

NORTH CAROLINA  
GUILFORD COUNTY

IN THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION  
File No. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff(s)  
v.  
\_\_\_\_\_  
Defendant(s)

ORDER & NOTICE OF COURT EVENTS  
(CUSTODY AND VISITATION ACTIONS)

**TAKE NOTICE THAT**, in accordance with the Case Management Rules for the District Court Judicial District 24, each party to a Custody Action shall attend and complete each of the following requirements prior to hearing or trial on the issue of custody/visitation: (1) a Custody Mediation Orientation session, (2) a Court-approved Parenting Education Class, and (3) a Custody Mediation session as set forth herein (unless the Court waives any of these events by Order).

**IT IS THEREFORE ORDERED and NOTICE IS HEREBY GIVEN AS FOLLOWS:**

1. The Initiating Party (i.e. filing party or moving party) shall file this Order & Notice of Court Events with the Clerk of Superior Court and shall serve a copy thereof upon the Responding Party (i.e. opposing party or non-moving party) within thirty (30) days of service of any complaint, counterclaim, or motion concerning custody or visitation. The Responding Party may file and serve a copy of this Order & Notice of Court Events upon the Initiating Party at any time after service of the complaint, counterclaim, or motion concerning custody or visitation.

2. **Each party shall attend and complete each of the following requirements prior to hearing or trial on the issue of custody/visitation (unless the Court waives any of these events by Order or unless the Defendant is served by publication):**

(a) **Custody Mediation Orientation.** Unless previously completed, the parties shall attend the Orientation held in ( ) Greensboro Courtroom 2A ( ) High Point Courtroom 3D on Thursday \_\_\_\_\_, 20\_\_\_\_ from 9:30 a.m. to 11:30 a.m. Any party arriving more than fifteen (15) minutes late for the scheduled Orientation session shall not receive credit for attendance at that session. If you live more than fifty (50) miles from the Courthouse, you may complete the on-line Orientation offered through the NC Administrative Office of the Courts. If you wish to participate in the on-line Orientation or have previously attended a Custody Mediation Orientation session in this or any other action or if no date is provided above, then you must contact the Custody Mediation Office (336-412-7815) within ten (10) days from the date of this Order to confirm your compliance with this requirement.

(b) **Parenting Education Class.** Unless previously completed, each party shall complete one (1) of the following Court-approved parenting education classes: *Two Families Now* by Court Watch of NC (336-275-2346) or *Families in Transition* by Family Services of the Piedmont (336-387-6161). If you live more than fifty (50) miles from the Courthouse you may complete the on-line course, *Two Families Now* by IrisEd ([www.twofamiliesnow.com](http://www.twofamiliesnow.com)). Each party shall register for and complete such class within sixty (60) days from the date of this Order. Each party shall pay his or her respective fees charged by the provider. Within ten (10) days following completion of the class, each party shall file a copy of the Certificate of Completion issued by the provider with the Clerk of Superior Court and shall provide a copy of the Certificate of Completion to the Custody Mediation Office (336-412-7815). At least one (1) party to the custody action must complete the class and provide a copy of the Certificate of Completion to the Custody Mediation Office before the first Custody Mediation session may be scheduled. If you have previously attended a Court-approved parenting education class in this or any other action, then you must contact the Custody Mediation Office (336-412-7815) within ten (10) days from the date of this Order to confirm your compliance with this requirement.

(c) **Custody Mediation Session.** The parties shall attend and participate in at least one (1) custody mediation session. The Custody Mediation session will be scheduled by the Custody Mediation Office at or following the Custody Mediation Orientation once the parties have completed all requirements set out in this Order. If you live more than fifty (50) miles from the Courthouse you may attend the mediation session remotely by telephone or video conference. If Orientation is not required under paragraph (a) above, each party shall contact the Custody Mediation office (336-412-7815) within ten (10) days from the date of this Order to confirm your compliance with the requirements set out in this Order and to schedule your Custody Mediation session.

3. EACH PARTY SHALL TAKE NOTICE THAT FAILURE TO COMPLY HERewith MAY SUBJECT YOU TO THE CONTEMPT POWERS OF THIS COURT AND/OR SANCTIONS AS ALLOWED UNDER THE CASE MANAGEMENT RULES.

BY ORDER OF /s/ K. Michelle Fletcher,  
Chief District Court Judge

CERTIFICATE OF SERVICE

I, the undersigned, hereby certify that I have this day served upon all counsel of record and/or unrepresented parties a copy of the foregoing Order & Notice of Court Events by ( ) Personal delivery ( ) First-class mail, postage prepaid to the individual at the address indicated ( ) Fax to \_\_\_\_\_ ( ) Delivered to Sheriff for service.

This the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

(Form CMR-410)

Name of person served: \_\_\_\_\_

Address of person served: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ADDENDUM TO ORDER & NOTICE OF COURT EVENTS

The Child Custody Mediation Office has promulgated the following procedures for remote participation in the mandatory Child Custody Mediation Orientation and in the mandatory Child Custody Mediation session under Rule 20 of the Local Rules for the District Court Division, Judicial District 24 and approved by the Chief District Court Judge:

**Custody Mediation Orientation.** Until further notice, all parties have the option to complete the Child Custody Mediation Orientation remotely, through the court-approved online Orientation Training program offered by the NC Administrative Office of the Courts, instead of appearing at the scheduled in-person Orientation held at the Courthouse. No other online custody mediation orientation will be accepted.

Any party wishing to complete the court-approved online Orientation (instead of appearing in-person) must complete the following steps PRIOR TO THE SCHEDULED DATE FOR IN-PERSON ORIENTATION shown on the Order & Notice of Events:

1. Complete the court-approved online Orientation at <https://www.nccourts.gov/form/child-custody-mediation-orientation> and submit the confirmation of completion to the Child Custody Mediation Office (provided at the end of the online program) at [Michele.G.McRae@nccourts.org](mailto:Michele.G.McRae@nccourts.org); and
2. Download the Custody Mediation Intake Form (AOC-A-208) at <https://www.nccourts.gov/documents/forms/custody-mediation-intake-form> and submit the completed Intake Form to the Custody Mediation Office at [Michele.G.McRae@nccourts.org](mailto:Michele.G.McRae@nccourts.org).

In order for the on-line Orientation to satisfy the mandatory court requirement, the Child Custody Mediation Office must receive the confirmation of completion and the completed Intake Form prior to the scheduled in-person Orientation. If the Custody Mediation Office does not receive the confirmation of completion or the Intake Form, you MUST appear at the scheduled in-person Orientation.

**Custody Mediation Session.** Until further notice, Custody Mediation sessions may be held remotely, through telephone or video conference, instead of an in-person mediation session held at the Courthouse AS LONG AS BOTH PARTIES IN THE CASE ELECT TO DO SO.

Any party wishing to participate in the mediation session remotely (by telephone or video conference) must contact the Custody Mediation Program Administrator at (336) 412-7815 or [Michele.G.McRae@nccourts.org](mailto:Michele.G.McRae@nccourts.org) before the mediation session is scheduled and noticed. If both parties agree that the session will be conducted remotely, the Custody Mediation Program Administrator will notice the appointment accordingly. Otherwise, the session will be noticed as in-person.

If both parties do not elect to participate remotely, both parties MUST appear in-person at the scheduled mediation session (except for parties who are authorized to appear remotely due to residing more than fifty (50) miles from the Courthouse).

For more information or to request links to the online Orientation or the online Intake Form, please contact the Custody Mediation Program Administrator at (336) 412-7815 or at [Michele.G.McRae@nccourts.org](mailto:Michele.G.McRae@nccourts.org).

APPROVED BY: /s/ K. Michelle Fletcher  
Chief District Court Judge