutes of all meetings of, and records of all actions taken without a meeting by, its shareholders, its board of directors, and board committees established under section NCGS 55-8-25.
- (5) A list of the names and business addresses of its current directors and officers.
- (6) Its most recent annual report delivered as required by NCGS 55-16-22.

An application for court-ordered inspection of corporate records shall be filed with the Clerk of Superior Court. The applicant shall email a copy of the filed application to the Court Manager at stephanie.h.hinson@nccourts.org for review by the Senior Resident Superior Court Judge.

The Senior Resident Superior Court Judge shall dispose of the action on an expedited basis and may summarily order inspection with, or without, a hearing on the application. A hearing may be held remotely. If a hearing is not scheduled, the application may be decided on affidavits. The Senior Resident Superior Court Judge shall exercise discretion in setting all schedules and timelines with respect to the expedited disposition of the application.

RULE 18 – FOREIGN (OUT OF STATE) ACTION WHERE LOCAL SUBPOENA IS REQUESTED:

18.1 Procedure

The procedure for the issuance in this Judicial District of a subpoena requiring a person (as defined by statute) to:

- (a) Attend and give testimony at a deposition, either oral or upon written questions;

(b) Produce and permit inspection and copying of designated books, documents, records, electronically stored information, or tangible things in the possession, custody, or control of the person; or

(c) Permit inspection of premises under the control of the person;

shall be as set forth in NCGS Chapter 1F (North Carolina Uniform Interstate Depositions and Discovery Act).

RULE 19 – OBLIGATIONS OF ATTORNEYS AND UNREPRESENTED PARTIES:

19.1 It is expected that all attorneys of record or unrepresented parties with cases calendared for motion or trial will be present at the convening of Court for the calendar call and will remain in the courtroom or its general area unless excused by the Presiding Judge.

19.2 Attorneys shall be punctual for all sessions of court and shall conduct themselves with professionalism and civility at all times while representing clients in Civil Superior Court in Judicial District 20A. The Presiding Judge shall determine whether an attorney's absence from court is legitimate, and therefore, excused. When an attorney has knowledge in advance of circumstances that will prevent his/her appearance in court, the Court Manager shall be notified to avoid calendaring such cases.

19.3 Attorneys residing outside the 20A Judicial District accepting employment to represent clients in the 20A Judicial District must arrange their schedules to be present when their cases are calendared. Conflicts such as seminars and vacations must be worked out with the Court Manager and the Senior Resident Superior Court Judge before the case is calendared for trial and the calendar published. Attorney cooperation is essential to the proper functioning of our court system. The Court wants to work with the attorneys and make their jobs as easy and convenient as possible and the Court expects the attorneys to respond by being punctual and prepared at the scheduled time. Attorneys representing insurance companies should either have a representative of the company with settlement authority available or have prior authority or immediate access to someone possessing settlement authority without undue delay. Plaintiff's attorney should have clients available or prior settlement authority or immediate access to clients regarding settlements.

19.4 Attorneys residing outside the 20A Judicial District and who are part of a firm or partnership in which more than one attorney is a part of that firm or partnership **SHALL make available to the Court someone in their office to try any cases that may be scheduled on any particular week of Court.** This district has had problems with attorneys who reside outside of the 20A Judicial District having conflicts in their home counties and causing the continuance or delay of cases in the 20A Judicial District. Lawyers from outside the 20A Judicial District shall be present for the trial of their cases when called by the Presiding Judge or have a representative from their firm present for the trial of that case. Otherwise the Presiding Judge SHALL proceed with the trial of that case in the absence of the attorney who has failed to appear or have some member of his firm to appear. The 20A Judicial District does not have many weeks of Civil Superior Court and for that reason cases cannot be continued except for the most compelling of reasons.

RULE 20 – ADMINISTRATIVE SESSIONS:

20.1 At such weeks as the Senior Resident Superior Court Judge shall designate, that are agreeable to the Chief Justice, Administrative Terms may be held. During such Administrative Terms, the Senior Resident Superior Court Judge may review all cases in which the time for discovery has expired and take appropriate actions to insure prompt disposition of any motions or other matters necessary to move the cases toward conclusion.

20.2 During the said Administrative Session the Senior Resident Superior Court Judge may also schedule for hearing pending motions in any active case. The Senior Resident Superior Court Judge may also inquire of the attorneys or unrepresented parties as to possible trial dates for active cases in order to assist the Court Manager in preparing calendars in accordance with these rules.

RULE 21 – JUDICIAL DISTRICT 20A SECURED LEAVE POLICY:

21.1 The policy and procedures set forth in Rule 26 of the General Rules of Practice for the Superior and District Courts are applicable with respect to these Local Rules.

RULE 22 – COURTROOM FIREARMS POLICY:

22.1 In order to eliminate fear and apprehension by jurors, court personnel and the public; and further, to protect against the accidental discharge of a firearm, notice shall be given to the presiding judge of any firearm intended to be brought to the court facility and offered as evidence or otherwise utilized in courtroom proceedings. Such firearm may be brought into the court facility only upon the prior approval of the presiding judge, and then, only after screening by the appropriate law enforcement official(s). Such firearm shall remain in plain view at all times while in the courtroom and shall never be loaded, even by an expert. Such firearm shall always be equipped with a trigger lock or similar device, and shall never be pointed at anyone at any time. A firearm and ammunition for same shall not be given to a witness or jury at the same time and, once received into evidence, shall be in the care, custody and control of the courtroom clerk, subject to such further orders or directions as the presiding judge may deem appropriate. This firearms policy shall apply to both Civil and Criminal cases.

RULE 23 – MEDIA COVERAGE:

23.1 Electronic media and still photograph coverage of public judicial proceedings shall be subject to the mandatory provisions of Rule 15 of the General Rules of Practice for the Superior and District Courts. To the extent that Rule 15 grants authority or discretion to the presiding judge, the presiding Superior Court Judge shall have such authority or discretion with respect to the proceedings over which he/she presides, including, without limitation, the authority to prohibit or terminate electronic media and still photography coverage of public judicial proceedings at any time. **No electronic or still photography coverage of public judicial proceedings shall be permitted without the prior express approval of the presiding Superior Court Judge.** Representatives shall seek such approval well in advance of the proceedings to avoid impromptu “negotiations” between judges and other court officials and media representatives, and in no event shall such representatives seek prior approval less than 24 hours in advance of a scheduled hearing. As provided in Rule 15, and to insure that a **clear**

warning has been issued by the Court, all representatives of the media are hereby notified that coverage of the following types of Superior Court judicial proceedings is expressly prohibited: proceedings held before clerks of court, proceedings held before magistrates, proceedings for the hearing of motions to suppress evidence, proceedings involving trade secrets, and *in camera* proceedings. As further provided in said Rule, and to insure that a **clear warning** has been issued by the Court, all representatives of the media are hereby notified that coverage of the following categories of witnesses in Superior Court judicial proceedings is expressly prohibited: police informants, minors, undercover agents, relocated witnesses and victims and families of victims of sex crimes. As further provided in said Rule, and to insure that a **clear warning** has been issued by the Court, all representatives of the media are hereby notified that coverage of jurors is prohibited expressly at any stage of a judicial proceeding, including that portion of a proceeding during which a jury is selected. The use of cell phone cameras is also strictly prohibited. **Any person(s) found to be in willful violation of the provisions of this Rule 23.1 may be held in contempt of court and may be jailed for up to 30 days, fined up to \$500.00, or both, for each occurrence. Additional criminal and/or civil penalties may also be applicable.** This media coverage policy shall apply to both Civil and Criminal cases.

RULE 24 – PRO HAC VICE ADMISSION:

24.1 Only a licensed North Carolina attorney may sponsor an out-of-state attorney, not otherwise authorized to appear in the courts of this State, to represent a client in a pending case. Prior to any appearance of the out-of-state attorney in a pending case, the licensed North Carolina attorney who sponsors such out-of-state attorney shall file the registration statement required to be filed with the North Carolina State Bar, shall pay the registration fee (currently \$25.00) and the General Court of Justice fee (currently \$200.00). The total fee of \$225.00 shall be payable in one lump sum to the applicable Clerk of Superior Court. Upon application for admission, such out-of-state attorney shall at all times be bound by the provisions of NCGS 84-4.1 as well as these Local Rules of Practice; provided, however, that compliance shall not deprive the presiding judge of the discretionary power to allow or reject the application.

RULE 25 – CODE OF PRETRIAL CONDUCT:

The following Code of Pretrial Conduct and Code of Trial Conduct developed by the American College of Trial Lawyers (*Copyright © 2002 American College of Trial Lawyers*) is hereby made a part of the Local Rules for Judicial District 20A.

25.1 Scheduling

(a) Scheduling a Pretrial Event

- (1)** Before noticing or scheduling a deposition, hearing, or other pretrial event, a lawyer should consult and work with opposing counsel to accommodate the needs and reasonable requests of all witnesses and participating lawyers. In scheduling a pretrial event, lawyers should strive to agree upon a mutually convenient time and place, seeking to minimize travel expense and to allow adequate time for preparation.

- (2) Depositions, hearings, and other pretrial event should be scheduled early enough during the pretrial phase to avoid the difficult scheduling problems that often result from last-minute requests.

(b) Rescheduling a Pretrial Event

- (1) If a lawyer needs to reschedule a deposition or other pretrial event, the lawyer should give prompt notice to all other counsel, explaining the conflict or other compelling reason for rescheduling.
- (2) A lawyer who receives a reasonable request for rescheduling should strive to accommodate the request.
- (3) If the conflict or other reason for rescheduling is later resolved or eliminated, then the lawyer who rescheduled the event should give notice as soon as practicable to all other counsel. The lawyers should then decide which of the two possible schedules is more convenient.

(c) Seeking and Granting Extensions of Time

- (1) Courts expect lawyers to grant other lawyers' requests for reasonable extensions of time to respond to discovery, pretrial motions, and other pretrial matters. Opposing such requests wastes resources and needlessly inconveniences courts, which are likely to grant such requests, even if opposed. Lawyers should explain these principles to their clients and should insist on adhering to them, unless the clients' legitimate interests will be adversely affected.
- (2) A lawyer should request an extension only when additional time is actually needed, and never merely for purposes of delay. In requesting an extension of time, a lawyer should explain to opposing counsel the reasons for the requests.
- (3) A lawyer who receives a reasonable request for extension – especially an initial request – should grant the request unless it is clearly inconsistent with the legitimate interest of the lawyer's client.

25.2 Service of Process, Pleadings, and Proposed Orders

- (a) The timing, manner, and place of serving process should not be calculated to disadvantage or embarrass the party being served.
- (b) Unless applicable procedural rules require otherwise, papers should not be filed in a court before being delivered to opposing counsel. For example, if papers are hand-delivered or faxed to the court, then they should be hand-delivered or faxed to opposing counsel on the same day and at about the same time.
- (c) Papers should not be served in a manner deliberately designed to shorten an opponent's time for response or to take other unfair advantage or an opponent. This may include service:

- (1) when the opponent is known to be absent from the office;
 - (2) late on a Friday afternoon;
 - (3) the day before a secular or religious holiday;
 - (4) shortly before a hearing; or
 - (5) when the timing of service does not afford the opponent adequate time to respond to the paper or to prepare for the relevant pretrial event.
- (d) Even if service by mail to opposing counsel does not technically violate the rules, such service sometimes prejudices the opposing party. If such prejudice is likely, then service should be made by hand or by facsimile, followed, if the applicable rules so require, by service by mail.
- (e) Except when expressly ordered by a court, a proposed order on any substantive matter should not be delivered to the court without assurance that tendering counsel has complied with paragraph 25.6(e) of this Code.

25.3 Written Submissions to a Court

- (a) Written briefs and memoranda should not refer to or rely on facts that are not properly a part of the record. A lawyer may, however, present historical, economic, or sociological data if the applicable rules of evidence support the data's admissibility.
- (b) Neither written submissions nor oral presentations should disparage the integrity, intelligence, morals, ethics, or personal behavior or an adversary unless such matters are directly relevant under the controlling substantive law.
- (c) When legal opinions are highlighted and presented to the court, identical highlighting should be included on copies of the opinions furnished to opposing counsel.

25.4 Communications with Adversaries

- (a) In their practice, lawyers should remember that their role is to zealously advance the legitimate interests of their clients, while maintaining appropriate standards of civility and decorum. In dealing with others, counsel should not reflect any ill feelings that clients may have toward their adversaries. Lawyers should treat all other lawyers, all parties, and all witnesses courteously, not only in court, but also in other written and oral communication. Lawyers should refrain from acting upon or manifesting bias or prejudice toward any person based upon race, sex, religion, national origin, disability, age, sexual orientation, or socioeconomic status.
- (b) Lawyers should avoid hostile, demeaning, or humiliating words in written and oral communication with adversaries.
- (c) Letters intended only to make a record should be used sparingly and only when thought to be necessary under all the circumstances. Letters should not

be written to ascribe to an adversary a position that he or she has not taken or to create a “record” of events that have not occurred.

- (d) Unless specifically permitted or invited by the court, letters between counsel should not be sent to judges.
- (e) Lawyers should strictly adhere to all express promises and agreements with opposing counsel, whether oral or in writing, and should adhere in good faith to all agreements implied by the circumstances or by local custom.
- (f) When practicable, lawyers should agree to reasonable requests for the waiver of procedural formalities.

25.5 Discovery Practice

(a) Discovery in General

In discovery, as in all other professional matters, a lawyer’s conduct should be honest, fair, and courteous. In general, a lawyer should adhere to the following guidelines in conducting all forms of discovery:

- (1) A lawyer should strictly follow all applicable rules in drafting and responding to written discovery and in conducting depositions.
- (2) A lawyer should conduct discovery to elicit relevant facts and evidence, and not for an improper purpose, such as to harass, intimidate, or unduly burden another party or a witness.
- (3) A lawyer should respond to written discovery in a reasonable manner and should not interpret requests in a strained or unduly restrictive way in an effort to avoid responding to them or to conceal relevant, non-privileged information.
- (4) Objections to interrogatories, document requests, and requests for admissions should be made in good faith and should be adequately explained and limited.
- (5) When a discovery dispute arises, opposing lawyers should attempt to resolve the dispute by working cooperatively together. Lawyers should refrain from filing motions to compel or for sanctions unless they have genuinely tried, but failed, to resolve the dispute through all reasonable avenue of compromise and resolution.
- (6) Lawyers should claim a privilege only under appropriate circumstances. They should not assert a privilege solely to withhold or suppress non-privileged information or to limit or delay their response.
- (7) Requests for additional time to respond to discovery should be made as far in advance of the due date as reasonably possible and should not be used for tactical or strategic reasons.
- (8) Unless there are compelling reasons to deny a request for additional time to respond to discovery, an opposing lawyer should grant the request without necessitating court intervention. Compelling reasons

to deny such a request exist only if the client's legitimate interests would be materially prejudiced by the proposed delay.

(b) Interrogatories

- (1) Lawyers should avoid "boilerplate" interrogatories. Instead, they should carefully tailor interrogatories to elicit information that is relevant to the issues in the pending case or that is otherwise necessary to discover or understand those issues.
- (2) Lawyers should not assert objections solely to avoid answering an appropriate interrogatory. If only part of an interrogatory is objectionable, then the responding lawyer should object only to that part and should answer the remainder of the interrogatory.

(c) Document Requests

- (1) Lawyers should carefully tailor document request to obtain documents that are relevant to the issues in the pending case or that are otherwise necessary to discover or understand those issues.
- (2) Lawyers should not assert objections solely to avoid producing relevant documents. If only part of a request is objectionable, then the responding lawyer should object only to that part and should timely produce all documents responsive to the remainder of the request.
- (3) In responding to document request, lawyers should make reasonable accommodations for review and copying by opposing counsel. Documents being produced should be organized in a manner consistent with the applicable rules or procedure. A group of documents should never be arranged in a manner calculated to hide or obscure the existence of particular document or discoverable information.
- (4) If any responsive documents are withheld, then at the time of production, the producing lawyer should give notice of that fact and should explain the reason for withholding them. The producing lawyer should timely provide, in accordance with applicable rule, a log of all documents withheld, including, for each document: (a) its date; (b) the author's name; (c) a general description; (d) the addressee, if any; (e) its current location; (f) the basis for withholding it; and (g) any other information that may be required by applicable rules of procedure.

(d) Requests for Admissions

- (1) Lawyers should use requests for admissions only to ascertain the truth of matters within the scope of the pending case. Such requests should be carefully drafted to inquire only about matters of fact or opinion or the application of law to fact, including the genuineness of any documents properly described in the requests.

- (2) Lawyers should not assert objections solely to avoid admitting or denying an appropriate request. If only part of a request is objectionable, then the responding lawyer should object only to that part and should admit or deny the remainder of the request or set forth in detail the reasons why the answering party cannot truthfully admit or deny the request.

(e) Depositions

- (1) Lawyers should limit depositions to those that are necessary to develop the claims or defenses in the pending case or to perpetuate relevant testimony.
- (2) In appearing for deposition, lawyers should arrive punctually at the time and place stated in the notice or subpoena or agreed upon by counsel. If a lawyer is unavoidably delayed, other participating lawyers should be promptly notified, should be told the reason for the delay, and should be advised when to expect the delayed lawyer's arrival.
- (3) If a scheduled deposition must unavoidably be cancelled, the other participating lawyers should be notified as soon as possible and should be told the reason for the cancellation. The canceling lawyer should promptly seek to reschedule the deposition in a way that will minimize any inconvenience and expense caused by the cancellation.
- (4) During a deposition, lawyers should conduct themselves with decorum and should never verbally abuse or harass the witness or unnecessarily prolong the deposition.
- (5) During a deposition, lawyers should strictly limit objections to those allowed by the applicable rules. In general, lawyers should object only to preserve the record, to assert a valid privilege, or to protect the witness from unfair, ambiguous, or abusive questioning. Objections should not be used to obstruct questioning, to improperly communicate with the witness, or to disrupt the search for facts or evidence germane to the case.

(f) Exceptions to the General Guidelines Regarding Discovery

- (1) A lawyer who has attempted to comply with these guidelines is justified in setting a hearing or deposition without agreement from opposing counsel if opposing counsel fails or refuses to promptly accept or reject a time offered for the hearing or deposition.
- (2) If opposing counsel raises an unreasonable number of calendar conflicts, a lawyer is justified in setting a hearing or deposition without agreement from opposing counsel.
- (3) If opposing counsel has consistently failed to comply with these guidelines, a lawyer is justified in setting a hearing or deposition without agreement from opposing counsel.
- (4) When an action involves so many lawyers that compliance with these guidelines appears to be impracticable, a lawyer should nonetheless

make a good-faith attempt to comply with their terms to the extent practicable.

- (5) If a case involves an extraordinary remedy and the time associated with a scheduling agreement could harm a client's case, then a lawyer is justified in setting a hearing or deposition without agreement from opposing counsel, giving notice as prescribed in paragraph 8(b) of this Code.

25.6 Motion Practice

- (a) Before setting a motion for hearing, a lawyer should make a reasonable effort to resolve the issue without involving the court.
- (b) A lawyer who has no valid objection to an opponent's proposed motion should promptly make this position known to opposing counsel. Depending on the nature of the motion, such candor will enable opposing counsel either to file an unopposed motion or to avoid filing a motion altogether.
- (c) If, after opposing a motion, a lawyer recognizes that the movant's position is correct based on the facts or the law, then the lawyer should promptly advise opposing counsel and the court of this change in position. Such candor will prevent the court and opposing counsel from participating in an unnecessary hearing and from addressing issues unnecessarily.
- (d) After a hearing, the lawyer charged with preparing the proposed order should draft it promptly, striving to fairly and accurately articulate the court's ruling. The lawyer should submit the proposed order in compliance with the court's instructions. If no specific schedule is imposed by the court, the lawyer should strive either to tender a copy to opposing counsel, in accordance with paragraph 24.6(e), below, no later than the following day, excluding Saturdays, Sundays, and legal holidays, or to inform opposing counsel when he or she may expect such a tender.
- (e) Before submitting a proposed order to a court, a lawyer should provide a copy to opposing counsel, who should promptly voice any objections. If the lawyers cannot resolve all objections, then the drafting lawyer should promptly submit the proposed order to the court, stating any unresolved objections.

25.7 Communication with Nonparty Witnesses

- (a) In dealing with a nonparty who is a witness or potential witness, a lawyer must: (1) be truthful about the material facts and the applicable law; (2) disclose his or her interest or role in the pending matter; (3) correct any misunderstanding expressed by the nonparty; (4) treat the nonparty courteously; and (5) avoid unnecessarily embarrassing, inconveniencing, or burdening the nonparty.

- (b) If a lawyer knows that counsel in the pending matter represents a nonparty witness, then the lawyer should not contact the witness without permission from that counsel.
- (c) If a lawyer knows that a nonparty witness is an employee or agent of an organization represented by counsel in the pending matter, then the lawyer should scrupulously follow the rules of the applicable jurisdiction governing such contacts. Absent such rules, the lawyer should not contact the witness without permission from that counsel if: (1) the witness has the power to compromise or settle; (2) the witness regularly consults with the organization's lawyers; (3) the witness's acts may be imputed to the organization for liability purposes; or (4) the witness's statements would bind the organization.
- (d) Lawyers should show courtesy and civility to all nonparty witnesses.
- (e) A lawyer should not obstruct another party's access to a nonparty witness or induce a nonparty witness to evade or ignore process.
- (f) A lawyer should not issue a subpoena to a nonparty witness except to compel, for a proper purpose, the witness's appearance at a deposition, hearing, or trial or to obtain necessary documents in the witness's possession.
- (g) If a lawyer issues a deposition subpoena for a nonparty witness, then the lawyer should simultaneously send all counsel in the pending matter a notice of the deposition and a copy of the subpoena.
- (h) If a lawyer obtains documents through a deposition subpoena, the lawyer should, as soon as reasonably practicable, make copies of the documents available to all counsel at their expense, even if the deposition itself is cancelled or adjourned after the documents are produced.

25.8 Communication with the Court

- (a) A lawyer should make no attempt to obtain an advantage in a pending case through ex parte communication with the presiding judge. A lawyer must avoid such communication on any substantive matter and on any matter that could reasonably be perceived as a substantive matter. Ex parte communication of this type is detrimental to the administration of justice and reflects adversely on the entire legal profession. Therefore, when a lawyer informally communicates with a court, the highest degree of professionalism is demanded.
- (b) Even if the applicable law permits an ex parte communication with the court under certain circumstances, a lawyer – before approaching the court – should promptly and diligently attempt to notify opposing counsel, if known, and if not, the opposing party directly unless there is a bona fide emergency that threatens to materially prejudice the client's rights if regular notice is given.

When giving such notice, the lawyer should advise the opponent of the basis for seeking immediate relief and should make reasonable efforts to accommodate the opponent's schedule so that the party affected may be represented.

- (c) For communications with the court that are related to a pending case, a lawyer should provide opposing counsel with copies of all written communications and should notify opposing counsel of all oral communications.
- (d) Any proposed order containing findings of fact or conclusions of law should be provided to opposing counsel for comment and objection before being submitted to the court. Local rules often govern whether other types of proposed orders must be provided to opposing counsel before submission to the court. In general, however, routine orders that merely reflect a particular ruling need not be provided to opposing counsel in advance. Similarly, if the contents of an order would be entitled to no deference on review, then the proposed order generally need not be furnished to opposing counsel in advance. Once an order has been submitted, there should be no ex parte communication with the court regarding the entry or the contents of the order.
- (e) A lawyer should always show courtesy to and respect for a presiding judge. While a lawyer may be cordial in communicating with a presiding judge in court or in chambers, the lawyer should never exhibit inappropriate informality.
- (f) A lawyer should avoid taking any action that is or appears to be calculated to gain any special personal consideration or favor from a presiding judge in a pending case.

25.9 Settlement and Alternative Dispute Resolution

- (a) Lawyers should educate their clients early in the legal process about various methods of resolving disputes without trial, including mediation, arbitration, and neutral case evaluation.
- (b) Lawyers should advise clients of the benefits of settlement, including savings to the client, greater control over the process and the result, and a more expeditious resolution of the dispute. The lawyer and the client should work together in formulating a settlement strategy designed to accomplish the client's realistic goals and expectations.
- (c) At the earliest practicable time, a lawyer should provide the client with a realistic assessment of the potential outcome of the case so that the client may effectively assess various approaches to resolving the dispute. As new information is obtained during the pretrial phase, the lawyer should revise the assessment as necessary.

- (d) When enough is known about the case to make settlement negotiations meaningful, a lawyer should explore settlement with the client and opposing counsel.
- (e) Throughout the representation of a client in a case, the lawyer should pursue the possibility of settlement and should use all reasonable measures to engage opposing counsel in the settlement process.
- (f) A lawyer should enter into settlement negotiations in good faith, should make proposals that are designed to achieve a resolution, and should recommend reasonable compromises consistent with the client's best interest.
- (g) When request by opposing counsel and authorized by the client, a lawyer should informally provide documents and other information that will promote and expedite settlement efforts.
- (h) A lawyer should never make settlement proposals that are designed to antagonize or further polarize the parties.
- (i) A lawyer should never engage in settlement negotiations for the purpose of delaying discovery or gaining an unfair advantage.
- (j) In participating in settlement negotiations and alternative methods of resolving disputes, lawyers should practice the same courtesy, candor, and cooperation expected of them during other pretrial proceedings.

25.10 Pretrial Conferences

- (a) A lawyer should carefully read and comply with an order setting pretrial deadlines or scheduling a pretrial conference. The lawyer should complete any required statement in full, seeking to reach agreement with opposing counsel when possible and thus to limit the issues to be addressed before and during trial.
- (b) In advance of a final pretrial conference, it is desirable for discovery to be completed, for discovery responses to be supplemented, for discovery exhibits to be furnished, for evidentiary depositions to be concluded, and for settlement negotiations to be exhausted.
- (c) A lawyer should determine in advance of a pretrial conference the trial judge's custom and practices in conducting such conferences.
- (d) A lawyer should satisfy all directives of the court set forth in the order setting a pretrial conference and should consult and comply with all local rules and with any specific requirements of the trial judge.
- (e) Before the initial pretrial conference, a lawyer should ascertain the client's willingness to participate in alternative dispute resolution.

- (f) Unless unavoidable circumstances prevent it, a lawyer representing a party at a pretrial conference should be thoroughly familiar with each aspect of the case, including the pleadings, the evidence, and all potential procedural and evidentiary issues.
- (g) Unless unavoidable circumstances prevent it, a lawyer who will actually try the case should attend the pretrial conference, and, in any event, by a lawyer who is familiar with the case.
- (h) A lawyer should alert the court as soon as practicable to scheduling conflicts and travel considerations of clients, experts, and other essential witnesses.
- (i) If stipulations are possible for uncontested matters, a lawyer should propose specific stipulations and work with opposing counsel to obtain an agreement in advance of the pretrial conference.
- (j) At or before a final pretrial conference, a lawyer should alert the court to the need for any pretrial rulings or hearings on matters such as motions in limine and Daubert-type motions on expert-witness qualifications or expert testimony.
- (k) At the final pretrial conference, a lawyer should be prepared to advise the court of the status of settlement negotiations and the likelihood of settlement before trial.
- (l) During the final pretrial conference, a lawyer should confirm the trial judge's practices in the voir dire of potential jurors, the exercise of peremptory strikes, and the selection of replacement jurors.

25.11 Communication with Consultants and Expert Witnesses

- (a) In retaining consultants for expert opinions, a lawyer should be familiar with the qualifications necessary for an expert witness to give opinion evidence at trial consistent with Rule 702 of the North Carolina Rules of Evidence.
- (b) In retaining an expert witness, a lawyer should respect the integrity of the expert's professional practices and procedures, and should refrain from asking or encouraging the expert to violate the integrity of those practices and procedures for purposes of the particular matter for which the expert has been retained.
- (c) In general, an expert must be qualified based on the expert's specialized knowledge or expertise going beyond the general knowledge of laypersons. In retaining an expert witness, a lawyer should provide the expert with information that is believed to be relevant and material to the subject matter of the expert's proposed written report.

- (d) In retaining an expert witness, a lawyer should respect the expert's integrity, knowledge, conclusions, and opinions. A retained expert should be fairly compensated for all work on behalf of the client. But a lawyer must not make compensation, or the amount of compensation, contingent in any way upon the substance of the expert's opinions or written report or upon the outcome of the matter for which the expert has been retained.
- (e) A lawyer should not purposefully delay designating an expert witness or delivering an expert's report in an effort to postpone a trial setting or to preclude the taking of the expert's deposition at a reasonable time before trial.

25.12 Scope of the Code of Pretrial Conduct

This Code of Pretrial Conduct is intended to provide guidance for a lawyer's professional conduct except to the extent that any applicable law, code, rules of procedure, or rules of professional conduct under North Carolina Law require or permit otherwise. Any violation of these rules may constitute the basis for a reprimand by the Court or sanctions under Rule 37 of the North Carolina Rules of Civil Procedure when substantial violations occur. Violations of these rules may also concurrently be violations of the applicable law, code or rules of professional conduct of North Carolina and may constitute the basis for a disciplinary proceeding.

RULE 26 – CODE OF TRIAL CONDUCT

26.1 Employment in Civil Cases

It is the right of a lawyer to accept employment in any civil case unless such employment is likely to result in violation of the rules of professional conduct or other law. The lawyer should decline to prosecute a cause or assert a defense obviously devoid of merit, or which is intended merely to inflict harassment or injury, or to procure an unmerited settlement, or in which the lawyer or the lawyer's firm or associates have conflicting interests. Otherwise it is the lawyer's right and duty to take all proper action and steps to preserve and protect the legal merits of the client's position and claims and he or she should not decline employment in any case because of the unpopularity of the client's cause or position.

26.2 Continuance of Employment in and Conduct of Civil Cases

After acceptance of employment a lawyer, unless discharged, should diligently pursue the matter to an expeditious conclusion. Rule 16 of the General Rules of Practice for the Superior and District Courts shall govern withdrawals by lawyers. A lawyer should withdraw from any litigation for reasons which would require refusing employment under paragraph 25.1 of this Code, or when differing or conflicting interests with the client arise or if continued representation of the client will involve participation in client conduct which the lawyer reasonably believes is criminal or fraudulent, and the lawyer may withdraw if continuing representation of the client will involve participation in client conduct which has as its objective a goal which the lawyer considers repugnant or imprudent. The lawyer shall take reasonable and practicable steps to protect the client's interests from the consequences of withdrawal, such as giving reasonable notice to the client, allowing time for employment of other counsel, conveying

to the client papers and property to which the client is entitled and refunding any advance fee which has not been earned. When the lawyer withdraws, he or she should render a prompt accounting of all the client's funds and other property in the lawyer's possession.

26.3 Court Appointments and Employment in Criminal Cases

A lawyer should not seek to avoid appointment by a tribunal to represent a person except for good cause. Nor should a lawyer decline to undertake the defense of a person accused of a crime merely because of either the lawyer's personal or the community's opinion as to the guilt of the accused or the unpopularity of the accused's position, because every person accused of a crime has a right to a fair trial, including persons whose conduct, reputation or alleged violations may be the subject of public unpopularity or clamor. This places a duty of service on the legal profession and, even though a lawyer is not bound to accept particular employment, requests for services in criminal cases should not lightly be declined or refused merely on the basis of the lawyer's opinion concerning the guilt of the accused, or his or her repugnance to the crime charged or to the accused.

26.4 Pro Bono Publico

A lawyer should render public interest legal service personally and by supporting organizations that provide services to persons of limited means.

26.5 Continuance of Employment in and Conduct of Criminal Cases

- (a) Having accepted employment in a criminal case, a lawyer's duty, regardless of his or her personal opinion as to the guilt of the accused, is to invoke the basic rule that the crime must be proved beyond a reasonable doubt by competent evidence. The lawyer should raise all valid defenses and, in case of conviction, should present all proper grounds for probation, or in mitigation of punishment. A confidential disclosure of guilt alone does not require a withdrawal from the case, but the lawyer should never offer testimony that the lawyer knows to be false.
- (b) The crime charged should not be attributed to another identifiable person unless evidence introduced or inferences warranted therefrom raise at least a reasonable suspicion of such person's probable guilt.
- (c) The prosecutor's primary duty is not to convict, but to see that justice is done. A public prosecutor or other government lawyer should not institute or cause to be instituted criminal charges when he or she knows or it is obvious that the charges are not supported by probable cause, and shall make timely disclosure to counsel for the defendant, or to the defendant if the defendant has not counsel, of the existence of evidence, known to the prosecutor or other government lawyers or agencies, that tends to negate the guilt of the accused, mitigate the degree of the offense, or reduce the punishment.

26.6 Confidentiality of Information

- (a) It is the duty of a lawyer to preserve his or her client's confidences and secrets and this duty outlasts the lawyer's employment. The obligation to represent the client with undivided fidelity and not to divulge the client's confidences or secrets forbids also the subsequent acceptance of employment from other in matters adversely affecting any interests of the former client and concerning which he or she has acquired confidential information, unless the consent of all concerned is obtained.
- (b) A lawyer shall not reveal information relating to representation of a client unless the client consents after consultation, except for disclosures that are impliedly authorized in order to carry out the representation, and except as stated in paragraph (c).
- (c) A lawyer may reveal such information to the extent the lawyer reasonably believes necessary:
 - (1) to prevent the client from committing a criminal act that the lawyer believes is likely to result in imminent death or substantial bodily harm; or
 - (2) to establish a claim or defense on behalf of the lawyer in a controversy between the lawyer and the client, to establish a defense to a criminal charge or civil claim against the lawyer based upon conduct in which the client was involved, or to respond to allegations in any proceeding concerning the lawyer's representation of the client.

26.7 Differing Interests-Conflicts

- (a) "Differing interests" include every interest that will adversely affect the judgment or the loyalty of the lawyer to a client, whether it be a conflicting, inconsistent, diverse or other interest.
- (b) A lawyer should not represent clients with differing interest, nor should a lawyer represent a client in a matter as to which the client's interests are materially adverse to the interests of a former client whom the lawyer represented in the same or a substantially related matter, unless the clients involved consent after consultation.
- (c) A lawyer should not accept or continue multiple employment if the exercise of the lawyer's independent professional judgment in behalf of a client will be or is likely to be adversely affected by representation of another client, except that a lawyer may represent multiple clients with respect to the same matter if:
 - (1) it is obvious that the lawyer can adequately represent the interests of each client;
 - (2) the lawyer reasonably believes that the matter can be resolved on terms compatible with the clients' best interests, that each client will be able to make adequately informed decisions in the matter and that

- there is little risk of material prejudice to the interests of any of the clients if the contemplated resolution is unsuccessful;
 - (3) the lawyer consults with each client concerning the implications of the common representation, including the advantages and risks involved, and the effect on the attorney-client privilege, and obtains each client's consent to the common representation; and
 - (4) the lawyer reasonably believes that the common representation can be undertaken impartially and without improper effect on other responsibilities the lawyer has to any of the clients.
- (d) If a lawyer is required to decline employment or to withdraw from employment under this rule, no partner or associate of the lawyer or the lawyer's firm should accept or continue such employment.
 - (e) When a lawyer has left one firm and joined another, the lawyer and the lawyer's new firm are disqualified from representing a client in a matter adverse to a client of the former firm if the lawyer acquired confidential information material to the matter while with the former firm.
 - (f) When a lawyer has terminated an association with a firm, the lawyer's former firm is not prohibited from thereafter representing a client with interests materially adverse to those of a client represented by the departed lawyer and not currently represented by the firm, unless:
 - (1) the matter is the same or substantially related to that in which the formerly associated lawyer represented the client; and
 - (2) any lawyer remaining in the firm has confidential information material to the matter.
 - (g) The affected client may waive any conflict arising under subparagraphs (e) and (f) (1) and (2) next above.

26.8 Professional Colleagues and Conflicts of Opinion

- (a) A client's proffer of assistance of additional counsel should not be regarded as evidence of want of confidence, but the matter should be left to the determination of the client. Either the original counsel or additional counsel may decline association as colleagues if it is objectionable to either, but if the lawyer first retained is relieved, another may come into the case.
- (b) When lawyers jointly associated in a cause cannot agree as to any matter vital to the interests of a client, the conflict of opinion should be frankly stated to the client for final determination. The client's decision should be accepted unless the nature of the difference makes it impracticable or inappropriate for the lawyer whose judgment has been overruled to cooperate effectively; in this event it is the lawyer's duty to ask to be relieved.

- (c) Efforts, direct or indirect, in any way to interfere with the professional employment of another lawyer are improper. However, a lawyer should not decline to pursue a claim against another lawyer on a client's behalf merely because the prospective defendant is a member of the same profession.

26.9 Fees

No division of fees for legal services is proper except with other lawyers. Division of legal fees among lawyers not in the same firm is proper only if:

- (a) The division complies with, and is permitted by, the applicable law or rules governing the lawyer's conduct; and
- (b) The client is informed in writing and does not object to the participation of all the lawyers involved; and
- (c) The total fee charged is reasonable and, unless the additional lawyer adds value to the representation, not more than the client would have been charged if such division of legal fees had not occurred.

26.10 Relations with Clients

- (a) A lawyer should not purchase or otherwise acquire a proprietary interest in the cause of action or subject matter of the litigation the lawyer is conducting for a client, except that the lawyer may acquire a lien granted by law to secure the lawyer's fee or expenses and contract with a client for a reasonable contingent fee in those civil cases in which a contingent fee is permitted.
- (b) While representing a client in connection with contemplated or pending litigation, a lawyer should not advance or guarantee financial assistance to the client, except that the lawyer may advance or guarantee the expenses of litigation, including court costs, expenses of investigation, expenses of medical examination, and costs of obtaining and presenting evidence the repayment of which may be contingent on the outcome of the matter.
- (c) Prior to the conclusion of representation of a client, a lawyer shall not make or negotiate an agreement giving the lawyer literary or media rights to a portrayal or account based in substantial part on information relating to the representation.
- (d) (1) A lawyer who represents two or more clients should not make or participate in the making of an aggregate settlement of the claims of or against his clients, unless each client has consented to the settlement after being advised of the existence and nature of all the claims involved in the proposed settlement, or the total amount of the settlement and of the participation of each client in the settlement.

(2) A lawyer who represents two or more criminal defendants should not participate in an aggregated plea agreement as to guilty pleas unless each defendant is informed about the existence and nature of all the pleas being offered and the participation of each defendant in each plea agreement and each defendant consents to such an aggregated plea agreement.

26.11 Upholding the Honor of the Profession

- (a) It is the duty of every lawyer to protect the Bar against the admission to the profession of persons who are unfit because of morals, character, education or traits of character. A lawyer should affirmatively assist courts and other appropriate bodies in promulgating, enforcing and improving the requirements for admission to the Bar.
- (b) Lawyers should strive at all times to uphold the honor and dignity of the profession and to improve the administration of justice, including the method of selection and retention of judges.
- (c) Every lawyer has the duty to protest by all proper means the appointment or election to the bench of persons whom the lawyer believes are not fully qualified by character, temperament, ability and experience. If the lawyer is unable to reach a considered and informed judgment about the person's qualifications for appointment or election to the bench, the lawyer must then refrain from writing, speaking or taking any other action in favor of or in opposition to that individual's appointment or election to the bench.
- (d) A lawyer cannot knowingly condone perjury or subornation of perjury before any tribunal. A lawyer should report such perjury or subornation of perjury to the tribunal in which such conduct occurred.
- (e) Subject only to applicable law governing disclosure of confidential information between lawyer and client, a lawyer having information that another lawyer has violated the applicable disciplinary rules must report such wrongful conduct to the appropriate professional disciplinary authority.

26.12 Lawyer as a Witness (Rule 3.7 – Revised Rules of Professional Conduct)

- (a) A lawyer should not act as advocate at a trial in which the lawyer is likely to be a necessary witness except where:
 - (1) the testimony relates to an uncontested issue;
 - (2) the testimony relates to the nature and value of legal services rendered in the case; or
 - (3) disqualification of the lawyer would work substantial hardship on the client.
- (b) A lawyer may act as advocate in a trial in which another lawyer in the lawyer's firm is likely to be called as a witness unless precluded from doing

so by Rule 1.7 and Rule 1.9 of the Revised Rules of Professional Conduct of the North Carolina State Bar.

26.13 Relations with Opposing Counsel

- (a) The lawyer, and not the client, has the sole discretion to determine the accommodations to be granted opposing counsel in all matters not directly affecting the merits of the cause or prejudicing the client's rights, such as extensions of time, continuances, adjournments, and admission of facts. Consequently, the lawyer need not accede to a client's demand that the lawyer act in a discourteous or uncooperative manner toward opposing counsel.
- (b) A lawyer should adhere strictly to all express promises to, and agreements with, opposing counsel, whether oral or in writing, and should adhere in good faith to all agreements implied by the circumstances or by local custom. When a lawyer knows the identity of a lawyer representing an opposing party, the lawyer should not take advantage of the opposing lawyer by causing any default or dismissal to be entered without first inquiring about the opposing lawyer's intention to proceed.
- (c) A lawyer should not participate in offering or making an agreement in which a restriction on a lawyer's right to practice is part of the settlement of a controversy between private parties.
- (d) A lawyer should avoid disparaging personal remarks or acrimony toward opposing counsel, and should remain wholly uninfluenced by any ill feeling between the respective clients. The lawyer should abstain from any allusion to personal peculiarities and idiosyncrasies of opposing counsel.
- (e) A charge of impropriety by one lawyer against another in the course of litigation should never be made except when relevant to the issues of the case; provided, however, that if the impropriety amounts to a violation of applicable disciplinary rules, the lawyer should report such wrongful conduct to the appropriate professional disciplinary authority. *See* paragraph 25.11(e) hereof.

26.14 Relations with Witnesses

- (a) A lawyer should thoroughly investigate and marshal the facts. Subject to the provisions of paragraph 25.15 hereof and to constitutional requirements in criminal matters, a lawyer may properly interview any person, because a witness does not "belong" to any party. A lawyer should avoid any suggestion calculated to induce any witness to suppress evidence or deviate from the truth. However, a lawyer may tell any witness that he or she does not have any duty to submit to an interview or to answer questions propounded by opposing counsel unless required to do so by judicial or legal process.

- (b) A lawyer should not suppress any evidence that the lawyer or the client has a legal obligation to reveal or produce. A lawyer should not advise or cause a person to secrete himself or herself or to leave the jurisdiction of a tribunal for the purpose of becoming unavailable as a witness. However, except when legally required, it is not a lawyer's duty to disclose any evidence or the identity of any witness.
- (c) A lawyer should not pay, offer to pay, or acquiesce in the payment of compensation to a witness contingent upon the content of the witnesses' testimony or the outcome of the case. A lawyer, however, may advance, guarantee or acquiesce in the payment of:
 - (1) expenses reasonably incurred by a witness in attending or testifying;
 - (2) reasonable compensation to a witness for the witness's loss of time in attending or testifying;
 - (3) a reasonable fee for the professional services of an expert witness.
- (d) A lawyer may advertise for witnesses to a particular event or transaction but not for witnesses to testify to a particular version thereof.
- (e) A lawyer should never be unfair or abusive or inconsiderate to adverse witnesses or opposing litigants, or ask any question intended not legitimately to impeach but only to insult or degrade the witness. A lawyer should never yield in these matters to contrary suggestions or demands of the client or allow any malevolence or prejudices of the client to influence the lawyer's action.

26.15 Communicating with One of Adverse Interest

During the course of representation of a client, a lawyer should not:

- (a) Communicate about the subject of the representation with a party the lawyer knows to be represented by another lawyer in that matter, unless the lawyer has the prior consent of the lawyer representing such other party or is authorized by law to do so. Opposing parties themselves may communicate directly with each other without the consent of their lawyers, and a lawyer may encourage the client to do so, although the lawyer may not use the client as a surrogate to engage in misconduct.
- (b) In case of an organization represented by a lawyer in the matter, the lawyer should not communicate concerning the matter with persons presently having a managerial responsibility on behalf of the organization, or with any persons whose act or omission in connection with the matter may be imputed to the organization for purposes of civil or criminal liability, or whose statement may constitute an admission on the part of the organization. Unless otherwise provided by law, this rule does not prohibit communications with former employees of the organization, but during such communications the lawyer

should be careful not to cause the former employee to violate the privilege attaching to attorney-client communications.

- (c) In dealing on behalf of a client with a person who is not represented by counsel, a lawyer shall not state or imply that he or she is disinterested, but should identify the lawyer's client. When the lawyer knows or reasonably should know that the unrepresented person misunderstands the lawyer's role in the matter, the lawyer shall make reasonable efforts to correct the misunderstanding.

26.16 Relations with the Judiciary

- (a) A lawyer should be courteous and may be cordial to a judge but should never show marked attention or unusual hospitality to a judge, uncalled for by their personal relations. A lawyer should avoid anything calculated to gain or having the appearance of gaining special personal consideration or favor from a judge.
- (b) Subject to the foregoing and to the provisions of paragraph 25.23 hereof, a lawyer should defend or cause to be defended judges who are subjected to unwarranted and slanderous attacks, for public confidence in our judicial system is undermined by such statements concerning the character or conduct of judges. It is the obligation of lawyers, who are also officers of the court, to correct misstatements and false impressions, especially where the judge is restrained from defending himself or herself.

26.17 Courtroom Decorum

- (a) A lawyer should conduct himself or herself so as to preserve the right to a fair trial, which is one of the most basic of all constitutional guarantees. This right underlies and conditions all other legal rights, constitutional or otherwise. In administering justice, trial lawyers should assist the courts in the performance of two difficult tasks: discovering where the truth lies between conflicting versions of the facts, and applying to the facts as found, the relevant legal principles. These tasks are demanding and cannot be performed in a disorderly environment. Unless order is maintained in the courtroom and disruption prevented, reason cannot prevail and constitutional rights to liberty, freedom and equality under law cannot be protected. The dignity, decorum and courtesy which have traditionally characterized the courts of civilized nations are not empty formalities. They are essential to an atmosphere in which justice can be done.
- (b) During the trial, a lawyer should always display a courteous, dignified and respectful attitude toward the judge presiding, not for the sake of the judge's person, but for the maintenance of respect for and confidence in the judicial office. The judge, to render effective such conduct, has reciprocal responsibilities of courtesy to and respect for the lawyer who is also an officer of the court. A lawyer should vigorously present all proper arguments against

rulings or court demeanor the lawyer deems erroneous or prejudicial, and see to it that a complete and accurate case record is made. In this regard, the lawyer should not be deterred by any fear of judicial displeasure or punishment.

- (c) In advocacy before a court or other tribunal, a lawyer has the professional obligation to represent every client courageously, vigorously, diligently and with all the skill and knowledge the lawyer possesses. It is both the right and duty of the lawyer to present the client's cause fully and properly, to insist on an opportunity to do so and to see to it that a complete accurate case record is made without being deterred by any fear of judicial displeasure or punishment. But it is steadfastly to be borne in mind that the great trust of the lawyer is to be performed within and not without the bounds of the law. The office of the attorney does not permit, much less does it demand of a lawyer for any client, violation of law or any manner of fraud or chicanery. The lawyer must obey his or her conscience and not that of the client.
- (d) In performing these duties, a lawyer should conduct himself or herself according to law and the standards of professional conduct as defined in codes, rules and canons of the legal profession and in such a way as to avoid disorder or disruption in the courtroom. A lawyer should advise the client appearing in the courtroom of the kind of behavior expected and required of the client there, and prevent the client, so far as lies within the lawyer's power, from creating disorder or disruption in the courtroom.

26.18 Trial Conduct

- (a) In appearing in a professional capacity before a tribunal, a lawyer should not:
 - (1) unlawfully obstruct another party's access to evidence or unlawfully alter, destroy or conceal a document or other material having potential evidentiary value. A lawyer shall not counsel or assist another person to do any such act;
 - (2) falsify evidence, counsel or assist a witness to testify falsely, or offer an inducement to a witness that is prohibited by law;
 - (3) knowingly disobey an obligation under the rules of a tribunal except for an open refusal based on an assertion that no valid obligation exists;
 - (4) in pretrial procedure, make a frivolous discovery request or fail to make reasonably diligent effort to comply with a legally proper discovery request by an opposing party;
 - (5) in trial, allude to any matter that the lawyer does not reasonably believe is relevant or that will not be supported by admissible evidence, assert personal knowledge of facts in issue except when testifying as a witness, or state a personal opinion as to the justness of a cause, the credibility of a witness, the culpability of a civil litigant or the guilt or innocence of an accused; or

- (6) request a person other than a client to refrain from voluntarily giving relevant information to another party unless:
 - (i) the person is a relative or an employee or other agent of a client; and
 - (ii) the lawyer reasonably believes that the person's interests will not be adversely affected by refraining from giving such information.
 - (7) fail to comply with known local customs of courtesy or practice of the Bar or a particular tribunal without giving to opposing counsel timely notice of the lawyer's intent not to comply;
 - (8) engage in undignified or discourteous conduct that is degrading to a tribunal.
- (b) A lawyer shall not in an adversary proceeding communicate ex parte with a judge or other official before whom the proceeding is pending except as permitted by law.
- (c) A question should not be interrupted by an objection unless the question is then patently objectionable or there is reasonable ground to believe that matter is being included that cannot properly be disclosed to the jury.
- (d) A lawyer should not engage in acrimonious conversations or exchanges involving personalities with opposing counsel. Objections, requests and observations should be addressed to the court. A lawyer should not engage in undignified or discourteous conduct that is degrading to a court procedure.
- (e) Where a court has already made a ruling in regard to the inadmissibility of certain evidence, a lawyer should not seek to circumvent the effect of that ruling and get the evidence before the jury by repeated questions relating to the evidence in question, although a lawyer is at liberty to make a record for later proceedings of the basis for urging the admissibility of the evidence in question.
- (f) Examination of jurors and of witnesses should be conducted from the counsel table or from some other suitable distance except when handling documentary or physical evidence, or when a hearing impairment or other disability requires that the lawyer take a different position.
- (g) A lawyer should not attempt to get before the jury evidence that is improper. In all cases in which a lawyer has any doubt about the propriety of any disclosures to the jury, a request should be made for leave to approach the bench and obtain a ruling out of the jury's hearing, either by propounding the question and obtaining a ruling or by making an offer of proof.
- (h) A lawyer should arise when addressing or being addressed by the judge except when making brief objections or incident comments. A lawyer should be attired in a proper and dignified manner in the courtroom, and abstain from any apparel or ornament calculated to call attention to himself or herself.

26.19 Relations with Jurors

- (a) Before the trial of a case, a lawyer connected therewith should not communicate with or cause another to communicate with anyone the lawyer knows to be a member of the venire from which the jury will be selected for the trial of the case.
- (b) Before the jury is sworn to try the cause, a lawyer may investigate the prospective jurors to ascertain any basis for challenge, provided there is no communication with them, direct or indirect, or with any member of their families. But a lawyer should not conduct or cause, by financial support or otherwise, another to conduct a vexatious or harassing investigation of either a venireman or a juror.
- (c) A lawyer should disclose to the judge and opposing counsel any information of which the lawyer is aware that a juror or a prospective juror has or may have any interest, direct or indirect, in the outcome of the case, or is acquainted or connected in any manner with any lawyer in the case or any partner or associate or employee of the lawyer, or with any litigant, or with any person who has appeared or is expected to appear as a witness, unless the judge and opposing counsel have previously been made aware thereof by voir dire examination or otherwise.
- (d) During the trial of a case a lawyer connected therewith should not communicate with or cause another to communicate with any member of the jury, and a lawyer who is not connected therewith should not communicate with or cause another to communicate with a juror concerning the case.
- (e) The foregoing rules do not prohibit a lawyer from communicating with veniremen or jurors in the course of official proceedings.
- (f) Subject to the limitations imposed by law, it is the lawyer's right, after the jury has been discharged, to interview the jurors to determine whether their verdict is subject to any legal challenge. After discharge of the jury from further consideration of a case with which the lawyer was connected, the lawyer should not ask questions or make comments to a member of that jury that are calculated merely to harass or embarrass the juror or to influence the juror's actions in future jury service.
- (g) All restrictions imposed herein upon a lawyer should also apply to communications with or investigation of members of a family of a venireman or a juror.
- (h) A lawyer should reveal promptly to the court improper conduct by a venireman or a juror or by another toward a venireman or a juror or a member of the juror's family of which the lawyer has knowledge.

- (i) A lawyer should scrupulously abstain from all acts, comments and attitudes calculated to curry favor with any juror, such as fawning, flattery, actual or pretended solicitude for the juror's comfort or convenience or the like.

26.20 Diligence and Punctuality

- (a) Every effort consistent with the legitimate interests of the client should be made to expedite litigation and to avoid unnecessary delays, and no dilatory tactics should be employed for the purpose of harassing an adversary or of exerting economic pressure on an adversary or to procure more fees.
- (b) A lawyer should be punctual in fulfilling all professional commitments, including all court appearances and, whenever possible, should give prompt notice to the court and to all other counsel in the case of any circumstances requiring his tardiness or absence.
- (c) A lawyer should make every reasonable effort to prepare thoroughly prior to any court appearance
- (d) A lawyer should comply with all court rules and see to it that all documents required to be filed are filed promptly. A lawyer should, in civil cases, stipulate in advance with opposing counsel to all non-controverted facts; should give opposing counsel, on reasonable request, an opportunity in advance to inspect all non-impeaching evidence of which the law permits inspection; and in general, should do everything possible to avoid delays and to expedite the trial.
- (e) A lawyer should promptly inform the court of any settlement, whether partial or entire, with any party, or the discontinuance of any issue.

26.21 Competence

A lawyer shall provide competent representation to a client. Competent representation requires the legal knowledge, skill, thoroughness and preparation reasonably necessary for the representation. A lawyer should never attempt to handle a legal matter without preparation adequate in the circumstances nor neglect a legal matter entrusted to him or her. Similarly, if a lawyer knows or should know that he or she is not competent to handle a legal matter, the lawyer should not attempt to do so without associating with a lawyer who is competent to handle it.

26.22 Honesty, Candor and Fairness

- (a) The conduct of a lawyer before the court and with other lawyers should at all times be characterized by honesty, candor and fairness.
- (b) A lawyer should never knowingly misquote the contents of a paper, the testimony of a witness, the language or the argument of opposing counsel, or the language of a decision or a textbook. A lawyer should not in argument assert as a fact that which has not been proved, or, in those jurisdictions in

which a side has the opening and closing arguments, mislead an opponent by concealing or withholding positions in an opening argument upon which the lawyer's side then intends to rely.

- (c) In presenting a matter to a tribunal a lawyer should not cite authorities known to have been vacated or overruled or cite a statute that has been repealed without making a full disclosure to the tribunal and counsel, and the lawyer should disclose legal authority in the controlling jurisdiction known to be directly adverse to the position of the client and which is not disclosed by opposing counsel, and, the identities of the clients the lawyer represents and, when required by court rule, of the persons who employed him or her.
- (d) A lawyer should be extraordinarily careful to be fair, accurate and comprehensive in all ex parte presentations and in drawing or otherwise procuring affidavits.
- (e) A lawyer should never attempt to place before a tribunal, jury, or public evidence that the lawyer knows is clearly inadmissible, nor should the lawyer make any remarks or statements which are intended improperly to influence the outcome of any case.
- (f) A lawyer should not propose a stipulation in the jury's presence unless the lawyer knows or has reason to believe the opposing lawyer will accept it.
- (g) A lawyer should never file a pleading or any other document known to be false in whole or in part.
- (h) A lawyer should not disregard or circumvent or advise a client to disregard or circumvent a standing rule of a tribunal or a ruling of a tribunal made in the course of a proceeding, but a lawyer may take appropriate steps in good faith to test the validity of such rule or ruling.
- (i) A lawyer who receives information clearly establishing that the client has, in the course of the representation, perpetrated a fraud upon a tribunal, should promptly call upon the client to rectify the same, and if the client refuses or is unable to do so, the lawyer should reveal the fraud to the affected tribunal. If a lawyer receives information clearly establishing that a person other than the client perpetrated a fraud upon a tribunal, the lawyer should promptly reveal the fraud to the tribunal.

26.23 Publicity Regarding Pending Litigation

Because a lawyer should try the case in court and not in the newspapers or through other media, a lawyer should not make an extrajudicial statement that a reasonable person would expect to be disseminated by means of public communication if the lawyer knows or reasonably should know that it will have a substantial likelihood of materially prejudicing an adjudicative proceeding.

26.24 The Trial Lawyer's Duty in Summary

No client, corporate or individual, however powerful, nor any cause, civil or political, however important, is entitled to receive, nor should any lawyer render, any service or advice encouraging or inviting disrespect of the law, whose ministers we are, or of the judicial office, which we are bound to uphold. Much less should a lawyer sanction or invite corruption of any person or persons exercising a public office or private trust, nor should a lawyer condone in any way deception or betrayal of the public. When indulging in any such improper conduct, the lawyer invites stern and just condemnation. Correspondingly, a lawyer advances the honor of the profession and the best interests of the client when he or she encourages an honest and proper respect for the law, its institutions and ministers. Above all, a lawyer will find the highest honor in a deserved reputation for fidelity to private trust and to public duty, as an honest person and as a patriotic and loyal citizen.

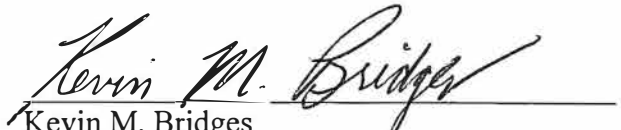
26.25 Scope of the Code of Trial Conduct

This Code of Trial Conduct is intended to provide guidance for a lawyer's professional conduct except insofar as the applicable law, code or rules of professional conduct of North Carolina requires or permits otherwise. Any violations of these rules may constitute the basis for a reprimand by the Court or sanctions under Rule 37 of the North Carolina Rules of Civil Procedure when substantial violations of these rules occur. Violations of these rules may also concurrently be violations of the applicable law, code or rules of professional conduct of North Carolina and may constitute the basis for a disciplinary proceeding.

A copy of this Case Management Plan is being distributed to each attorney maintaining an office within the 20A Judicial District, the Clerk of Court for Stanly County, North Carolina, the Clerk of Court for Montgomery County, North Carolina, the District Court Judges, the District Attorney, and the North Carolina Administrative Office of the Courts. This Case Management Plan shall be posted on the internet at www.nccourts.gov.

This plan may be modified or amended by the Senior Resident Superior Court Judge by subsequent modification orders. Suggested changes or amendments may be addressed to the Senior Resident Superior Court Judge of the 20A Judicial District.

Signed and Adopted this the 30th day of May, 2023.


Kevin M. Bridges
Senior Resident Superior Court Judge
Superior Court Judicial District 20A
Post Office Box 698
Albemarle, NC 28002-0698
704-986-7016

APPENDIX OF RELEVANT FORMS

STATE OF NORTH CAROLINA
COUNTY OF STANLY

Date: _____

IN THE GENERAL COURT OF JUSTICE
SUPERIOR COURT DIVISION

File No. _____

Plaintiff

vs.

Defendant

CALENDAR NOTICE

Please place the above captioned matter on the Stanly County Civil Superior Court calendar for the _____ session for:

☐ Motion Type of Motion _____

☐ Trial ☐ Jury ☐ Non-Jury

Estimated Length of Hearing: _____

Nature of Case _____

Attorney for Plaintiff/Defendant

Address: _____

Telephone: _____

Mail Calendar Request to: Stephanie Hinson, Superior Court Manager I
Post Office Box 698
Albemarle NC 28002-0698
Stephanie.H.Hinson@nccourts.org

And a Copy to: *(Give name and address of opposing counsel and/or unrepresented parties)*

This calendar request form shall constitute notice of hearing pursuant to Rule 7(b)(1) of the North Carolina Rules of Civil Procedure.

STATE OF NORTH CAROLINA
COUNTY OF MONTGOMERY
Date: _____

IN THE GENERAL COURT OF JUSTICE
SUPERIOR COURT DIVISION
File No. _____

Plaintiff
vs.

Defendant

CALENDAR NOTICE

Please place the above captioned matter on the Montgomery County Civil Superior Court calendar for the _____ session for:

☐ Motion Type of Motion _____
☐ Trial ☐ Jury ☐ Non-Jury

Estimated Length of Hearing: _____

Nature of Case _____

Attorney for Plaintiff/Defendant
Address: _____

Telephone: _____

Mail Calendar Request to: Stephanie Hinson, Superior Court Manager I
 Post Office Box 698
 Albemarle NC 28002-0698
 Stephanie.H.Hinson@nccourts.org

And a Copy to: *(Give name and address of opposing counsel and/or unrepresented parties)*

This calendar request form shall constitute notice of hearing pursuant to Rule 7(b)(1) of the North Carolina Rules of Civil Procedure.

STATE OF NORTH CAROLINA

File No.

In The General Court Of Justice
Superior Court Division

____ County

Name Of Plaintiff(s)

VERSUS

Name Of Defendant(s)

MOTION AND ORDER FOR CONTINUANCE (CIVIL SUPERIOR CASES)

NOTE: This form is made available for use by parties, but its use is not mandatory and the form is not intended to replace local forms or procedures that may be in place for the requesting of continuances. **If by Local Rule a different form or procedure is prescribed, then this form should not be used.**

Previous Number Of Continuances

Date Case Filed

Calendared Trial Date

Opposing Counsel/Pro Se Parties

Copy(ies) Distributed To Opposing Counsel(s)/Party(ies) By

Date

☐ U.S. Mail☐ Facsimile☐ Hand Delivery☐ Atty Box

Provide Addresses Here:

Reason(s) For Continuance Request (attach additional sheet if necessary)

Requested Reschedule Date Or Carryover Date

Name And Address Of Movant

Has Client(s) Been Notified Of Continuance Request?
(not applicable if pro se)☐ Yes ☐ No

Telephone No.

Date Issued

Signature Of Movant

Opposing party ☐ consents to this motion. ☐ does not consent to this motion.
☐ Other: _____

TO BE COMPLETED BY JUDICIAL SUPPORT STAFF

Objection(s) Received?

(attach written objections) ☐ Yes ☐ No

Date

Case Age:

☐ Less Than 12 Months☐ 12 to 18 Months☐ More Than 18 Months

Total No. Of Cases On Trial Calendar

Current Ranking Of This Case On Trial Calendar

Date Case Set On This Trial Calendar

Attorney input into trial setting?

☐ Yes☐ NoRuling: ☐ Denied ☐ Granted

Date Rescheduled

Counsel Notified Of Ruling By

Date

Date

Name Of Senior Resident Superior Court Judge/Designee (type or print)

Signature Of Senior Resident Superior Court Judge/Designee

Original - Case File

STATE OF NORTH CAROLINA

File No.

In The General Court Of Justice
Superior Court Division

_____ County

DESIGNATION OF MEDIATOR IN SUPERIOR COURT CIVIL ACTION

NOTICE:

Plaintiff's attorney should check and fill out only one of the two Sections, **sign below**, and return to the Senior Resident Superior Court Judge within 21 days after the date of the Order for Mediated Settlement Conference **and distribute copies as noted below.**

G.S. 7A-38.1; Rule 2 of the Rules for Mediated Settlement Conferences and Other Settlement Procedures in Superior Court Civil Actions

Trial Date

Date Of Order Referring Matter To Mediation

Deadline For Completion Of Mediated Settlement Conference

Tentative Trial Date

VERSUS

Name Of Plaintiff(s)

Name And Address Of Plaintiff's Attorney (or Pro Se Plaintiff's Address)

Telephone No.

Fax No. (if applicable)

Plaintiff's Attorney's Email Address (or Pro Se Plaintiff's Email Address)

Name Of Defendant(s)

Name And Address Of Defendant's Attorney (or Pro Se Defendant's Address)

Telephone No.

Fax No. (if applicable)

Defendant's Attorney's Email Address (or Pro Se Defendant's Email Address)

☐ SECTION 1 - NOTICE OF SELECTION OF CERTIFIED MEDIATOR BY AGREEMENT

The above named case was referred to a mediated settlement conference. The parties have selected the mediator named below who has agreed to serve in this case and is certified pursuant to the Rules for Mediated Settlement Conferences.

Name And Address Of Certified Mediator

Telephone No.

Fax No. (if applicable)

Mediator's Email Address

The parties and the mediator have agreed upon the mediator's rate of compensation as follows: (specify all terms of the compensation agreement.)

NOTE: As an aid to mediator selection, the NC Dispute Resolution Commission maintains a list of certified superior court mediators at www.NCDRC.gov. Click on "Find a Mediator" and then click on "Mediated Settlement Conference Program." You may search for mediators by name or by judicial district. Once a mediator's name appears on your screen, click on it for a complete contact and availability listing.

☐ SECTION 2 - MOTION FOR COURT APPOINTMENT OF MEDIATOR

The above named case was referred to a mediated settlement conference.

The parties have been unable to agree upon the selection of a mediator and move the Senior Resident Superior Court Judge to appoint a certified mediator to conduct their conference.

Date

Name Of Attorney (or Pro Se Party)

Signature Of Attorney (or Pro Se Party)

Original-File Copy-Senior Resident Superior Court Judge or his/her designee
Copy-Plaintiff Copy-Defendant Copy-Mediator
(Over)

	ORDER OF APPOINTMENT	
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The parties having reported their failure to agree upon the selection of a mediator or the parties having failed to notify the Court of their selection or nomination of a mediator within twenty-one (21) days after this case was ordered to mediation, the Court appoints the following certified mediator to conduct the mediated settlement conference.

Name And Address Of Certified Mediator	Telephone No.	Fax No. (if applicable)
	Mediator's Email Address	

NOTICE TO MEDIATOR: *The mediator shall be responsible for reserving a place and making arrangements for the conference and giving timely notice to all attorneys and unrepresented parties of the time and location of the conference. The mediated settlement conference shall be completed by the completion deadline set forth above, and the mediator shall report the results of the conference to the Court within ten (10) days after the conference is completed.*

Date	Name Of Senior Resident Superior Court Judge (type or print)	Signature Of Senior Resident Superior Court Judge
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	CERTIFICATE OF SERVICE	
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The undersigned hereby certifies that on this date a copy of the foregoing Designation of Mediator in Superior Court Civil Action was served on the above-selected mediator and the parties at the addresses below by placing a copy of the same in the United States Mail, postage prepaid. *(Please provide names and addresses for the mediator and parties served in the spaces below. Attach additional sheets if necessary.)*

Name And Address Of Mediator	Name And Address Of Party Or Attorney	
Name And Address Of Party Or Attorney	Name And Address Of Party Or Attorney	
Name And Address Of Party Or Attorney	Name And Address Of Party Or Attorney	
Name And Address Of Party Or Attorney	Name And Address Of Party Or Attorney	
Date	Name Of Party (type or print)	Signature Of Party Or Party's Attorney

STATE OF NORTH CAROLINA

File No.

____ County

In The General Court Of Justice
☐ District ☐ Superior Court Division

Name Of Plaintiff(s)

VERSUS

Name Of Defendant(s)

NOTICE OF WITHDRAWAL/DISQUALIFICATION OF MEDIATOR AND ORDER FOR SUBSTITUTION OF MEDIATOR

G.S. 7A-38.1, G.S. 7A-38.4A;
Rule 2(d) of the Rules for Mediated Settlement Conferences and Other
Settlement Procedures in Superior Court Civil Actions; Rule 2(d) of the
Rules for Settlement Procedures in District Court Family Financial Cases

Name Of Mediator Filing Notice

Mediator Email Address

Mediator Address

Mediator Telephone No.

Mediator Fax No.

The above-named mediator, who was ☐ party-selected ☐ court-appointed to conduct a mediated settlement conference in the above-captioned case, notifies the Court of the mediator's withdrawal/disqualification as mediator for reasons as set forth below. *(This statement shall be consistent with the mediator's duty of confidentiality set out in Standard III.)*

SIGNATURE

Date

Name Of Mediator

Signature Of Mediator

ORDER☐ **The Court hereby orders:**

The parties shall have _____ days from the date of this Order to notify the Court of their selection of a substitute mediator. If the parties take no action or cannot agree, the Court shall appoint a substitute mediator.

Date

Name Of Senior Resident Superior Court Judge Or Designee

Signature Of Senior Resident Superior Court Judge Or Designee

Date

Name Of Chief District Court Judge Or Designee

Signature Of Chief District Court Judge Or Designee

Original - File **Copy** - Senior Resident Superior Court Judge or District Court Judge **Copy** - Plaintiff **Copy** - Defendant
Copy - Original Mediator **Copy** - Mediator Substituting for Original Mediator

	CERTIFICATE OF SERVICE	
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The undersigned mediator hereby certifies that on this date a copy of the foregoing Notice Of Withdrawal/Disqualification Of Mediator And Order For Substitution Of Mediator was served on the parties or attorneys named below at the addresses specified by placing a copy of the same in the United States Mail, postage prepaid.

Name And Address Of Party Or Attorney

Name And Address Of Party Or Attorney

Name And Address Of Party Or Attorney

Name And Address Of Party Or Attorney

Name And Address Of Party Or Attorney

Name And Address Of Party Or Attorney

Name And Address Of Party Or Attorney

Name And Address Of Party Or Attorney

Name And Address Of Party Or Attorney

Name And Address Of Party Or Attorney

Date

Name Of Mediator

Signature Of Mediator

STATE OF NORTH CAROLINA		File No. _____
SELECT COUNTY _____		In The General Court Of Justice Superior Court Division
Name of Plaintiff(s) 	MEDICAL MALPRACTICE CASE NOTIFICATION AND CONSULTATION	
VERSUS		
Name of Defendant(s) 		
<p>NOTE: Pursuant to Local Rule 16.1 in Judicial District 20A, the parties are required to complete and file this form within 5 days upon the filing of all responsive pleadings or a motion requiring a determination by a Superior Court Judge, whichever occurs first. The parties shall email a copy of this form to Stephanie Hinson, Court Manager, at stephanie.h.hinson@nccourts.org on the same day that it is filed with the Clerk of Superior Court. Failure to comply with the local rule, absent good cause, constitutes a waiver of any objections to proposed and selected trial dates and judges. This form serves as notification to and consultation with the Senior Resident Superior Court Judge. See Judicial District 20A - Local Rules.</p>		
<p>In accordance with N.C.G.S. § 7A-47.3(e) and Local Rule 16.1 in Judicial District 20A, the parties submit the following information for review by the Senior Resident Superior Court Judge:</p> <p>(1) Select one:</p> <p><input type="checkbox"/> The agreed-upon information is jointly submitted by the parties to this action.</p> <p><input type="checkbox"/> The information herein is submitted by Plaintiff(s) only; a copy has been delivered to Defendant(s).</p> <p><input type="checkbox"/> The information herein is submitted by Defendant(s) only; a copy has been delivered to Plaintiff(s).</p> <p>(2) Date case filed _____.</p> <p>(3) Proposed trial dates _____.</p> <p>(4) Anticipated length of trial _____.</p> <p>(5) Available dates in the next 30 days for the medical malpractice discovery conference _____.</p> <p>(6) Select one:</p> <p><input type="checkbox"/> All parties voluntarily agree to waive venue for hearing pretrial motions.</p> <p><input type="checkbox"/> The Plaintiff(s) voluntarily agree to waive venue for hearing pretrial motions</p> <p><input type="checkbox"/> The Defendant(s) voluntarily agree to waive venue for hearing pretrial motions.</p> <p>(7) Suggested Superior Court Judges for assignment to preside over all proceedings in this case after 150 days from filing until the case is finished and their judicial districts:</p> <p style="margin-left: 40px;">Judge _____ (District # _____)</p> <p style="margin-left: 40px;">Confirmation required: <input type="checkbox"/> has been consulted <input type="checkbox"/> agreeable to assignment</p> <p style="margin-left: 40px;">Judge _____ (District # _____)</p> <p style="margin-left: 40px;">Confirmation required: <input type="checkbox"/> has been consulted <input type="checkbox"/> agreeable to assignment</p> <p>NOTE: The parties may suggest any regular, special, or emergency judge. The Senior Resident Superior Court Judge may consider, but is not bound by, the judges suggested by the parties.</p>		
<p>Submitted by:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Self-Represented Plaintiff <input type="checkbox"/> Plaintiff's Attorney </div> <div style="width: 45%;"> <input type="checkbox"/> Self-Represented Defendant <input type="checkbox"/> Defendant's Attorney </div> </div>		
Signature: _____	Signature: _____	
Name: _____	Name: _____	
Mailing Address: _____	Mailing Address: _____	
Phone Number: _____	Phone Number: _____	
Email Address: _____	Email Address: _____	

Attach additional sheets as necessary to include names and contact information of all attorneys and self-represented litigants.