

STATE OF NORTH CAROLINA

COUNTY OF ALAMANCE

FILED

2021 JAN 15 P 12:53

IN THE GENERAL COURT OF JUSTICE

SUPERIOR AND DISTRICT COURT

ALAMANCE COUNTY C.S.C.  
ADMINISTRATIVE ORDER

BY \_\_\_\_\_

NO

The undersigned Senior Resident Superior Court Judge and Chief District Court Judge of Judicial District 15-A enter this Administrative Order pursuant to Governor Roy Cooper declaring a statewide emergency and Chief Justices Cheri Beasley's and Paul Newby's Administrative Orders in response to the Coronavirus COVID-19.

IT APPEARING TO THE COURT that on March 13, 2020, Governor Roy Cooper declared a state of emergency and recognized that the North Carolina Department of Health and Human Services recommends that people at high risk of severe illness from COVID-19 "avoid large groups of people as much as possible" and further recognized that the "people at high risk of severe illness" are "adults over 65 years, those with underlying health conditions including heart disease, lung disease, or diabetes, or with weakened immune systems";

AND IT FURTHER APPEARING TO THE COURT that the North Carolina Department of Health and Human Services recommends for "Mass Gathering Events" that the event organizers, in part: 1) urge everyone who is sick not to attend; 2) encourage those who are at high risk as described above not attend; 3) find ways to give people more physical space to limit close contact as much as possible; and 4) encourage attendees to wash hands frequently;

AND IT FURTHER APPEARING TO THE COURT that Chief Justice Cheri Beasley entered an order on May 21, 2020 placing a number of restrictions on in-person proceedings to avoid crowded courtrooms and allow for social distancing;

AND IT FURTHER APPEARING TO THE COURT that Chief Justice Cheri Beasley of the North Carolina Supreme Court had issued an Administrative Order effective December 14, 2020 that most Superior and District Court activities in the State be suspended for the next thirty days;

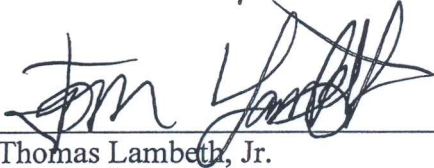
AND IT FURTHER APPEARING TO THE COURT that on January 14, 2021 Chief Justice Paul Newby entered an order allowing Emergency Directive 1 to expire and restoring to local judicial officials substantial decision-making authority over when and how to conduct jury trials and other in-person proceedings;

AND IT FURTHER APPEARING TO THE COURT that Article 1, Section 18 of the North Carolina Constitution provides "All courts shall be open; every person for an injury done him in his lands, goods, person, or reputation shall have remedy by due course of law, and right and justice shall be administered without favor, denial or delay";

NOW, THEREFORE, IT IS HEREBY ORDERED:

1. Only Courts that can be conducted with proper social distancing will be held;
2. The attached memorandum supersedes any previous memorandum setting out changes to the courts in Judicial District 15-A;
3. No person with the coronavirus or flu-like symptoms will be allowed to enter the courthouses of the District;
4. All persons seeking entrance to the courthouses of the District may be subject to limited medical screening and other procedures to ensure the safety of the courthouse prior to such entrance.
5. All persons in the courthouses of the District must wear face coverings in accordance with the Administrative Order of June 26, 2020.

This the 14 day of January, 2021.



D. Thomas Lambeth, Jr.  
Senior Resident Superior Court Judge



Bradley Reid Allen, Sr.  
Chief District Court Judge



# JANUARY 14, 2021 MEMORANDUM

## CLERK OF SUPERIOR COURT

- Beginning January 14, 2021, the Alamance County Clerk's Office will begin new hours of operation from 8:30 am to 5:00 pm.
- Only courthouse staff will be permitted entry into the Clerk's Office. Attorney and public business must be conducted through the information and cashier's windows. Entry will be granted into the Special Proceedings and Estates Divisions of the Clerk's Office by appointment only. WebEx hearings in Estates and Special Proceedings matters are strongly preferred. Please keep that in mind when filing notices. Please provide your email address and the email address of your client so that WebEx hearings can be more easily arranged.
- Please continue to use our division emails and phone numbers contact us and we will be happy to help.
  - Administration: (336)570-5282      [Alamance.Administration@nccourts.org](mailto:Alamance.Administration@nccourts.org)
  - Bookkeeping: (336)570-5298      [Alamance.Bookkeeping@nccourts.org](mailto:Alamance.Bookkeeping@nccourts.org)
  - Child Support: (336)570-5207      [Alamance.ChildSupport@nccourts.org](mailto:Alamance.ChildSupport@nccourts.org)
  - Civil District: (336)570-5203      [Alamance.CivilDistrict@nccourts.org](mailto:Alamance.CivilDistrict@nccourts.org)
  - Civil Superior: (336)570-5203      [Alamance.CivilSuperior@nccourts.org](mailto:Alamance.CivilSuperior@nccourts.org)
  - Clerk of Court: (336)570-5282      [Alamance.Clerk@nccourts.org](mailto:Alamance.Clerk@nccourts.org)
  - Criminal District: (336)570-5202      [Alamance.CriminalDistrict@nccourts.org](mailto:Alamance.CriminalDistrict@nccourts.org)
  - Criminal Superior: (336)570-5202      [Alamance.CriminalSuperior@nccourts.org](mailto:Alamance.CriminalSuperior@nccourts.org)
  - Domestic Violence: (336)570-5203      [Alamance.DomesticViolence@nccourts.org](mailto:Alamance.DomesticViolence@nccourts.org)
  - Estates: (336)570-5204      [Alamance.Estates@nccourts.org](mailto:Alamance.Estates@nccourts.org)
  - Jury Duty: (336)570-5304      [Alamance.Jury@nccourts.org](mailto:Alamance.Jury@nccourts.org)
  - Juvenile: (336)570-5325      [Alamance.Juvenile@nccourts.org](mailto:Alamance.Juvenile@nccourts.org)
  - Special Proceedings: (336)570-5206      [Alamance.SpecialProceedings@nccourts.org](mailto:Alamance.SpecialProceedings@nccourts.org)
  - Special Proceedings Confidential: (336)570-5206      [Alamance.SP.Confidential@nccourts.org](mailto:Alamance.SP.Confidential@nccourts.org)
- Attorneys are encouraged to send filings by mail or use the secure drop boxes labeled "Alamance County Clerk of Superior Court" located outside the public entries at the JB Allen Courthouse and the Alamance County Historic Courthouse.

## SMALL CLAIMS

- To observe social distancing guidelines, all small claims cases will be set with at least ten minutes between the cases, unless there is one plaintiff with a large number of cases and then those may be grouped together.

- Cases that involve the same party will be grouped together, to the best of the Clerk's ability.
- Only named parties will be allowed into the courthouse to attend the hearing.
- Parties should check the online dockets at [www.nccourts.org](http://www.nccourts.org) to confirm their hearing time.
- Continuances to new court dates will be avoided, if possible, but may be necessary to avoid crowded dockets.

## MAGISTRATES

- Weddings will continue to be conducted by the Magistrate's office with restrictions. Individuals should contact the Magistrate's Office at 336-570-5219 for restrictions and to schedule their appointment.

## DISTRICT COURT

### Civil Court

#### Domestic Violence Court

- Emergency Domestic Violence Protective Orders (DVPO/50B) and Civil No Contact Orders (50C) will be heard daily for the purpose of hearing requests for ex parte orders and ex parte motions.
- Ex parte orders will be calendared and heard on Mondays.
- DVPOs with no Ex parte Order, Motions to show cause, motions to modify or set aside and motions for return of weapons will be scheduled for a Monday hearing date.

#### Calendar Call for Civil Trial Calendars:

- If a case has two attorneys, the attorneys will email Sandy Cobb [Cassandra.L.Cobb@nccourts.org](mailto:Cassandra.L.Cobb@nccourts.org) and Meredith Giannotti [Meredith.S.Giannotti@nccourts.org](mailto:Meredith.S.Giannotti@nccourts.org) no later than 5:00 pm on Tuesday before the scheduled Wednesday calendar call to inform them of:
  1. The length of the trial;
  2. The issue(s) for hearing;
  3. If discovery is completed;
  4. If the case was continued due to COVID-19;
  5. If required mediation is completed and
  6. Any time conflicts they have.
- If a case has one attorney and one pro se party:
  1. If the pro se party's email is known, then the above method of emailing the Judicial Assistant will apply;
  2. If the pro se party's email is unknown, then both the attorney and the pro se party must appear in court at 9:30 for calendar call;
- If a case has two pro se parties, they must appear in court at 9:30 am for calendar call.



#### Civil Motions:

- Will begin at 9:30 am each Wednesday according to the assigned Judge
- Any motion may be held virtually via WebEx. The moving party may request a WebEx (virtual hearing) with Sandy Cobb [Cassandra.L.Cobb@nccourts.org](mailto:Cassandra.L.Cobb@nccourts.org) and Meredith Giannotti [Meredith.S.Giannotti@nccourts.org](mailto:Meredith.S.Giannotti@nccourts.org) when they schedule the motion. In order to have a WebEx hearing, both parties (and any witnesses or attendees) must provide a working email address. The assigned Judge will determine whether a motion will be heard via WebEx or in person after hearing from each party and/or attorneys.
- No later than the Monday preceding the motions calendar, a schedule will be distributed to the attorneys and public of *what time their motion will be called for hearing* to maintain proper social distancing.

#### Custody Mediation

- May be conducted in person or virtually

#### Juvenile Delinquency Court

- Court dockets will be managed using assigned attorney time slots.
- Secure custody hearings with non-substantive issues will be conducted via WebEx.
- First appearances of detained juveniles will be conducted at 9:00 am via WebEx.
- First appearances of non-detained juveniles will be in person or via WebEx at 9:00 am.
- Due to the nature of juvenile court, cases may all begin at 9:00 am or using the assigned attorney time slots. Attorneys should be in court by 9:00 am or at their assigned time slots.
- We understand if an attorney needs more time than their allotted time slot allows and the request for additional time will be liberally granted.
- We encourage all attorneys to communicate with their clients before court.
- We encourage the attorneys to communicate with the ADA before trial to determine if a case will be for hearing or non-trial disposition.

#### Juvenile Abuse Neglect and Dependency Court

- Hearings will be conducted via WebEx on a weekly basis except first seven-day hearings which will be conducted in person. Having WebEx hearings versus in person hearings will be reevaluated on a month to month basis.

#### Child Support Court

- For establishment dates, twenty-five cases will be scheduled in one-hour intervals beginning at 8:30 am until 12:30 pm and again beginning at 2:00 pm through 4:00 pm.
- For enforcement dates, twenty cases will be scheduled in one-hour intervals beginning at 8:30 am until 12:30 pm and again beginning at 2:00 pm through 4:00 pm.



- All defendants, plaintiffs and attorneys will report to Courtroom 3 at their assigned time.
- Courtroom 2 will be used as an overflow area for Courtroom 3.
- Child Support Agents are encouraged to negotiate cases and resolve as many cases as possible prior to court. Attorneys are encouraged to assist in this process.

#### General Information

- If you have a conflict with a scheduled time to be in court, please email all parties (including attorneys or adverse party (if pro se), courtroom clerk, judge's office via Meredith and Sandy and your own client).
- Attorneys, when possible, should collect email addresses of adverse pro se parties and include on their calendar requests.
- Please use this new calendar request for civil motions and trials <H:\My Documents\Calendar Request Revised May 2020.docx>
- These schedules will be utilized until further notice from the Chief District Court Judge and/or the Chief Justice.
- Our courtroom capacity utilizing proper social distancing for the Civil Courts will be greatly reduced from our normal capacity. Please utilize proper social distancing in and out of each courtroom.
- Our courtrooms have been properly marked to insure proper social distancing is followed.
- Wearing masks is required by all who enter the courthouse.
- Interpreters must be requested in advance (as previously required) and will appear remotely or in person for cases that used this advance request procedure.
- Witnesses and other non-parties are required to wait outside the courthouse until they are called to testify, or their case is called for hearing. Parties and/or attorneys are required to inform the presiding Judge that a witness is waiting outside and then will be granted permission to bring that witness into the courtroom.
- Media will be allowed in the courthouse pursuant to the December 18, 2020 Administrative Order.
- Children are strongly discouraged from attending any court session.
- Attorneys and clients are encouraged to practice social distancing inside all courtrooms.
- Hand sanitizer is available at the entrance to all courtrooms.

#### Criminal Court

- Court will begin daily at 9:00 am using the established dockets and the attached assigned attorney time slots.
- The assigned attorney time slots are rigid and must be adhered to unless there is an emergency.
- Pro se defendants will be scheduled for 9:00 am daily.
- There will be no traditional docket calls.
- Courtroom A's docket will be held in Courtroom A with Courtroom B as overflow.
- Courtroom's B docket will be held in the Historic Courthouse, unless the Historic Courthouse is in use by Superior Court, in which case Courtroom B's docket will be held in Courtroom C.



- There will be no regularly scheduled Wednesday docket for Courtroom B. However, specially set cases may take place in Courtroom B on Wednesday and will be held in Courtroom B in the JB Allen Jr. Courthouse.
- First appearances will be held in Courtroom A daily at 2:00 pm.
- On Mondays and Tuesdays following a Monday holiday (June 1, July 6, September 7, and December 28) Courtroom B will be open from 2:00 pm until 2:30 pm for first appearances in addition to Courtroom A.
- Private Warrant Court (first Friday of each Month set for Courtroom B) will be held in the historic Courthouse on the first Friday of each Month from 9:00 am – 12:30 pm, unless the Historic Courthouse is in use for Superior Court and then they will be held in Courtroom C. Any remaining private warrant trials will be heard in the JB Allen Jr. Courthouse beginning at 2:00 pm, with a courtroom to be determined upon availability.
- Mediation will held in the historic courthouse every Friday from 9:00 am – 12:30 pm, unless the Historic Courthouse is in use for Superior Court and then they will be held in the JB Allen Jr. Courthouse in a courtroom to be determined upon availability.
- Defense attorneys are encouraged to communicate with the assigned ADA prior to court about their cases.
- If an attorney has a conflict with their assigned time slot please email the assigned ADA, judge's office, courtroom clerk and client to inform them of such conflict.
- Probation violations will be heard each Thursday using the assigned attorney time slots.
- Bond motions may be filed and heard during their assigned attorney time slots or via WebEx after first appearances as determined by the presiding Judge.
- Law enforcement officers will not be present in the courtroom but will be available on their assigned court date via email or telephone and should be available for any trial.
- Interpreters must be requested in advance (as previously required) and will appear remotely or in person for cases that used this advance request procedure.
- Superior Court will give leeway to District Court with regards to any attorney conflicts except for jury trials and other hearings deemed necessary by the Senior Resident Superior Court judge.
- Our courtroom capacity utilizing proper social distancing for the Criminal Courts will be greatly reduced from our normal capacity. Please utilize proper social distancing in and out of each courtroom.
- Witnesses and other non-parties are required to wait outside the courthouse until they are called to testify, or their case is called for hearing. Parties and/or attorneys are required to inform the presiding Judge that a witness is waiting outside and then will be granted permission to bring that witness into the courtroom. All defendants and victims will be allowed entrance into the courtrooms.
- Children are strongly discouraged from attending any court session.
- Attorneys and clients are encouraged to practice social distancing inside all courtrooms.
- When Criminal Court is convened in the Historic Courthouse, the Clerk's Office will accept payments at the Cashier's window in the Historic Courthouse (located on the first floor) for those cases set for hearing in the Historic Courthouse. Any cases scheduled for and heard in the JB Allen Jr. Courthouse will need to be paid at the Clerk's office in the JB Allen Jr. Courthouse.
- Hand sanitizer is available at the entrance to all courtrooms.
- Media will be allowed in the courthouse pursuant to the December 18, 2020 Administrative Order.
- Masks are required by all who enter the courthouse.



- Traffic Administrative Court matters:

Traffic Administrative Court will be held every Friday afternoon (beginning no earlier than 1:30 pm) in the Historic Courthouse or JB Allen Jr. Courthouse if a jury trial is in session. Attorneys may continue to negotiate their traffic tickets with ADAs before Court and specifically on Friday mornings in the JB Allen Jr. Courthouse.

Citizens without attorney representation are encouraged to use online payment formats  
To negotiate traffic cases online use: <https://www3.nccourts.org/onlineservices/menu.sp>

To pay fines & court costs online use: <https://www3.nccourts.org/onlinepayments/menu/sp>

Please continue to use the nccourts.gov website to sign up for case updates at:  
<https://www3.nccourts.org/onlineservices/notifications/menu.sp>

## SUPERIOR COURT

### Civil Court

- Jury trials will commence February 1, 2021, subject to possible cancellation if deemed necessary by the Senior Resident Superior Court Judge, based on current levels of COVID-19 in the County and in consultation with the local Health Department.
- Non-jury matters will be scheduled by the presiding judge based on Notice of Hearings submitted by Wednesday at 5:00 pm the week before each session. The Court will schedule hearings throughout the week in order to allow social distancing within our courtroom space.
- WebEx (virtual) hearings will be encouraged and allowed within the discretion of the presiding judge.
- A copy of all Notice of Hearings, Calendar Requests with corresponding Motion(s), shall be submitted via email to Superior Court Trial Court Coordinator, Sharon Boger at [sharon.m.boger@nccourts.org](mailto:sharon.m.boger@nccourts.org).
- The Notice of Hearings and Calendar Requests must indicate if a party is requesting a WebEx or in person hearing. If a WebEx hearing is requested, email addresses of all attorneys and parties must be included in the Notice of Hearings and Calendar Requests.
- All Notice of Hearings shall include a time estimate for that hearing and list each Motion(s) to be heard.
- The attached Notice of Motion Hearing Conducted by Remote Audio/Video form may be used [https://www.nccourts.gov/assets/documents/local-rules-forms/WebExNOH\\_ff%29.pdf?ohrtESP9.vscudd6BogGWBZ\\_enHXMeuY](https://www.nccourts.gov/assets/documents/local-rules-forms/WebExNOH_ff%29.pdf?ohrtESP9.vscudd6BogGWBZ_enHXMeuY).
- The Court will schedule the time and date based on the Notice of Hearings and Calendar Requests received and will notify the attorneys and pro se litigants electronically. The Trial Court Coordinator will publish a final weekly calendar to the NC Courts website on the Friday prior to the following week's session.
- Parties are expected to abide by the time estimates provided in the Notice of Hearings so that the schedule of hearings is followed.
- The Trial Court Coordinator or the Clerk will issue WebEx invitations to participants and serve as the WebEx host.
- Parties who object, for good cause, to a hearing being conducted in person or via WebEx must submit a written objection directly to the Trial Court Coordinator and opposing party within two (2) business days of receipt of the Notice of Hearing and Calendar Request.





- NO MATTER WILL BE SCHEDULED FOR HEARING UNTIL THE TRIAL COURT COORDINATOR RECEIVES A NOTICE OF HEARING, CALENDAR REQUEST AND A COPY OF THE MOTION(S) TO BE HEARD.
- All briefs and memorandums shall be submitted electronically to the Trial Court Coordinator, or via mail if voluminous, no later than two (2) business days prior to the hearing of the Motion.
- Wearing masks is required by all parties and attorneys in accordance with previous orders.
- Hand sanitizer is available at the entrance to all courtrooms.

*Criminal Court*

- Jury trials will commence January 25, 2021, subject to possible cancellation if deemed necessary by the Senior Resident Superior Court Judge, based on current levels of COVID-19 in the County and in consultation with the local Health Department.
- Non-jury matters will be scheduled by the District Attorney with dockets small enough to allow social distancing within our courtroom space.
- New grand jurors will be summoned and selected on February 1, 2021. Grand Jury will convene on February 2, 2021.
- Wearing masks is required by all parties and attorneys in accordance with previous orders.
- Hand sanitizer is available at the entrance to all courtrooms.



# REVISED- EFFECTIVE 2/1/2021

## COURTROOM A

(to be held in Courtroom A with overflow in Courtroom B)

<u>Time Slot</u>	<u>Attorney last name</u>
9:00 AM	Pro Se
10:30 AM	Hunt White Plunkett
11:00 AM	Doby McKinnie Monroe Overby Ray Remington Rossi Silver Stephens T. Smith D. Smith Thompson West Any other attorney with last name M-Z
11:30 AM	Barber Bluford Buchanan Craig Dawson DiLello Ector Fogarty Glidewell Holley Hughes Any other attorney with last names A-H
2:00 PM	First appearances
2:30 PM	Cox Marshall Greene Jennings Jones Kastrati Kenan Khot Any other attorney with last names I-L

# REVISED- EFFECTIVE 2/1/2021

**COURTROOM B**

(to be held in the Historic Courthouse)

<u>Time Slot</u>	<u>Attorney last name</u>
9:00 AM	Pro Se
10:00 AM	Barber
	Bluford
	Buchanan
	Craig
	Dawson
	DiLello
	Ector
	Fogarty
	Glidewell
	Holley
	Hughes
	Any other attorney with last name A-H
11:00 AM	Cox
	Jennings
	Jones
	Kastrati
	Kenan
	Khot
	Any other attorney with last name I-L
11:30 AM	Marshall
	Greene
2:00 PM	Hunt
	White
	Plunkett
2:30 PM	Doby
	McKinnie
	Monroe
	Overby
	Ray
	Rossi
	Remington
	Silver
	Stephens
	T. Smith
	D. Smith
	Thompson
	Any other attorney with last name M-Z

NORTH CAROLINA  
ALAMANCE COUNTY

IN THE GENERAL COURT OF JUSTICE  
SUPERIOR COURT DIVISION  
FILE NO: \_\_\_\_ CVS \_\_\_\_

**CALENDAR REQUEST**

\_\_\_\_\_) )  
PLAINTIFF ) )  
 ) )  
 ) )  
 ) )  
\_\_\_\_\_) )  
DEFENDANT ) )

Hearing/trial date being requested \_\_\_\_\_  
Time of hearing: \_\_\_\_\_  
Estimated Length of Hearing : \_\_\_\_\_  
Have you conferred with all parties involved? : \_\_\_\_\_  
Have all parties agreed to the requested date? : \_\_\_\_\_

Location of Hearing: Alamance County Superior Court Civil  
1 Court Square  
Graham, NC 27253

Subject Matter for Hearing (List each Motion): \_\_\_\_\_

**Nature of Hearing:**

- Motion
- Pretrial Hearing
- Default
- Other. Please explain: \_\_\_\_\_

**CERTIFICATE OF READINESS**

I hereby certify that I have on this date served this Calendar Request in the above captioned case on ALL parties: **Method of Service:**  US Postal Service  Hand Delivery

Name: \_\_\_\_\_  
 Plaintiff  Defendant  Attorney  Intervenor

\*\*Use blank space to list additional parties served\*\*

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Name: \_\_\_\_\_  
 Plaintiff  Defendant  Attorney  Intervenor

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**\*REQUIRED\* Email Address:** \_\_\_\_\_

STATE OF NORTH CAROLINA  
COUNTY OF ALAMANCE

FILE NO.

IN THE GENERAL COURT OF JUSTICE  
SUPERIOR COURT DIVISION

Name of Plaintiff

VS.

Name of Defendant

**NOTICE OF REMOTE HEARING**  
*Conducted by Remote  
Audio/Video Conferencing*

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

The Superior Court Trial Court Coordinator has assigned a date and time certain for this motion hearing which will be conducted **remotely** by audio video conferencing using by **WebEx Technology** in the above-captioned case the following:

All Counsel/parties must provide an email address to the Superior Court Trial Court Coordinator on this notice. The audio-video conferencing platform will be Cisco Webex. A Webex account is not needed to participate but it is a free application. The application may be downloaded here: <https://help.webex.com/en-us/0tow9g/Download-the-Cisco-Webex-Meetings-Desktop-App>

Instructions for joining a meeting can be found here: <https://help.webex.com/en-us/n62wi3c/Get-Started-with-Cisco-Webex-Meetings-for-Attendees> and here: <https://www.youtube.com/watch?v=ru85544RveA>.

**LIST EACH MOTION TO BE HEARD**

**DATE of Hearing:** *Counsel shall consult opposing counsel /parties before selecting a date.*

**TIME Of Hearing:** to be set by TCC and will appear on the posted calendar the Thursday before the session at [nccourts.org](http://nccourts.org) under Civil Superior Calendars

**E-mail addresses for all attendees:**

**Total time needed for hearing:**

**Information:** A motion calendar will be posted on [nccourts.org](http://nccourts.org) under Civil Calendars for Alamance County. If you have any **Superior Court** questions please contact Sharon Boger by e-mail at [Sharon.M.Boger@nccourts.org](mailto:Sharon.M.Boger@nccourts.org) or by phone at 336-570-5256.

**Place of Hearing**  
**Remote Hearing to be conducted using WEBEX Technology**

Date

Name of Attorney/Party

Address, **email** and Telephone Number

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

Date Mailed: