



CLERK OF SUPERIOR COURT

MECKLENBURG COUNTY
JUDICIAL DISTRICT 26

PO BOX 37971, CHARLOTTE, NC, 28237-7971
O 704-686-0420
F 704-686-0410

ELISA CHINN-GARY, ELECTED CLERK
EX OFFICIO JUDGE OF PROBATE

W. ROBERT BELL
SENIOR RESIDENT JUDGE
CARLA N. ARCHIE
RESIDENT JUDGE
LISA BELL
RESIDENT JUDGE
KAREN EADY-WILLIAMS
RESIDENT JUDGE
DONNIE HOOVER
RESIDENT JUDGE
GEORGE BELL
RESIDENT JUDGE
LOUIS A. TROSCH, JR.
RESIDENT JUDGE

PUBLIC ANNOUNCEMENT

from the

Office of the Mecklenburg County Clerk of Superior Court

In Response to COVID-19 (Coronavirus)

April 17, 2020

On 2 April 2020, North Carolina Supreme Court Chief Justice Cheri Beasley issued an order that postponed court proceedings until 1 June 2020. Emergency Directive 4 of the order states, "Attorneys and other persons who do not have business in a courthouse should not enter a courthouse, and those who do have business in a courthouse should not prolong their visit once their business has concluded. Attorneys are strongly encouraged to submit filings by mail rather than in person."

In order to mitigate the effects of the ongoing coronavirus (COVID-19) emergency and in compliance with Chief Justice Beasley's order, the Clerk of Superior Court's Office will immediately implement the following modifications to its hours of operations and staff availability.

1. Modified Operations

- A. To maintain the health and safety of judicial officials, court personnel, clerk staff and members of the public, the Office of the Clerk of Superior Court is operating with minimal staff. The Clerk's Office will remain open on Monday through Friday from 9:00AM to 12:00PM at the Mecklenburg County Courthouse, located at 832 East Fourth Street, Charlotte, North Carolina 28202.
- B. **Attorneys, paralegals and members of the public are directed not to enter the courthouse, unless required to appear in person to conduct business.**
- C. **Filings are strongly encouraged to be submitted by mail, rather than in person, to the following address:**
Clerk of Superior Court
Mecklenburg County Courthouse
PO Box 37971
Charlotte, NC 28237-7971
- D. An after-hours Drop Box receptacle for emergency filings and payments only will be available on Monday through Friday from 12:00PM to 5:00PM at the Criminal Magistrate's Office, located at 801 East Fourth Street, Charlotte, North Carolina 28202. The Mecklenburg County Sheriff's Office may require temperature checks prior to entering the Magistrate's Office. Any matters left in the Drop Box will be filed and processed within two (2) business days.





- E. The public is encouraged to visit www.nccourts.gov as a first resort to determine if a question can be answered without calling the courthouse. If you have a question about your court case, please first view the page for Mecklenburg County for any local announcements. Then, if needed, contact the Clerk of Superior Court's Office utilizing the specific contact information noted below.

2. The Administration of Estates, Guardianship & Other Special Proceedings

- A. Filings. The Special Proceedings Customer Service Window will be closed to all filings with the exception of Incompetency and Guardianship matters pursuant to North Carolina General Statute Chapter 35A. Emergency filings for Adult or Minor Guardianship may be filed at the Special Proceedings Customer Window. With the exception of motions for interim guardianship filed attendant to incompetency petitions, all other incompetency hearings will be scheduled after June 1, 2020. The Clerk's Office reserves the right to prioritize scheduling of incompetency hearings. A Judicial Hearing Officer will be on-site during operational hours. The Estates Customer Service Window is closed to the public. Requests for emergency qualifications should be sent to Mecklenburg.Estates@nccourts.org. Decisions regarding emergency requests will be made on a case-by-case basis. Non-emergency filings will be accepted by mail and by delivery to the Drop Box located at the Estates Customer Service Window. Upset bids pending on or after Monday, March 16, 2020 to Monday, June 1, 2020 will be deemed timely filed if received by close of business on Monday, June 1, 2020. Upset bids will be accepted on or after June 1, 2020.
- B. Hearings. Incompetency hearings will be scheduled and conducted in designated courtrooms assigned by Judicial Hearing Officers. All non-emergency hearings, including foreclosures, are suspended and will be rescheduled by the parties on dates provided by Judicial Hearing Officers. Please send any requests for hearing dates to Mecklenburg.CSC.FrontDesk@nccourts.org.
- C. Access to Files & Records. Requests to inspect and copy files must be made using the email noted below. Appointments to review and inspect any requested files will be confirmed by email within two (2) business days.
- D. Contact Information. Clerk staff will monitor and respond to emails as availability permits. Please limit your communication to address emergency and/or pressing matters. Clerks, working remotely, will have limited access to provide the status of pending cases. For Estate matters, contact Mecklenburg.Estates@nccourts.org.

3. The Administration of Juvenile Court & Adoptions

- A. Filings. The Juvenile Customer Service Window, located on the eighth floor, will accept emergency filings. Attorney Fee Applications continue to be timely filed, processed and forwarded to Indigent Defense Services.
- B. Adoptions. Clerk staff continue to administratively process petitions for adoption. However, adoption hearings will be suspended. Future hearings will be assigned by clerk staff.





- C. Court Sessions. Clerk staff continue to administratively support the management of each juvenile court session.
 - D. Contact Information. Clerk staff will monitor and respond to voicemail and email as availability permits. Please limit your communication to matters scheduled before the court. Clerks, working remotely, will have limited access to provide the status of pending cases. For juvenile court and adoption matters, contact Angela.Mcneill@nccourts.org.
4. **The Administration of Special Proceedings Confidential (Judicial Hospitalization)**
- A. Filings. The Special Proceedings Confidential (Judicial Hospitalization) Customer Service Window, located on the eighth floor, will remain open. A Drop Box located at the Special Proceedings Confidential Customer Service Window can be utilized before or after hours.
 - B. Gun Purchase Permit Applications. Clerk staff continue to administratively process gun purchase permit applications.
 - C. Court Sessions. Clerk staff continue to administratively support the management of each judicial hospitalization court session.
 - D. Contact Information. Clerk staff will monitor and respond to emails as availability permits. Please limit your communication to address emergency and/or pressing matters. Clerks, working remotely, will have limited access to provide the status of pending cases.
5. **The Administration of District and Superior Criminal Court**
- A. Filings. The Criminal Attorney Customer Service Window, located on the second floor, will remain open.
 - a. Release orders will continue to be processed. When filing release orders, please have three (3) copies of the signed bond modification order when presenting to the Criminal Attorney Customer Service Window for file-stamping and certification.
 - b. Background checks are available to the public.
 - c. Attorney Fee Applications continue to be timely filed, processed and forwarded to Indigent Defense Services.
 - B. Court Sessions. Clerk staff continue to administratively support the management of each criminal court session.
 - C. Access to Files & Records. The Criminal File Room will be closed to the public for all non-essential record requests. Attorneys are asked to limit their requests for files to those relating to proceedings currently before the court.
 - D. Contact Information. Clerk staff will monitor and respond to emails as availability permits. Please limit your communication to address emergency and/or pressing matters. Clerks, working remotely, will have limited access to provide the status of pending cases. For Criminal Court matters regarding citations and infractions, contact Mecklenburg.CSCtraffictickets@nccourts.org.





6. The Administration of District and Superior Civil Court

- A. Filings. The Civil Customer Service Windows and Domestic Violence Window, located on the third floor, will remain open. **However, attorneys, paralegals and members of the public are directed not to enter the courthouse, unless required to appear in person to conduct business. Filings should be submitted by mail, rather than in person, to the following address:**

Clerk of Superior Court
Mecklenburg County Courthouse
PO Box 37971
Charlotte, NC 28237-7971

- B. Court Sessions. Clerk staff continue to administratively support the management of each civil court session. All matters that are continued or rescheduled will be reassigned new hearing dates. Notices of Hearing will be mailed to last known addresses. Notices of Hearing providing new court dates will be sent by May 22, 2020.
- C. Access to Files & Records. Requests to inspect files must be made using the email noted below. Appointments to review and inspect the files will be confirmed by email within two (2) business days.
- D. Contact Information. Clerk staff will monitor and respond to emails as availability permits. Please limit your communication to address emergency and/or pressing matters. Clerks, working remotely, will have limited access to provide the status of pending cases. For Civil Court matters (including child support, divorce, domestic violence, judgments, evictions and money owed), contact Mecklenburg.Civil@nccourts.org.

7. The Administration of Payments for Citations & Court Fines, Fees and Costs

- A. Filings. The Cashier Customer Service Windows, located on the first floor, will remain open. A Drop Box receptacle will be available for filings and making payments at the Criminal Magistrate's Office, located at 801 East Fourth Street, Charlotte, North Carolina 28202 from 12:00PM to 5:00PM on weekdays.
- B. Contact Information. Please visit www.nccourts.gov/services for availability of online services for court payments and paying your citation. Payments may also be mailed by certified check or money order to:

Clerk of Superior Court
Mecklenburg County Courthouse
PO Box 37971
Charlotte, NC 28237-7971

[Make checks payable to: Mecklenburg County Clerk of Superior Court]

