

STATE OF NORTH CAROLINA
_____ COUNTY

IN THE GENERAL COURT OF JUSTICE
DISTRICT COURT DIVISION

_____ CVD _____

PLAINTIFF

VS.

ORDER AND NOTICE OF
COURT EVENTS
IN CUSTODY ACTIONS

DEFENDANT

TAKE NOTICE THAT in accordance with the Custody Mediation Rules for the District Court of the 22-A/22-B Judicial District, the parties to all custody actions shall complete Custody Mediation Orientation and participate in Custody Mediation prior to a trial on the issues unless the Court Waives either or both events.

The FILING PARTY in this case shall:

Within (5) days, serve the OPPOSING PARTY with a copy of this Notice by personal delivery or by mailing it. A copy shall be filed with the Clerk of Superior Court.

Attention OPPOSING PARTY:

Failure to comply, once you have been served, will not delay the entry of an Order which may award the relief sought.

IT IS ORDERED THAT BOTH PARTIES in this case shall:

1. **Complete an Online Orientation within the next 10 days:** Use the following web address to access and watch the Online Orientation presentation. It will take approximately 45 minutes:
<https://survey.nccourts.org/1490213386>

At the end of the video, you must click “continue” under the video box, and then fill out the requested information about yourself. This will generate an email to the Mediator serving as proof that you completed the presentation.

2. Once the Mediator receives proof that you completed the presentation she will send you a detailed email with information about the teleconferencing program that will be used to conduct your private Mediation session (Zoom).

By Order of
Hon. Lawrence D. Graham
Chief District Court Judge 22-A
Alexander & Iredell Counties

By Order of
Hon. Jimmy L. Myers
Chief District Court Judge 22-B
Davidson & Davie Counties

CERTIFICATE OF SERVICE

I certify that I have this day served upon the opposing party a copy of the foregoing ORDER AND NOTICE OF EVENTS IN CUSTODY ACTIONS

- by service by the Sheriff
- by mailing it first-class mail in a properly stamped envelope to the individual at the address indicated.

Name

Street Address

City, State, Zip

This, the _____ day of _____, 20____.

SIGNATURE

PRINT NAME

NAME OF INITIATING PARTY

STREET ADDRESS

CITY, STATE, ZIP

ORIGINAL – COURT FILE

Dear Parents,

Self-directed online orientations, and child custody mediation sessions are provided via video conference (we use ZOOM) instead of being required to attend in person. To connect with us remotely, we must have your email address. The following are details about the teleconferencing system:

1. The internet-based teleconference program is called ZOOM. You are encouraged to download ZOOM in advance and familiarize yourself with how it works. It is easy to use and so far everyone has been able to use it successfully! https://www.zoom.us/?utm_source=zoom.com
2. You will need a strong WI-FI connection and a fully charged device.
3. You will need to be in a private, quiet location with no outside distractions.
 - a. You will need to set aside the appropriate amount of time for your mediation. You will be scheduled for a mandatory 1-hour appointment. Please plan ahead!
4. Equipment- The easiest and most reliable way to participate is through a computer. If you don't have a computer, you can use an iPad or a smart phone. You must have a fully charged device and strong WI-FI, otherwise the signal will be lost, and the process will be compromised.

Once all parties have completed viewing the online video and submitted their intake forms, the mediator will send you an email that will have the link to your meeting. If you have already downloaded or signed onto ZOOM, all you will have to do is click the link and you will be all set. If it is your first time using ZOOM, the following information might be helpful. Please remember, Zoom will not work until you have the app on your smart phone or tablet, or you download the program onto your laptop.

If you are using a **tablet or phone**, follow these steps:

1. Click on the link. By clicking on the link, your device will sense that you do not have the ZOOM Application. It will usually take you to your app store. Download the app to your device (It is a free app). Once the app is downloaded on your device, BACK OUT OF THE APP and close it out.
2. RETURN TO THE LINK TO YOUR MEETING. Click on it again. It will immediately direct you into the meeting. A window may pop up asking to use your devices audio. You want to click YES.
3. Once in the meeting you should be ready to participate. If you do not see video, look for a little camera icon and click it to activate your video.

If you are using a stationary or laptop computer, follow these steps:

1. Click on the meeting link the mediator has sent you. Your computer will determine you do or do not have the ZOOM program. If you do not have the Zoom program, it will ask you to run or download the program. You do want to download and run the program.
2. Once you have downloaded the program, GO BACK TO THE LINK THE MEDIATOR SENT YOU AND CLICK ON IT AGAIN. DOING THIS WILL PLACE YOU IN A VIRTUAL WAITING ROOM UNTIL BOTH PARTIES HAVE LOGGED ON.
3. ONCE BOTH PARTIES HAVE LOGGED ON AND THE MEDIATOR ADMITS YOU TO THE ROOM, A POP-UP BOX WILL APPEAR AND ASK TO USE YOUR DEVICES AUDIO. YOU WILL WANT TO CLICK YES.
4. Once in the meeting you should be ready to participate. If you do not see video, look for a little camera icon and click it to activate your video.

If you have any questions, please contact me via email at Custody22@NcCourts.org