

## HOW TO SCHEDULE MOTIONS IN CIVIL **SUPERIOR** COURT IN THE 9<sup>TH</sup> JUDICIAL DISTRICT

You may view the available sessions of Civil SUPERIOR Court in the 9<sup>th</sup> Judicial District (Franklin, Granville, Vance and Warren Counties) on the web at:  
<http://www.nccourts.org/Courts/CRS/Calendars/SCSessions/Default.asp>

All civil superior court motions are set for Monday, at 10:00 AM, in the Superior Court courtroom in the appropriate County.

After you determine the session you wish the Motion set you must:

1. Mail the original Notice and Motion to the Clerk of Superior Court in the appropriate County to be filed. (You must comply with statutory notice requirements.)
2. Fax Ella Wrenn, Trial Court Coordinator, a copy of the Notice ONLY with a notation on the faxed copy of the estimated length of time for hearing. The Fax number is **919 497 4303**.
3. Motion (and Trial) Calendars will be published on the web at:  
<http://www.nccourts.org> We do not mail calendars except as provided by our local rules. If procedure has been followed and statutory notice has been given, the Motion will appear on the Motion calendar. If the Motion calendar for that session has already been published on the web, (30 days prior to that session), your motion will be placed on the add-on calendar and the updated Motion calendar will be published on the web 5-10 days prior to session.

To schedule Motions in Civil **District** Court in the 9<sup>th</sup> Judicial District, you must contact the appropriate Clerk's office and ask for the Civil District Court Clerk.  
Franklin 919 497 4200 or 4261  
Granville 919 690 4800  
Vance 252 430 5100 or 5146  
Warren 252 257 3261