

**26<sup>TH</sup> JUDICIAL DISTRICT**  
**COURT OPERATIONS QUICK REFERENCE CHART**  
*effective February 12, 2021*

<p><b>CLERK OF SUPERIOR COURT- CIVIL</b></p>	<ul style="list-style-type: none"> <li>• The Civil Division of the Clerk’s Office is open to the public from 9:00AM to 3:00PM. The Civil Division phone line, 704-686-0520, is open until 5:00PM.</li> <li>• Access to public records is available from 9:00AM to 3:00PM, Monday through Friday, by appointment only.</li> <li>• To access Civil files by appointment or submit a copy request, email <a href="mailto:Mecklenburg.Civil@nccourts.org">Mecklenburg.Civil@nccourts.org</a>.</li> <li>• Attorneys and litigants are encouraged to submit filings by mail to the greatest extent possible. Filings are to be mailed to:  <div style="text-align: center;"> <p>Clerk of Superior Court  Mecklenburg County Courthouse  P.O. Box 37971  Charlotte, NC 28237-7971</p> </div> </li> <li>• Secure receptacles are available in designated areas to accept payments and civil filings. All persons on courthouse premises seeking to file legal documents are encouraged to submit their filings using the secure receptacles.</li> <li>• Only payments made by certified funds, money orders or law firm checks issued on North Carolina trust accounts may be deposited in the receptacles. No cash payments will be accepted.</li> <li>• The secure receptacle is located at the reception-desk inside the McDowell and Fourth Street entrance on the first floor of the courthouse. Filing is available at this receptacle from 8:00AM to 5:00PM. Items (with the exception of Estate and Special Proceedings filings) placed in the receptacle by 4:00PM will be file-stamped and processed the same day. Copies will be mailed back the next business day. To ensure next business day mailing, please include a self-addressed, pre-paid envelope. Same day pick up of items deposited in the receptacle is not available.</li> </ul>
<p><b>CLERK OF SUPERIOR COURT- CRIMINAL</b></p>	<ul style="list-style-type: none"> <li>• The Criminal Division of the Clerk’s Office is open to the public from 9:00AM to 3:00PM. The Criminal Division phone line, 704-686-0600, is open until 5:00PM.</li> <li>• Access to public records is available from 9:00AM to 3:00PM, Monday through Friday, by appointment only.</li> <li>• To access Criminal files by appointment, email <a href="mailto:Mecklenburg.Criminal@nccourts.org">Mecklenburg.Criminal@nccourts.org</a></li> </ul>

<p><b>CLERK OF SUPERIOR COURT-ESTATES</b></p>	<ul style="list-style-type: none"> <li>• In order to limit face-to-face interactions between the public and staff, customer assistance is provided using technology to the greatest extent possible. Virtual and telephone conferencing, email transmissions, and WebEx tutorials are methods being employed to deliver customer service.</li> <li>• Clerk staff monitor and respond to telephone calls and emails daily. The Estates phone line is 704-686-0460. Estates questions may be emailed to: <a href="mailto:Mecklenburg.Estates@nccourts.org">Mecklenburg.Estates@nccourts.org</a>.</li> <li>• Access to public records is available from 9:00AM to 3:00PM, Monday through Friday, by appointment only.</li> <li>• To access Estate files by appointment, email <a href="mailto:Mecklenburg.Estates@nccourts.org">Mecklenburg.Estates@nccourts.org</a>.</li> <li>• Persons filing Estate documents are encouraged to mail or deposit documents in the first floor secure receptacle or deposit documents in the drop box located in the Clerk of Court – Estates and Special Proceedings Suite 3720 on the third floor of the Mecklenburg County Courthouse. The drop box is available from 9:00AM to 3:00PM, Monday through Friday. Estate documents will be processed as expeditiously as possible but will not be file stamped the same day as they are dropped off.</li> </ul>
<p><b>CLERK OF SUPERIOR COURT- INCOMPETENCY, GUARDIANSHIP &amp; FORECLOSURE MATTERS</b></p>	<ul style="list-style-type: none"> <li>• Non-emergency filings are accepted by mail or may be deposited in the secure filing receptacles.</li> <li>• All in-person hearings before the Clerk of Superior Court will be continued for the next available date on or after March 15, 2021.</li> </ul>
<p><b>CLERK OF SUPERIOR COURT- SPECIAL PROCEEDINGS</b></p>	<ul style="list-style-type: none"> <li>• Persons filing documents are encouraged to submit documents in the secure receptacle (i.e., motor vehicle liens, name changes, guardian ad litem appointments).</li> <li>• Upset bids must be made in-person at the customer service window located in the Clerk of Court – Estates and Special Proceedings Suite 3720 on the third floor of the Mecklenburg County Courthouse. The customer service window is open from 9:00AM to 3:00PM, Monday through Friday. In-person bidding is necessary to ensure that upset bidders are placing bids that are both accurate and timely. Upset bids will not be accepted by mail.</li> </ul>
<p><b>CHILD SUPPORT ENFORCEMENT COURT</b> (Courtroom 8110)</p>	<ul style="list-style-type: none"> <li>• All actions for establishment or modification of child support brought by or through Mecklenburg County Child Support Enforcement shall be presumptively scheduled for a remote hearing.</li> </ul>

	<ul style="list-style-type: none"> <li>In-person hearings are restricted to criminal contempt matters which may be scheduled in the AM session on Thursdays of each week for the next 30 days.</li> </ul>
<p><b>CIVIL DISTRICT COURT-GENERAL</b> (Courtrooms 6330 and 6350)</p>	<ul style="list-style-type: none"> <li>All actions, excluding those in which the right of a contemnor to confront witnesses or be present is implicated, shall be presumptively scheduled for a remote hearing.</li> <li>All summary ejectment appeals will be scheduled for remote hearing using the Webex platform. Litigants will receive individual invitations for a time-specific hearing.</li> <li>50C return hearings will be presumptively scheduled for remote hearing on the Webex platform using the following link:</li> </ul>
<p><b>CIVIL SUPERIOR COURT</b> (Courtroom 6310)</p>	<ul style="list-style-type: none"> <li>Only courtroom 6310 (civil motions) will operate Monday through Thursday via remote hearings, unless an exemption is granted.</li> <li>It is not anticipated that jury trials will be scheduled before the week of March 15, 2021.</li> </ul>
<p><b>CRIMINAL DISTRICT COURT</b> (Courtrooms 4170, 4310, 4330)</p> <p>First Appearance (4150)</p> <p>Felony Bond Hearings and Probable Cause Settings (1150)</p>	<ul style="list-style-type: none"> <li>All District Court in-person criminal arraignments and trials are suspended for a period of 30 days. Remote sessions will be scheduled at least one day per week for represented and unrepresented persons to be arraigned or to dispose of pretrial motions with the written consent and waiver of personal appearance executed and signed by the defendant.</li> <li>All first appearance hearings for <b><i>in-custody defendants</i></b> will be conducted remotely at 9:00AM on the Webex platform using: <a href="https://nccourts.webex.meet/MeckWebA.sh">https://nccourts.webex.meet/MeckWebA.sh</a></li> <li>The presiding judge will conduct the hearings in courtroom 4150.</li> <li>Defendants who have been released from custody prior to the scheduled First Appearance hearing do not need to appear in court or on Webex. Defense counsel will be assigned, and a court date will be communicated by mail and can be obtained by calling the Public Defender Office or the Clerk of Superior Court.</li> <li>Felony bond hearings and Probable Cause Hearings will be held at 9:00AM in courtroom 1150. Defendants may waive their appearance in consultation with counsel.</li> </ul>
<p><b>CRIMINAL SUPERIOR COURT</b> (Courtrooms 5310 and 5350)</p>	<ul style="list-style-type: none"> <li>Courtroom 5310 (criminal administrative court) will operate. Hearings for in custody only</li> </ul>

	<p>defendants will be scheduled for Tuesdays and Wednesdays. Administrative settings for homicide cases will continue to be heard on Thursdays during the felony crime and habitual felon team weeks. Bond hearings will be scheduled for Fridays.</p> <ul style="list-style-type: none"> <li>• Probation Probable Cause Hearings will be held on Mondays only in courtroom 5350.</li> <li>• It is not anticipated that jury trials will be scheduled before the week of March 15, 2021.</li> </ul>
<p><b>DOMESTIC COURT (INCLUDING DIVORCES)</b> (Courtrooms 6350, 8100, 8130, 8150, 8170, 8300, 8310)</p>	<ul style="list-style-type: none"> <li>• All Domestic Court hearings, except those in which the right of a contemnor to confront witnesses or be present is implicated by the proceeding, shall be presumptively scheduled for a remote hearing and in-person hearings are suspended for a period of 30 days.</li> <li>• Criminal contempt matters may be scheduled by the presiding judge upon a determination that the exigency of the circumstances necessitates immediate hearing.</li> </ul>
<p><b>DOMESTIC VIOLENCE COURT-CIVIL</b> (Courtroom 4110 and 4130R)</p>	<ul style="list-style-type: none"> <li>• Will be presumptively scheduled for hearing on the WebEx platform unless one or both parties object to a remote hearing.</li> <li>• Remote hearings will be scheduled each day in four 90-minute blocks, beginning at 9:00AM, in the personal meeting room assigned to courtroom 4130. The Clerk of Superior Court will schedule five return hearings in each of three 90-minute blocks of time for a total of 15 remote return hearings each day.</li> </ul> <p>EX-PARTE FILING AND SCHEDULING</p> <ul style="list-style-type: none"> <li>• Safe Alliance assisted complaints seeking Ex-Parte relief will be scheduled for virtual hearing on the WebEx Platform using the personal meeting room assigned to courtroom 4130.</li> <li>• All virtual Ex-Parte hearings will be scheduled for hearing during a 90-minute block of time Monday through Friday beginning at 1:30pm.</li> </ul> <p>RETURN HEARING SCHEDULING</p> <ul style="list-style-type: none"> <li>• Return hearings will be presumptively scheduled for remote hearing. Parties may file a motion to be exempted from the remote hearing presumption. Upon the objection of one or both parties to a remote hearing, the matter will be scheduled for in-person hearing in CR4110.</li> <li>• The Clerk of Superior Court will maintain a cap of 15 virtual return hearing cases per day (five cases in each of the three 90-minute blocks).</li> </ul>

	<p>Cases that exceed the daily cap or which must be scheduled for in-person hearing will be set for in-person hearings in courtroom 4110.</p>
<b>IVC HEARINGS</b>	<ul style="list-style-type: none"> <li>• Involuntary civil commitments before magistrates will be held in Courtroom 5150 Monday through Friday.</li> <li>• Involuntary Commitment Hearings before the district court will be conducted remotely on the Webex platform.</li> </ul>
<b>JURY DUTY</b>	<ul style="list-style-type: none"> <li>• <a href="#">Jurors summoned through March 12, 2021</a> have been excused and should not report for service. Your service is considered complete for at least 2 years. If you were chosen to serve on the grand jury, grand jurors are required to appear every other Monday as directed by your deputy.</li> </ul>
<b>JUVENILE—A/N/D COURT</b> (Courtrooms 8330, 8350, 8370, 8390)	<ul style="list-style-type: none"> <li>• All abuse neglect and dependency hearings, except for termination of parental rights, adjudication, and disposition hearings, shall be presumptively scheduled for a remote hearing. In-person hearings are suspended for a period of 30 days.</li> </ul>
<b>JUVENILE- DELINQUENCY COURT</b> (Courtrooms 8330, 8350, 8370, 8390)	<ul style="list-style-type: none"> <li>• Secure custody review hearings, first appearance hearings, and return indictment hearings shall be scheduled as remote hearings and should not be continued except for good cause.</li> <li>• Juvenile delinquency adjudication, disposition and review hearings may be scheduled as remote hearings with the consent of the juvenile and parent(s)/guardian(s) provided on the record as a knowing and voluntary waiver of the right to be present for an in-person proceeding.</li> </ul>
<b>RECOVERY COURT</b> (Courtroom 4330)	<ul style="list-style-type: none"> <li>• Recovery Courts will conduct court sessions remotely through March 12, 2021.</li> </ul>
<b>SMALL CLAIMS COURT</b> (Courtrooms 2310, 2330, 2350 & 2370)	<ul style="list-style-type: none"> <li>• Small claims proceedings, including summary ejectments and money owed, are continued until the next available date on or after March 15, 2021.</li> </ul>
<b>TRAFFIC COURT</b> (Courtroom 1130)	<ul style="list-style-type: none"> <li>• All traffic court proceedings are suspended for a period of 30 days.</li> </ul>
<b>WEDDINGS</b>	<ul style="list-style-type: none"> <li>• Weddings will be conducted by appointment only, Monday through Friday, from 2:00 until 4:00PM at the Mecklenburg County Courthouse. Appointments must be made via email at <a href="mailto:Mecklenburg.Magistrate.Weddings@nccourts.org">Mecklenburg.Magistrate.Weddings@nccourts.org</a></li> </ul>