

STATE OF NORTH CAROLINA  
COUNTY OF ROWAN

FILED IN THE GENERAL COURT OF JUSTICE  
DATE: 11-26-2025 DISTRICT COURT DIVISION  
TIME: 12:00 pm JUDICIAL DISTRICT 27

IN RE:

ROWAN COUNTY  
CLERK OF SUPERIOR COURT

IMPLEMENTATION OF ODYSSEY/ENTERPRISE JUSTICE  
BY: T) Baker )

**ADMINISTRATIVE ORDER**

For the District Court Division, the following additional provisions with respect to implementation of Odyssey/Enterprise Justice are hereby ORDERED:

Add-on cases in criminal courts. Add-on cases shall be subject to these time parameters: For adding on matters for out of custody defendants by agreement the case must be added on 48 hours before the case is to be heard. Nothing in this provision shall be construed to shorten any statutorily mandated notice times. With consent of the presiding judge, the District Attorney's Office, the Clerk's Office and moving party, these times may be waived in the interest of judicial efficiency to allow for disposition of all pending matters for a defendant having duly calendared matters set for that session. Emergency matters such as 7-day hearings or other matters which in the ends of justice need to be heard sooner may be added on as required. The procedure for adding on cases to be disposed shall be as follows: The case(s) must be added on using the appropriate form and will require the signature and approval of an Assistant District Attorney. Once the form has been signed by the ADA with a proposed date, the Defense Attorney shall file and serve it on the Clerk's Office for the case to be added on to the proposed date. Further, cases that are added on shall remain in the appropriate courtroom for the type of case being added on, unless it is agreed to by the Attorney, District Attorney's Office, Clerk's Office and Judge's Office or Presiding Judge.

Scanning: For cases in the District Court Division, paperwork related to pleas (such as, by way of illustration and not limitation, plea transcripts, prior record level worksheets, CR-615 forms, restitution worksheets, firearm disposition forms, etc.) shall be scanned by

the District Attorney's office unless agreed otherwise. Documents generated by others shall be scanned into the system and tasked to or sent to a clerk by the person preparing them (e.g. Probation and Parole Officers generating CR-609 Modification Orders, attorneys preparing Waivers or motions, attorneys preparing notices). Courtroom clerks should not be asked to scan in forms generated by others. This will apply until further notice absent agreement by the clerk's office to assist with scanning.

Online Odyssey calendars will be the official calendars. Clerks will be responsible for providing printed calendars for the Bailiffs, as these individuals do not have access to the Odyssey system. DA's and Courtroom Clerks are free to print calendars to use during sessions at their election for administrative purpose.

All File & Service users, including but not limited to Attorneys, Probation Officers, DSS Personnel and other Government Agency Personnel, are expected to use File & Serve to submit documents and are not to request the Clerk to scan documents for them.

Queues: If there is a question about which queue is the correct queue to which a document should be sent, please clarify with the person or group to which the document is to be sent. A list of queues is maintained by the court managers and will be made available upon request.

This the 11/26/2025.



Beth S. Dixon  
Chief District Court Judge

11/26/2025 11:39:28 AM