



PAUL C. RIDGEWAY  
SENIOR RESIDENT SUPERIOR COURT JUDGE

JUDICIAL DISTRICT #10  
WAKE COUNTY

PO BOX 351, RALEIGH, NC 27602  
O 919-792-4950  
F 919-792-4969  
PAUL.C.RIDGEWAY@NCCOURTS.ORG

March 16, 2023

Dear Colleagues:

Today, Chief District Court Judge Ned Mangum and I have entered an administrative order that (1) designates the North Carolina State Bar member list as the “address of record” for the 10<sup>th</sup> Judicial District’s courts and (2) requires that attorneys, when filing or submitting documents to the Court, include their Bar Number in the signature block.

This order is necessary due to the recent implementation of eCourts. As you can imagine, our courts must frequently and reliably communicate with members of the Bar – be it for the service of orders, issuance of case management notices, and many other purposes necessary for court operations and case management. The State Bar member list is by far the most comprehensive and reliable list of attorney mailing addresses and email addresses publicly available. A list of the most common Court communications and documents that will be served via this newly designated “address of record” is attached to this memo.

We recognize that for some of you, the address you have listed on the State Bar member list is not the address to which you would prefer to receive court correspondence and notices. We regret this inconvenience to you. If you wish to update your postal address and email address on the State Bar website, the process is simple and efficient. We urge all members of the bar to check their State Bar listing via the member portal at [www.ncbar.gov](http://www.ncbar.gov) to make sure your information is current and the best address for you to receive court communication.

If you have used the new File & Serve e filing system, you may wonder why the email address (the “Service Contact”) you entered there, if it differs from the State Bar member list, is not the email address to which court communication is directed. This is the explanation that has been provided to us: The Service Contact is the address of someone who has elected to be served via email with documents that have been filed into cases in File & Serve by other attorneys or parties. Court personnel do not use File & Serve, and indeed, cannot use File & Serve. Rather, court personnel use *Odyssey*, the integrated case management system. The information attorneys enter as the Service Contact in File & Serve does not transfer to *Odyssey*. The File & Serve attorney address database is separate from the *Odyssey* attorney address database, and there is no connection between the two. Entering an email address as a Service

Contact in File & Serve does not notify the Court, or update or change the Court's address of record.

Utilizing the State Bar's member list may not be the optimal solution, but it is a reliable one. And, for years, the State Bar member list has been the *de facto* list that Court personnel have used to contact members of the Bar when other addresses were not readily available in the Court's old management systems. By this administrative order, we have designated it as the official address of record to add clarity, reliability and certainty to the Court's communication needs.

It may be that the Administrative Office of the Courts will implement, through rule or statute change, a statewide comprehensive definition of court "address of record" for future use. If that occurs, the 10<sup>th</sup> Judicial District will conform. In the interim, we are grateful to you, our colleagues in the Bar, that you have undertaken to make yourselves aware of this new policy in our Judicial District, and that you will continue to aid us as we transition to digital court operations.

## Attachment

### Civil Superior Court – Documents Served or Emailed to Attorneys by the Court

1. Notice of Case Management
2. Case Management Order – includes the Order to Mediation
3. Appointment of Mediator – when parties have not agreed on a mediator and filed a Designation of Mediator
4. Notice of Hearing / Trial when scheduled by the Court (does not include hearings set pursuant to a calendar request submitted by the parties or trial dates ordered in CMO)
5. Orders prepared by the Court:
  - Cases under advisement when the parties do not know the judge’s ruling
  - Judge assignments in medical cases
  - High-profile cases
6. Copies of orders submitted by attorneys/parties upon entry of the order for attorneys/parties to serve

### Civil District Court – Documents Served or Emailed to Attorneys by the Court

1. Notice of Hearing for ALL Trials set
2. Notice of Hearing for Status Reviews regarding non-service
3. Notice of Hearing for Administrative Reviews regarding aged cases

### Civil District Court Arbitration – Documents Served or Emailed to Attorneys by the Court/JSS

1. Notice of Case Selection
2. Notice of Arbitration Hearing – there is no published calendar of Arbitration Hearings
  - Orders prepared by the Court, including Arbitration Award/Judgment

### Family Court/Domestic – Documents Served or Emailed to Attorneys by the Court

1. Notice of Reassignment
2. Order to Attend Custody Mediation
3. Appointment of Mediator
4. Notice of Hearing / Trial when scheduled by the Court
5. Copies of orders submitted by attorneys/parties upon entry of the order for attorneys/parties to serve

### Civil Superior and Civil District Court – Calendaring Notice to Attorneys

Calendar publication in Civil Superior and Civil District Courts has changed following the implementation of *Odyssey*. Those changes are reflected below and supplement Local Rules regarding the same.

1. Calendar Publication.

eCourts Change: Hearings are published no later than three weeks prior to the first day of the court session on Portal (<https://portal-nc.tylertech.cloud/Portal/>). Publication of the

hearing to Portal no later than three weeks prior to the first day of the court session shall serve as sufficient notice to counsel that a case has been set (i.e., the calendar is considered published/final at this time and no changes will be made absent court order or approval by the Trial Court Administrator). To view all cases set for trial or hearing on the same calendar session, select Search Hearings in Portal and then search by the court date and hearing location.

2. Attorney Query Tool.

eCourts Change: Attorneys may search cases set for hearing or trial by using Portal (<https://portal-nc.tylertech.cloud/Portal/>) and selecting the appropriate Search Type (e.g., Case Number, Party Name, Business Name, Attorney Name, Attorney Bar Number, Judicial Officer, or Courtroom). To ensure accuracy of this tool, attorneys must provide the Clerk of Superior Court with information regarding withdrawals, notice of appearance, and substitution of counsel in specific cases. All filings must include the North Carolina State Bar number for each attorney of record.