



*State of North Carolina*  
*General Court of Justice*  
**TRIAL COURT ADMINISTRATOR**

ELLEN B. HANCOX  
TRIAL COURT ADMINISTRATOR  
Email Address:  
[Ellen.B.Hancox@nccourts.org](mailto:Ellen.B.Hancox@nccourts.org)

CUMBERLAND COUNTY  
FAYETTEVILLE, N.C.

October 27, 2008

TEL. (910) 678-2919  
FAX. (910) 678-2975  
Direct:(910) 321-3841

**STAFF OF THE TRIAL COURT ADMINISTRATOR'S OFFICE**  
**12<sup>TH</sup> JUDICIAL DISTRICT, FAYETTEVILLE, NORTH CAROLINA**

De Stewart, Superior Court Judicial Assistant, District and Superior Court Case Management and Court Calendars

Telephone (910) 678-2919 (Main) (910) 321-3840 (Direct)

Email: [De.Stewart@nccourts.org](mailto:De.Stewart@nccourts.org)

Sue Buford, Superior Court Judicial Assistant, Superior Court Mediation Coordinator

Telephone (910) 678-2919 (Main) (910) 321-3851 (Direct)

Email: [Sue.G.Buford@nccourts.org](mailto:Sue.G.Buford@nccourts.org)

Adrienne Graham, District Court Judicial Assistant, District Court Arbitration Coordinator

Telephone (910) 678-2977 (Main) (910) 829-4176 (Direct)

Email: [Adrienne.B.Graham@nccourts.org](mailto:Adrienne.B.Graham@nccourts.org)

Janet Bloomfield, Superior Court Judicial Assistant, Superior Court Judges' Office

Telephone (910) 678-2900 (Main) (910) 321-3847 (Direct)

Email: [Janet.E.Bloomfield@nccourts.org](mailto:Janet.E.Bloomfield@nccourts.org)



# THE NORTH CAROLINA COURT SYSTEM

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Judges learn to do autopsies  
The judges took turns slowly taking the parts out and holding them in their hands. First, the central processing unit then the memory, and the boards, all from the computers they were using to learn forensics!

[More News ...](#)

## WHAT'S NEW ON THE SITE

- ❖ Search for new AOC Director
- ❖ Criminal Information System Enhancement
- ❖ Judicial Center Information and Directions

Select a County ...

"How Are We Doing? Survey of Court Users"



## Favorites

- ❖ Court Calendars
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**NCCOB**  
**Pre-Foreclosure**  
**Filings**

**Adverse Weather**  
**Information**

North Carolina Administrative Office of the Courts  
901 Corporate Center Drive, Raleigh, NC 27607  
(919) 890-1000

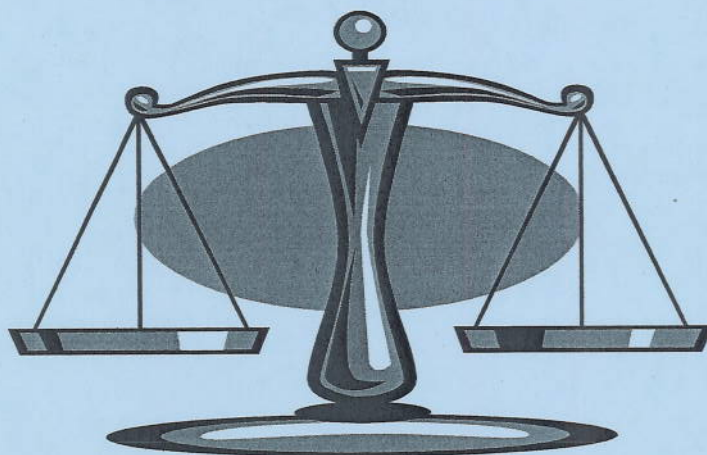
[Legal Notices, Disclaimers and Terms of Use](#)



- CCLF-FC-005 Equitable Distribution Affidavit (fillable)
- CCLF-FC-006 Post Separation Support Affidavit (fillable)
- CCLF-FC-007 Domestic Case Motion for Continuance (fillable)
- CCLF-FC-008 Domestic Case Objection to Request for Continuance (fillable)
- CCLF-FC-009 Family Court - The Goals and Benefits of Child Custody/Visitation Mediation
- CCLF-FC-010 Motion to Exempt Child Custody/Visitation Mediation (fillable)
- CCLF-FC-J-003 Juvenile Civil Case Motion for Continuance [ ] Special Session (fillable)
- CCLF-FC-J-004 Juvenile Civil Case Objection to Request for Continuance (fillable)
- CCLF-FC-J-005 Juvenile Case Motion for Continuance (Delinquent and Undisciplined) (fillable)
- CCLF-FC-J-006 Juvenile Case (Delinquent and Undisciplined) Objection to Request for Continuance (fillable)
- CCLF-J-001 Cumberland County Family Court 96 Hour Report (fillable)
- CCLF-J-002 Request for Special Juvenile Session [ ] Abuse/Neglect/Dependent [ ] Delinquent (fillable)

**NOTE:** Select [Judicial Form](#) to locate State level forms. Adobe Reader is needed to view PDF forms. Click [here](#) to obtain a FREE copy of Adobe Reader.





**CIVIL  
SUPERIOR  
&  
DISTRICT  
COURT  
LOCAL FORMS**

# STATE OF NORTH CAROLINA

File No.

County

In The General Court Of Justice  
☐ District ☐ Superior Court Division

Name And Address Of Plaintiff 1

Name And Address Of Plaintiff 2

VERSUS

Name Of Defendant 1

Summons Submitted ☐ Yes ☐ No

Name Of Defendant 2

Summons Submitted ☐ Yes ☐ No

☐ Jury Demanded In Pleading  
☐ Complex Litigation

## TYPE OF PLEADING

(check all that apply)

- ☐ Amended Answer/Reply (AMND-Response)
- ☐ Amended Complaint (AMND)
- ☐ Answer/Reply (ANSW-Response)
- ☐ Complaint (COMP)
- ☐ Confession of Judgment (CNFJ)
- ☐ Counterclaim vs. (CTCL)
  - ☐ All Plaintiffs ☐ Only (List on back)
- ☐ Crossclaim vs. (List on back) (CRSS)
- ☐ Extend Statute of Limitations, Rule 9 (ESOL)
- ☐ Extend Time For Answer (MEOT-Response)
- ☐ Extend Time For Complaint (EXCO)
- ☐ Rule 12 Motion In Lieu Of Answer (MDLA)
- ☐ Third Party Complaint (List Third Party Defendants on Back) (TPCL)
- ☐ Other: (specify)

NOTE: Small claims are exempt from cover sheets.

Date

## GENERAL

### CIVIL ACTION COVER SHEET

☐ INITIAL FILING ☐ SUBSEQUENT FILING

Rule 5(b), Rules of Practice For Superior and District Courts

Name And Address Of Attorney Or Party, If Not Represented (complete for initial appearance or change of address)

Telephone No.

Cell Telephone No.

NC Attorney Bar No.

Attorney E-Mail Address

☐ Initial Appearance in Case

☐ Change of Address

Name Of Firm

FAX No.

Counsel for

☐ All Plaintiffs ☐ All Defendants ☐ Only (List party(ies) represented)

☐ Amount in controversy does not exceed \$15,000  
☐ Stipulate to arbitration

## CLAIMS FOR RELIEF FOR:

(check all that apply)

- ☐ Administrative Appeal (ADMA)
- ☐ Appointment of Receiver (APRC)
- ☐ Attachment/Garnishment (ATTC)
- ☐ Claim and Delivery (CLMD)
- ☐ Collection on Account (ACCT)
- ☐ Condemnation (CNDM)
- ☐ Contract (CNTR)
- ☐ Discovery Scheduling Order (DSCH)
- ☐ Injunction (INJU)
- ☐ Medical Malpractice (MDML)
- ☐ Minor Settlement (MSTL)
- ☐ Money Owed (MNYO)
- ☐ Negligence - Motor Vehicle (MVNG)
- ☐ Negligence - Other (NEGO)
- ☐ Motor Vehicle Lien G.S. 44A (MVLN)
- ☐ Limited Driving Privilege - Out-of-State Convictions (PLDP)
- ☐ Possession of Personal Property (POPP)
- ☐ Product Liability (PROD)
- ☐ Real Property (RLPR)
- ☐ Specific Performance (SPPR)
- ☐ Other: (specify)

Signature Of Attorney/Party

NOTE: The initial filing in civil actions shall include as the first page of the filing a cover sheet summarizing the critical elements of the filing in a format prescribed by the Administrative Office of the Courts, and the Clerk of Superior Court shall require a party to refile a filing which does not include the required cover sheet. For subsequent filings in civil actions, the filing party must either include a cover sheet or the filing must comply with G.S. 7A-34.1.

No.	<input type="checkbox"/> Additional Plaintiff(s)

No.	<input type="checkbox"/> Additional Defendant(s)	<input type="checkbox"/> Third Party Defendant(s)	Summons Submitted
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Plaintiff(s) Against Whom Counterclaim Asserted

Defendant(s) Against Whom Crossclaim Asserted



IN THE GENERAL COURT OF JUSTICE FOR THE COUNTY OF CUMBERLAND

CASE NUMBER 09-CVS-009659

DOE,JANE,Z  
-VS-  
JOHN,JOE,A

**RESPONSE TO CALENDAR SETTING CONFERENCE (CSC) 05/31/2006 NOTICE:**

- ☐ All counsel have conferred and agree to the following:  
- OR -
- ☐ Counsel for \_\_\_\_\_ submits the following:  
- OR -
- ☐ Pro Se Party \_\_\_\_\_ submits the following:
- ☐ Other: \_\_\_\_\_

1. TRIAL DATE: (1<sup>st</sup> choice) \_\_\_\_\_  
(2<sup>nd</sup> choice) \_\_\_\_\_

(Trial must be within 4 months of date of CSC for non-jury cases and 6 months for jury cases; or within 18 months of file date for medical malpractice claims.)

{Please note that Cumberland County has Superior Civil sessions virtually all weeks that do not contain a holiday, judge's conference, or AOC unassigned week.}

2. Estimated length of trial: \_\_\_\_\_ (days for trial);

☐ Jury Trial

☐ Non-Jury Trial

3. Mediator: (1<sup>st</sup> choice) \_\_\_\_\_  
(2<sup>nd</sup> choice) \_\_\_\_\_  
- OR -

☐ Check box if you want the TCA to appoint a mediator.

{Please note, the mediator must be certified. A list of mediators for District 12 is published on our web site at [www.nccourts.org](http://www.nccourts.org).

4. OTHER: (Please indicate any relevant factors you would like considered in setting this matter for trial)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date Attorney for plaintiff  
Attorney for defendant  
Unrepresented Party

**COPIES OF THIS RESPONSE SHOULD BE MAILED to:**  
Trial Court Administrator  
P. O. Box 363  
Fayetteville, N.C. 28302 (or faxed to us at (910) 678-2975).  
**ALSO, please mail copies of this response to all other parties.**

CCLF-CVS-006 (08/06)

IN THE N.C. GENERAL COURT OF JUSTICE FOR TWELFTH JUDICIAL DISTRICT

CASE NUMBER: 09-CVS-09659

DOE, JANE,Z  
-VS-  
JOHN,JOE,A

NOTICE OF TRIAL  
(Civil Calendar published via Internet)

FILE DATE: 01/23/2006

TO THE PARTIES AND THEIR ATTORNEYS OF RECORD:

At Calendar Setting Conference and pursuant to the Case Management Rules, the following Scheduling Order and Trial Date is set by the Court:

CASE DESIGNATION: JURY TRIAL

TRIAL LENGTH: 3 DAYS - PEREMPTORY #1

TRIAL CALENDAR NOTICE: To be held in Courtroom 3B, Third Floor at 10:00 a.m.  
Cumberland County Courthouse, 117 Dick Street, Fayetteville, NC

\*\*\*\*\*  
TRIAL IS SET FOR: 03/12/2007  
\*\*\*\*\*

SCHEDULING ORDER

(The following shall be COMMENCED & COMPLETED PRIOR to the date indicated.)

- a. Disclosure of Expert Witnesses by .....60 days prior to trial
- b. Completion of all Discovery by .....30 days prior to trial
- c. Dispositive Motions must be heard by.....14 days prior to trial
- d. Closing of Pleadings.....14 days prior to trial
- e. Pre-Trial Order due to TCA by .....4 days prior to trial
- f. Mediated Settlement Conference Deadline .....30 days prior to trial
- g. Other \_\_\_\_\_

THE TRIAL DATE ASSIGNED SHALL BE A FIRM DATE. Continuances will not be granted even by consent, unless for a crucial cause that was not foreseen and made pursuant to Local Rules. All calendared cases will be considered "ready for trial" whether or not counsel or parties appear at calendar call. You may contact this Office to determine your position on the calendar. Do not rely upon your position on the posted calendar. A Trial Calendar and the Local Rules are published on our web site at [www.nccourts.org](http://www.nccourts.org)

/s/ ELLEN B. HANCOX

TRIAL COURT ADMINISTRATOR

TELEPHONE: (910) 678-2919

DATE NOTICED: 10/10/2006

P.O. BOX 363

FAYETTEVILLE, NC 28302-0363

FAX: (910) 678-2975

\*\*\*\*\*  
Copies of this Notice have been sent to the following:

(Any omission of counsel should be noticed to this Office immediately.)

PLAINTIFF'S ATTORNEYS:

GOLDSTEIN,JULES,A

DEFENDANT'S ATTORNEYS:

FOLEY,MIKEY



IN THE GENERAL COURT OF JUSTICE FOR THE TWELFTH JUDICIAL DISTRICT

CASE NO.: «Case\_Number»

TRIAL DATE: «JU\_Date»«NJ\_Date»

«MultiLine\_Verses»

MEDIATED SETTLEMENT CONFERENCE ORDER  
(Notice of Mediator Selection)

FILE DATE: «File\_Date»

\*\*\*\*\*

TO THE PARTIES OR THEIR ATTORNEYS OF RECORD:

In accordance with Rule 1 of the Twelfth Judicial District Mediated Settlement Conference Rules, notice has been given that this case has been designated for a Mediated Settlement Conference ("MSC").

DEADLINE FOR COMPLETION OF MSC. . . . 30 days prior to Trial

At the 120-Day Calendar Setting Conference for this case, the following Certified Mediator was selected and is hereby appointed by the Court to serve as Mediator in this matter:

MEDIATOR: «ArbMed\_Name»

☐

APPOINTED BY TRIAL COURT ADMINISTRATOR

☐

PARTY SELECTION

All mediator fees shall be set in accordance with Rule 7 of the Rules Implementing Statewide MSC in Superior Court actions and shall be paid directly to the mediator at the conclusion of the MSC.

In accordance with Local Rule 10, physical attendance at the entire MSC is mandatory for all parties, attorneys of record and representatives of insurance carriers.

DATE NOTICED: 10/27/2008

/s/ E. Lynn Johnson, SENIOR RESIDENT SUPERIOR COURT JUDGE

ELLEN B. HANCOX  
TRIAL COURT ADMINISTRATOR  
P. O. BOX 363  
FAYETTEVILLE, N.C. 28302

DIRECT INQUIRIES TO:  
TCA / MEDIATION COORDINATOR  
PHONE: 910-678-2919  
FAX: 910-678-2975

Rev. 3/08

\*\*\*\*\*

Copies of this Order sent to «ArbMed\_Name», Mediator and the following:

PLAINTIFF'S ATTORNEY(S) } «All\_Plaintiffs\_Attorneys»

DEFENDANT'S ATTORNEY(S) } «All\_Defendants\_Attorneys»

STATE OF NORTH CAROLINA  
COUNTY OF CUMBERLAND

File No.

IN THE GENERAL COURT OF JUSTICE

☐ SUPERIOR ☐ DISTRICT COURT DIVISION

Name Plaintiff

vs.

Name Defendant

## NOTICE OF MOTION HEARING

Cumberland County Local Rule 10

### TO THE PARTIES AND THEIR ATTORNEYS OF RECORD:

The Trial Court Administrator has assigned a date certain for hearing in the above-captioned case the following:

#### NATURE OF MOTION

Date of Hearing

Time of Hearing

Estimated Length of Hearing

A.M.

Location of Hearing

Cumberland County Courthouse  
117 Dick Street  
Fayetteville, N.C.

Place of Hearing

COURTROOM

Date

Name of Attorney/ Party

Address and Telephone Number

☐ Attorney for Plaintiff ☐ Attorney for Defendant ☐ Unrepresented Party

Copies of this Notice of Hearing have been provided to the Trial Court Administrator and served on the following by U.S. Mail, as required by law:

Date Mailed

**NOTICE:** All counsel/ parties have a continuing obligation to notify this office of any correction/addition/deletion of counsel.  
CCLF-CV-004



STATE OF NORTH CAROLINA  
COUNTY OF CUMBERLAND

File No.  
08-CVD-007370

IN THE GENERAL COURT OF JUSTICE  
District Court Division

*Plaintiff*  
CUMBERLAND CO OF  
FAYETTEVILLE CITY OF

vs.

*Defendant*  
MALLOY, RUTH, MCDONALD HEIRS  
MCDONALD, W, H HEIRS

TRIAL NOTICE

File Date: 07/24/2008

Cumberland County District General Civil Court Local Rules

In accordance with the Cumberland County District Court Local Rules concerning time standards for case processing, notice is hereby given that this case has been set for trial as set forth below:

TRIAL NOTICE

Date	Time	Place
	9:00 A.M.	Courtroom 3E (Third Floor)
Location of Hearing Cumberland County Courthouse 117 Dick Street Fayetteville, N.C.		<i>*This is your formal notice of Trial. The full calendar is published via the internet at <a href="http://www.nccourts.org">www.nccourts.org</a></i>

SCHEDULING ORDER

All relief sought in the Complaint, Answer, or Counterclaim will be heard at this time with the exception of those matters not allowed by law. Experts shall be disclosed, all discovery completed and dispositive motions filed and heard NOT LATER THAN THE COURT SESSION PRIOR TO THE TRIAL DATE ASSIGNED. Failure to calendar motions in a timely manner will not delay the trial.

THE TRIAL SESSION THAT HAS BEEN ASSIGNED SHALL BE A FIRM DATE. Continuances will not be granted, even if all parties agree, unless for a crucial cause that could not have been foreseen. All requests for continuance must comply with the requirements set forth in the Local Rules.

All calendared cases will be considered as ready for trial whether or not counsel or unrepresented parties appear.

Contact this office to determine your position on the calendar. DO NOT rely on your position on the posted calendar. A trial calendar and the Local Rules are published on the Cumberland County Court System web site at: [WWW.NCCOURTS.ORG](http://WWW.NCCOURTS.ORG)

Date Issued:	Trial Court Administrator	Address and Telephone Number
October 27, 2008	Ellen B. Hancox	P.O. Box 363 Fayetteville, NC 28302 (910) 678-2919

**\*REMEMBER:** Should you need to contact this office, you must have your file number available.

Trial Court Administrator P.O. Box 363 Fayetteville, NC 28302 Telephone: (910) 678-2919 Fax: (910) 678-2975

Copies of this Notice have been distributed to the following: (Any omission of counsel should be reported to this office.)

CRAIG, DAVID, B  
CRAIG, DAVID, B

**IMPORTANT:**

- All counsel/ parties have a continuing obligation to notify this office of any correction/addition/deletion of counsel.
- If the issue for hearing has been resolved, please return this notice with appropriate orders/dismissals attached.



STATE OF NORTH CAROLINA  
COUNTY OF CUMBERLAND

File No.  
-CVD-

IN THE GENERAL COURT OF JUSTICE  
District Court Division

Plaintiff

VS.

Defendant

NOTICE OF  
MOTION HEARING

File Date: 04/21/2006

Cumberland County District General Civil Court Local Rules

In accordance with the Cumberland County District Court Local Rules concerning time standards for case processing, notice is hereby given that a date certain for the hearing of the following motion(s) has been scheduled as set forth below:

MOTION HEARING NOTICE

Date	Time	Place
	9:00 A.M.	Courtroom 3E (Third Floor)
Location of Hearing	Motion Type	
Cumberland County Courthouse 117 Dick Street Fayetteville, N.C.		

SCHEDULING ORDER

All regularly calendared motions will be considered ready for hearing whether or not counsel or unrepresented parties appear on the scheduled hearing date.

Any questions concerning the scheduling/hearing of this motion should be directed to the office of the Trial Court Administrator.

Date Issued:	Trial Court Administrator	Address and Telephone Number
October 10, 2006	Ellen B. Hancox	P.O. Box 363 Fayetteville, NC 28302 (910) 678-2919

**\*REMEMBER:** Should you need to contact this office, you must have your file number available.

Trial Court Administrator P.O. Box 363 Fayetteville, NC 28302 Telephone: (910) 678-2919 Fax: (910) 678-2975

Copies of this Notice have been distributed to the following: (Any omission of counsel should be reported to this office.)

**IMPORTANT:**

- All counsel/ parties have a continuing obligation to notify this office of any correction/addition/deletion of counsel.
- If the issue for hearing has been resolved, please return this notice with appropriate orders/dismissals attached.



# DISTRICT COURT ARBITRATION LOCAL FORMS



STATE OF NORTH CAROLINA  
COUNTY OF CUMBERLAND

File No.  
«Case\_Number»

IN THE GENERAL COURT OF JUSTICE  
District Court Division

*Plaintiff*

«All\_Plaintiffs»

vs.

*Defendant*

«All\_Defendants»

ARBITRATION

NOTICE OF CASE SELECTION  
FOR ARBITRATION

File Date: «File\_Date»

NCGS 7A-37.1 And Cumberland County Local Court Rules For Arbitration

TAKE NOTICE that this case has been assigned to arbitration pursuant to N.C. General Statute §7A-37.1 and the Rules for Court Ordered Arbitration, which include the following statutory requirement:

STATUTORY REQUIREMENT

CASES ASSIGNED TO ARBITRATION MUST CONTAIN:

- ONLY REQUESTS FOR MONETARY RELIEF; AND,
- THE REQUEST FOR MONETARY RELIEF MUST BE \$15,000 OR LESS

If this case does not fall within the statutory requirement above, you MUST IMMEDIATELY notify, in writing, the office of the Trial Court Administrator.

ARBITRATION INFORMATION

PLEASE CAREFULLY READ THE ENCLOSED ARBITRATION INFORMATION SHEET.

*If the parties have not filed a written stipulation selecting an agreed upon arbitrator before «AS\_Date», the Court will assign a qualified arbitrator at random.*

**You will receive further notice setting the date, time and place of your arbitration hearing.**

Further information on arbitration and the District Court Local Rules is published on the Cumberland County Court System web site at:  
[www.nccourts.org](http://www.nccourts.org)

**Direct questions to: Adrienne Graham, Arbitration Coordinator at (910) 678-2977**

Date Issued:

10/27/2008

Trial Court Administrator

Ellen B. Hancox

Address and Telephone Number

P.O. Box 363  
Fayetteville, NC 28302  
(910) 678-2919

**\*REMEMBER: Should you need to contact this office, you must have your file number available.**

Trial Court Administrator P.O. Box 363 Fayetteville, NC 28302 Telephone: (910) 678-2919 Fax: (910) 678-2975

Copies of this Notice have been distributed to the following: (Any omission of counsel should be reported to this office.)

«All\_Plaintiffs\_Attorneys»

«All\_Defendants\_Attorneys»

**IMPORTANT:**

- All counsel/ parties have a continuing obligation to notify this office of any correction/addition/deletion of counsel.
- If the issue for hearing has been resolved, please return this notice with appropriate orders/dismissals attached.



# IMPORTANT: READ CAREFULLY!

## ARBITRATION CASE SELECTION INFORMATION

The Cumberland County court system includes mandatory court-ordered arbitration as an integral part of its civil procedure in accordance with General Statute 7A-37.1 and the North Carolina Supreme Court Rules governing arbitration. The information below is a summary of the rules that apply to the arbitration process. If you wish to have additional information on the arbitration program you may receive a copy of the publication "A Guide to Court-Ordered Arbitration in North Carolina" by either:

- Coming to the Trial Court Administrators Office (room 307, third floor, New Cumberland County Courthouse, 117 Dick Street, Fayetteville, NC);
  - Sending a self-addressed stamped (\$1.39) envelope to the Trial Court Administrator's Office, P.O. Box 363, Fayetteville, NC 28302 Attention: Arbitration Coordinator (Adrienne B. Graham).
- OR
- By logging onto the NC website. [www.nccourts.org](http://www.nccourts.org) click **FAQ's** and select Court Ordered Arbitration.

### Summary of Arbitration Rules

The Court automatically assigns to arbitration all civil cases involving claims of monetary relief not exceeding \$15,000.00 with specific exceptions for the following categories of cases: domestic cases, class actions, special proceedings, wills and estate matters, summary ejectments and condemnation actions.

The court selects and maintains a list of qualified arbitrators who are experienced trial attorneys. The court will appoint an arbitrator chosen at random from the Court's list unless the parties file a written stipulation as to their choice of an arbitrator. **The stipulation must be filed within twenty (20) days of the date of this notice.** A copy of the list of eligible arbitrators is available at the Trial Court Administrators Office (room 307 third floor) Cumberland County Courthouse.

A hearing date for the arbitration proceeding will be set by the Court within (60) days of the date of this notice and a Notice of Hearing Date form will be mailed to you prior to the arbitration date. **THE HEARING DATE IS A FIRM DATE.** Continuances of the hearing date will not be considered except for emergency circumstances. In compliance with the Local Rules, any request for continuance **MUST BE MADE IN WRITING** and a copy distributed to all opposing parties.

- **ALL PARTIES SHALL BE PRESENT AT THE HEARING IN PERSON OR THROUGH COUNSEL.**
- **ALL CORPORATE PARTIES MUST BE REPRESENTED BY AN ATTORNEY AND CAN NOT APPEAR PRO SE.**
- **INDIVIDUAL PARTIES MAY BE REPRESENTED BY AN ATTORNEY OR MAY CHOOSE TO APPEAR PRO SE.**

The time allocated for the entire hearing is one hour. Traditional rules of evidence and procedure will not apply, but shall be considered as a guide toward full and fair development of the facts. The parties may agree in writing to rely on stipulations and/or statements rather than live testimony of witnesses.

The arbitrator will render a decision within three (3) days after the hearing. The award is not binding. Any party dissatisfied with the outcome can reject the award and have a trial *de novo*.

The award rejection and demand for a trial *de novo* must be filed with the Court on AOC-CV-803, entitled Arbitration request for Trial De Novo, within thirty (30) days of the award date. The rejecting party must also pay a fee equivalent to the arbitrator's compensation (\$100.00). **This fee will be returned only if there is a trial in which the judge's opinion the demanding party's position is improved over the arbitrator's award.** Cases still pending after the 30 day rejection period in which no demand for trial *de novo* is filed will have the award of the arbitrator entered by the court as its judgment, which is not appealable.

**Any questions concerning arbitration should be addressed to:**

**Trial Court Administrator's Office PO Box 363, Fayetteville, NC 28302**  
**Attention: Arbitration Coordinator (Adrienne B. Graham)**  
**OFFICE: 910-678-2977**  
**FAX: 910-678-2975**



<b>STATE OF NORTH CAROLINA</b>			File No. _____	
<b><u>CUMBERLAND</u> COUNTY</b>			«Case Number» _____ In the General Court of Justice <input checked="" type="checkbox"/> District Court <input type="checkbox"/> Superior Court	
Name Of Plaintiff(s)  «All_Plaintiffs»			<b>ARBITRATION NOTICE OF ARBITRATION HEARING</b>  File Date: «File_Date» _____	
<b>VERSUS</b>			G.S. 7A-37, Rules 3, 8, Court-Ordered Arbitration and Cumberland County Arbitration Rules	
Name Of Defendant(s)  «All_Defendants»			Name of Arbitrator  «ArbMed_FirstLast_Name» _____	
Date Of Hearing  «AH_Date»	Time Of Hearing  «AH_Time»	Place Of Hearing: <b>Cumberland County Courthouse</b> <b>117 Dick Street</b> <b>Fayetteville, NC 28302</b> <div style="text-align: right;"><b><u>Courtroom 4C</u></b></div>		
<p><b>ALL PARTIES TAKE NOTICE</b> that the person named above has been appointed arbitrator in this case, and a hearing will be held at the date, time and place shown above.</p> <p><b>Failure to appear for the hearing may result in an adverse award and/or sanctions. See Rule 3(l) of the Rules For Court-Ordered Arbitration.</b></p> <p>This hearing date is a firm date and may not be continued by the Arbitrator. Continuances will not be granted, even if all parties agree, unless for a crucial cause that could not have been foreseen. All requests for continuance must comply with the requirements set forth in the Local Rules.</p> <p><u>If settlement is reached prior to the hearing date, the parties must notify the Arbitration Coordinator listed below before the hearing date so that the hearing may be cancelled.</u></p> <p>If you have any questions concerning Arbitration, please contact the Arbitration Coordinator listed below.</p> <p>Please note G.S. 7A-37.1(c1) provides, "In all cases referred to nonbonding arbitration... a fee of one hundred dollars (\$100.00) shall be assessed per arbitration, to be divided equally among the parties." This fee must be paid promptly upon completion of the arbitration hearing, in the amount assessed. If any party does not pay, the amount assessed will be docketed as a judgment in favor of the State when the award is filed.</p>				
Date Of Notice _____		Arbitration Coordinator: <div style="text-align: right;"><b>Adrienne B. Graham</b></div>		
Address <b>Cumberland County Courthouse</b> <b>117 Dick Street</b> <b>Fayetteville, NC 28302</b>		Telephone No. <b>910-678-2977</b>		
TRIAL COURT ADMINISTRATOR		<b>ELLEN HANCOX</b>		<b>910-678-2919</b>
<p><b>IMPORTANT:</b></p> <ul style="list-style-type: none"> <li>All counsel and or parties have a continuing obligation to notify this office of any correction, addition, or deletion of counsel.</li> <li><b>PLEASE READ ATTACHED INFORMATION SHEET AND COMPLETE PRE-HEARING ARBITRATION FORM</b></li> </ul> <p><i>Copies of this Notice have been distributed to the following: (Any omission should be reported to this office)</i></p>				
Plaintiff:		Defendant:		

## **IMPORTANT REMINDER**

**It appears from the case caption that you are a corporation. Corporations must have legal counsel and cannot appear prose. If you have any questions please feel free to contact me.**

**Ellen Hancox  
Trial Court Administrator  
910-678-2919**



## IMPORTANT: READ CAREFULLY!

### ARBITRATION NOTICE OF HEARING INFORMATION

The Cumberland County court system includes mandatory court-ordered arbitration as an integral part of its civil procedures in accordance with General Statute 7A-37.1 and the North Carolina Supreme Court Rules governing arbitration. The information below is a summary of the rules that apply to the arbitration process. If you wish to have additional information on the arbitration program, you may receive a copy of the publication "A Guide to Court-Ordered Arbitration in North Carolina" by either:

- Sending a self addressed, stamped (\$1.15) envelope to: Trial Court Administrator's Office, P.O. Box 363, Fayetteville, NC, 28302 Attn: Arbitration Coordinator.

Or

Visit [www.nccourts.org](http://www.nccourts.org) select frequently asked questions on the home page, then select Court Ordered Arbitration.

### Summary of Arbitration Hearing Rules

**THE ARBITRATION HEARING DATE IS A FIRM DATE.** Continuances of the hearing date will not be considered except for emergency circumstances. In compliance with the Local Rules, any request for continuance must be made in writing to the Trial Court Administrator 117 Dick Street, Fayetteville, NC 28302: (910) 678-2977; fax (910) 678-2975 and a copy distributed to all opposing parties. Arbitrators may NOT continue or reschedule hearings.

If a settlement is reached prior to the Arbitration Hearing date, the parties must notify the Arbitration Coordinator (as set forth below) so that the hearing may be canceled.

**Failure to appear for the hearing and participate in good faith may result in an adverse award and/or sanctions.**

The time allocated for the entire hearing is one hour. Traditional rules of evidence and procedure will not apply, but shall be considered as a guide toward full and fair development of the facts. The parties may agree in writing to rely on stipulations and/or statements rather than live testimony of witnesses.

**At least ten (10) days before the date set for the hearing,** the parties shall exchange the following items:

- List of witnesses expected to testify;
- Copies of documents or exhibits expected to be offered into evidence;
- A brief statement of the issues and contentions.

Failure to comply with the provision may be cause for sanctions.

**PLEASE USE THE FORM ON THE BACK OF THIS INFORMATION SHEET**

The Arbitration Pre-Hearing Information Form **must** be completed (*see back page*), exchanged with **all opposing parties** and a copy given to the arbitrator at the hearing.

Any questions concerning arbitration should be addressed to:  
Trial Court Administrator's Office, P.O. Box 363, Fayetteville, NC, 28302  
**Attn: Arbitration Coordinator** (Adrienne Graham)  
(910) 678-2977 (telephone)  
(910) 678-2975 (fax)

ARB-CV-07 (H) Accompanies: Arbhearing

Rev. 7/2006

PLEASE READ ATTACHMENT

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## Twelfth Judicial District



Glenn B. Adams  
308 Person Street  
Fayetteville, NC 678-8900

Michael Boose  
214 Dick Street  
Fayetteville, NC 486-9292

Willis D. Brown  
1632 Verrazzano Drive  
Wilmington, NC 28405  
910-256-4184 Office  
910-612-2500 Mobile

J. Stewart Butler III  
Green Street  
Fayetteville, NC  
483-1171 Office  
483-5005 Fax

Haral E. Carlin  
230 Green Street  
Fayetteville, NC  
323-4600

Renny W. Deese  
PO Drawer 1358-28302  
323-3500 Office  
433-2436 Fax

Harold D. Downing  
219 Dick Street  
Fayetteville NC  
483-1319 Office  
433-2436 Fax

Gregg R. Edwards  
1308 Morganton Road  
Fayetteville, NC 28305  
Suite B  
483-3399 Office  
(MVNG cases)

Graham Gurnee  
214 Dick Street  
Fayetteville, NC  
435-0898  
670-2122 Cell  
670-6277

Robert A. Hasty, Jr.  
109 Green Street, Suite 204  
PO Box 2737

Paul F. Herzog  
210 E. Russell Street  
Fayetteville, NC  
483-9500 Office  
483-9524 Fax

Bryce Neier  
5313 Raeford Road  
Fayetteville NC  
423-5000

Timothy A. Noe  
507 Owen Drive  
Fayetteville, NC 28304  
485-8805 Office  
485-8807 Fax  
Thursday Afternoons

Daniel T. Perry, III  
131 S cool Spring Street  
Fayetteville, NC 28301  
910-483-0107 Office

Ritchie Smith  
PO Box 209  
Fayetteville, NC 28301  
485-5980 Home  
818-8137 Cell  
828-963-6132 Mountains

Charles E. Sweeny(Karen)  
The Yarborough Law Firm  
115 East Russell Street  
Fayetteville, NC 28301  
910-433-4433 Office  
910-433-2233 Fax

Ray Colton Vallery  
1596 Executive Place  
Fayetteville, NC 28304  
323-1996 Office  
323-9055 Fax



State of North Carolina  
General Court of Justice  
12th Judicial District

**DISTRICT COURT JUDGES**

A. ELIZABETH KEEVER, CHIEF  
ROBERT J. STIEHL, III  
ED PONE  
KIMBRELL KELLY TUCKER  
JOHN W. DICKSON  
CHERI BEASLEY  
TALMAGE S. BAGGETT, JR.  
GEORGE J. FRANKS  
DAVID H. HASTY

CUMBERLAND COUNTY COURTHOUSE  
PO Box 363  
FAYETTEVILLE, NC 28302  
TEL: (910) 678-2901  
FAX: (910) 486-8555

MEMORANDUM

TO: ALL CUMBERLAND COUNTY JUDGES, DISTRICT  
ATTORNEYS, PUBLIC DEFENDERS, CLERK OF SUPERIOR  
COURT, TRIAL COURT ADMINISTRATOR, MAGISTRATES,  
DEPARTMENT OF SOCIAL SERVICES, CUMBERLAND  
HOSPITAL AND LAW ENFORCEMENT OFFICERS

FROM: A. ELIZABETH KEEVER, CHIEF DISTRICT COURT JUDGE

RE: COURT HOLIDAYS FOR YEAR 2008

DATE: AUGUST 15, 2007

There will be no scheduled District Court in Cumberland County on the days listed below. Please use this as a guide and do not schedule any cases for these days.

January 1, 2008	Tuesday	New Year's Day
January 21	Monday	Martin Luther King, Jr.
March 21	Friday	Good Friday
May 1	Thursday	Law Day
May 26	Monday	Memorial Day
June 16-20	Monday-Friday	Judges' Conference
July 4	Friday	Independence Day
September 1	Monday	Labor Day
October 1-3	Wednesday-Friday	Judges' Conference
November 11	Tuesday	Veterans' Day
November 27&28	Thursday & Friday	Thanksgiving
December 24-26	Wednesday-Friday	Christmas

Court schedules will be limited during the period December 22, 2008 through January 2, 2009 and no officers should have scheduled court dates during that period. Court may also be cancelled on other dates due to special events but notice will be given on such schedule changes in advance.





State of North Carolina  
General Court of Justice  
12th Judicial District

DISTRICT COURT JUDGES

A. ELIZABETH KEEVER, CHIEF  
ROBERT J. STIEHL, III  
ED PONE  
KIMBRELL KELLY TUCKER  
JOHN W. DICKSON  
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GEORGE J. FRANKS  
DAVID H. HASTY  
LAURA A. DEVAN

CUMBERLAND COUNTY COURTHOUSE  
PO Box 363  
FAYETTEVILLE, NC 28302  
TEL: (910) 678-2901  
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MEMORANDUM

TO: ALL CUMBERLAND COUNTY JUDGES, DISTRICT  
ATTORNEYS, PUBLIC DEFENDERS, CLERK OF SUPERIOR  
COURT, TRIAL COURT ADMINISTRATOR, MAGISTRATES,  
DEPARTMENT OF SOCIAL SERVICES, CUMBERLAND  
HOSPITAL AND LAW ENFORCEMENT OFFICERS

FROM: A. ELIZABETH KEEVER, CHIEF DISTRICT COURT JUDGE

RE: COURT HOLIDAYS FOR YEAR 2009

DATE: AUGUST 18, 2008

There will be no scheduled District Court in Cumberland County on the days listed below. Please use this as a guide and do not schedule any cases for these days.

January 1, 2009	Thursday	New Year's Day
January 19	Monday	Martin Luther King, Jr.
April 10	Friday	Good Friday
April 30	Thursday	Law Day
May 25	Monday	Memorial Day
June 22-26	Monday-Friday	Judges' Conference
July 3	Friday	Independence Day
September 7	Monday	Labor Day
October 7-9	Wednesday-Friday	Judges' Conference
November 11	Wednesday	Veterans' Day
November 26&27	Thursday & Friday	Thanksgiving
December 24-25	Thursday & Friday	Christmas

Court schedules will be limited during the period December 21, 2009 through January 1, 2010 and no officers should have scheduled court dates during that period. Court may also be cancelled on other dates due to special events but notice will be given on such schedule changes in advance.