



TENTH JUDICIAL DISTRICT
WAKE COUNTY
PO BOX 351, RALEIGH, NC 27602
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November 20, 2020

From: Hon. Paul Ridgeway, Senior Resident Superior Court Judge
Hon. Debra Sasser, Chief District Court Judge
Hon. Lorrin Freeman, District Attorney
Hon. Blair Williams, Clerk of Superior Court
Hon. Chris Graves, Chief Magistrate
Mr. Deonte Thomas, Public Defender
Ms. Kellie Myers, Trial Court Administrator

CIVIL COURT OPERATIONS – November 23 – 27, 2020¹

The information below applies only to civil court operations in the Wake County Courthouse, located at 316 Fayetteville Street, Raleigh, NC. Criminal court sessions and court personnel are located in a different court facility, the Wake County Justice Center, and are not impacted by the changes below.

DISTRICT COURT – CIVIL DIVISION

Effective November 23 – 25, 2020, the following District Court Civil courtrooms in the Wake County Courthouse will be closed:

- Domestic Courtrooms (2A, 2B, 2C, and 2D). Family Court will reschedule all matters on these calendars. Emergency matters should be handled as provided in the Clerk of Superior Court section below.
- General Civil Courtroom (9C) – closed per the Fall 2020 session schedule. The Civil District Case Coordinator will reschedule all trials. New calendar requests will need to be submitted to reschedule all motions. Any motions to stay an eviction in which a writ of possession has been issued should be left on the first floor of the Wake County Courthouse with other emergency motions in the designated drop box.

All other District Court Civil Courtrooms in the Wake County Courthouse will remain open without any reduction in operation at this time: Juvenile Delinquency (4B); Juvenile Abuse/Neglect/Dependency (4C); Civil Domestic Violence (5A); IV-D Child Support (5D); and Involuntary Commitment Hearings (Remote).

Divorces that were set on November 20, 2020 will be rescheduled as follows: the Clerk's office will reschedule and send notices for all live pro se divorces; movants/attorneys must reschedule all summary judgment divorces.

¹ Per the [Judicial Branch holiday schedule](#), all courts and court offices will be closed on November 26 – 27, 2020 in observance of the Thanksgiving holiday.

MAGISTRATE AND SMALL CLAIMS

- Effective November 23 – 25, 2020, all Small Claims court proceedings are suspended, and pending matters will be continued by the court and rescheduled.
- Magistrate's Court located at the Wake County Detention Center is open 24/7/365 and operations will continue as normal including the issuance of Arrest and Search Warrants, Initial Appearances, Bail Transactions, Involuntary Commitment Orders, Juvenile Petitions, Secured and Non-Secured Custody Orders.
- Weddings are performed Monday – Friday 11am-3pm outside in front of the Wake County Detention Center through 11/25/2020. *Effective 11/30/2020*, all weddings will be performed by appointment only at the Wake County Justice Center in Courtroom 901.

CLERK OF SUPERIOR COURT – CIVIL DIVISION

Wake County Courthouse Civil Division in-person services will be temporarily reduced until further notice. The limited number of staff working will be dedicating their efforts to continuing cases, processing urgent drop box filings, and responding to email questions and copy requests. As their attention will be focused on the direct needs of the court during this time, your patience and understanding is appreciated. Staff will respond as promptly as possible, but attorneys and parties are strongly encouraged to not wait until the last minute to file or seek assistance.

- Civil District, Civil Superior, and Small Claims filings will be accepted by drop box or by mail only.
 - Filings by mail should be sent to: PO Box 351, Raleigh, NC 27602.
 - Drop boxes are located on the first floor of the Wake County Courthouse.
 - Every document dropped in the boxes will be stamped filed by 5:00 p.m. on the business day it was dropped *if the document contains proper payment*, if required.
 - Filed copies will be returned to attorney courthouse boxes or via USPS if a self-addressed stamped envelope is included with the documents to be filed. The Civil Division will return file-stamped copies as quickly as possible.
 - Documents that are file-stamped may not be keyed into the system as quickly as during full operations. The volume of filings and reduction in staffing does not currently allow for individual confirmation of acceptance and filing.
- Emergency filings (e.g., TRO, family court, and motions to stay) will be accepted by appointment only. Appointment requests shall be submitted by email to: WakeCourtHotline@nccourts.org.
- Domestic Violence (50B & 50C) filings will be accepted on the 5th floor of the Wake County Courthouse only.
- Public File Access requests (copies of files) will be accepted by email only, as follows:
 - CIVIL: WakeCivilClerk.FileRequest@nccourts.org
 - CRIMINAL: WakeCriminalClerk.FileRequest@nccourts.org
 - ESTATES: Wake.Estates.CopyRequest@nccourts.org
 - SPECIAL PROCEEDINGS: Wake.SP.CopyRequest@nccourts.org

SUPERIOR COURT – CIVIL DIVISION

Per the Master Calendar, Civil Superior Court will be closed November 23 – 25, 2020. All remaining court sessions will be conducted remotely, via Webex, through the end of 2020. The Civil Superior Case Coordinator will contact parties and counsel in cases that have requested in-person hearings to set the matter remotely or continue the matter.