

WAKE COUNTY CIVIL SUPERIOR COURT | PROPOSED ORDERS

SUBMIT A PROPOSED ORDER FOLLOWING A HEARING

Following a hearing in Wake County Civil Superior Court, *after the judge has ruled*, proposed orders shall be submitted to the Court via e-mail to Wake.Civil.Superior.Orders@nccourts.org. The e-mail shall include the following documents as separate attachments, and all counsel and self-represented parties shall be copied on the e-mail:

1. Completed **Civil Superior Order Submission Cover Sheet** (Local Form WAKE-CVS-08);
2. Proposed Order (.doc/.docx); and
3. Copy of opposing party/counsel's alternative proposed order(s), if any.

**Do not send duplicates or hard copies to other staff and judges, unless specifically requested by the presiding judge.*

CONSENT ORDERS/JUDGMENTS & MOTIONS SUBMITTED FOR REVIEW BY A SUPERIOR COURT JUDGE WITHOUT A HEARING

Consent orders and other matters submitted for review without a hearing shall be submitted to the Court via e-mail to Wake.Civil.Superior.Orders@nccourts.org. The e-mail shall include the following documents as separate attachments, and all counsel and self-represented parties shall be copied on the e-mail:

1. Completed **Civil Superior Order Submission Cover Sheet** (Local Form WAKE-CVS-08);
2. Copy of the filed motion¹ (if the motion was filed prior to 2/13/2023);
3. Proposed Order/Judgment (.doc/.docx); and

**Do not send duplicates or hard copies to other staff and judges, unless specifically requested by the presiding judge.*

The Court will not review submissions that do not fully comply with these requirements and with local rules, as supplemented by eCourts policies and procedures.² Please note that court personnel are prohibited from giving legal advice and, thus, cannot advise you legally as to what you must do to amend your materials if they are not in compliance. If you are unsure as to what is required, you may set the matter for a hearing.

¹ Proposed consent judgments must be accompanied by a copy of the filed complaint, if the complaint was filed prior to 2/13/2023.

² See www.nccourts.gov/WakeTCA and <https://www.nccourts.gov/locations/wake-county/wake-county-ecourts-information>.