

Who do I send my Secured Leave Request to? If you have cases in Superior Civil and General Civil District Court send the designation to the below address. You do NOT need to submit one to each case manager (the below address is for Civil Superior Court motions/trials, General Civil District Court motions/trials/arbitrations):

Caseflow Management Division
Trial Court Administrator's Office
Attn: Secure Leave
832 E. 4th Street, Suite 3420
Charlotte, NC 28202

If you have Criminal Cases, send one to the DA's Office. If you have Family Law cases, send one to the Family Court Division of the TCA Office (same address above, but Suite 3520) If you have cases before the Clerk of Court, send one to the Clerk of Court.

When do I need to file my Secured Leave Request? According to Rule 26f) Designations must be filed: 1) no later than 90 days before the beginning of the secure leave period, and 2) before any trial, hearing, deposition or other matter has been regularly scheduled, preemptorily set or noticed for a time during the designated secure leave period.