

REQUEST FOR CIVIL ACTION HEARING

	Plaintiff	Attorney for Plaintiff
vs.		
	Defendant	Attorney for Defendant

Please state the issue(s) to be heard: _____

How many witnesses? (both parties): _____ How long will this hearing take? (estimate): _____

Nature of last order entered in this case (if any): _____ Date Order Entered: _____

Evidence Presented to Judge? Consent Order Entered? Name of Judge Entering Last Order: _____

CUSTODY CASES: Participation in the Custody Mediation Program is **MANDATORY** before a hearing will be scheduled. Mediation Session Held (list date): _____ Mediation Waived (list date): _____

FAMILY FINANCIAL CASES (*Equitable Distribution; Alimony; Post-Separation Support, etc.*): Participation in Family Financial Mediation is **MANDATORY** before a hearing will be scheduled. Mediation Session Held (list date): _____

I have conferred with the opposing attorney/party and certify that WE are available for hearing within the next 90 days as follows:

To the best of my knowledge, the case is ready for hearing, and I do not know of any reason why it will need to be continued.

Date		Signature of Attorney/Party Requesting Hearing
	Printed Name:	
	Address:	
	Telephone:	
	Email:	

DO NOT WRITE BELOW THIS LINE – FOR COURT USE ONLY

ORDER OF JUDGE AND HEARING ASSIGNMENT

The above case is hereby assigned to Judge _____

Date Assigned for Hearing: _____ Time of Hearing: _____

Location of Hearing: _____

Robert P. Trivette
Chief District Court Judge

INSTRUCTIONS FOR REQUEST FOR CIVIL ACTION HEARING FORM

You MUST confer with all party(ies) or their attorney to obtain their available dates. ALL PARTIES MUST BE AVAILABLE ON THE DATES YOU LIST ON THE FORM. Once the case is assigned for hearing, we will return a copy of the form to you which will indicate the date, time, and location of the hearing so you can serve the opposing party(ies). It is your responsibility to serve in a proper manner under law notice of the hearing on the opposing party(ies) a copy of your motion and notice of the time, date and place of the hearing. Copies of these documents including the certificate of service of process should be filed with the Clerk's Office. Failure to give due notice to the opposing party(ies) under law may cause your hearing to be continued or cancelled.

PLEASE NOTE: You must indicate how long you expect your hearing to take (1 hour; 2 hours; etc.) and please also list ALL **mutual** available dates for the both parties involved for at least a three-month period. For example, do not list only three dates. If both parties would be available anytime, please indicate so. If both parties will be available for the entirety of a particular month, please indicate. *(Example: January 8,9,10,11,23,24,25,30; February 4-8,18-22,25-28, March anytime.)*

Please send the completed form to (choose one):

Mail: Chief District Court Judge
P.O. Drawer 366
Elizabeth City, NC 27909

Fax: 252-331-4684

Email: lisa.a.vanantwerp-gates@nccourts.org