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STATE OF NORTH CAROLINA  
COUNTY OF BRUNSWICK  
JUDICIAL DISTRICT 13B

IN THE GENERAL COURT OF JUSTICE  
SUPERIOR COURT DIVISION

2020 MAY 13 P 1:06

**ADMINISTRATIVE ORDER**

There will be **NO** jury trials until further notice.  
Available dates for Civil Motions/Bench Trials are: June 8-12  
(Future dates will appear on calendar coversheets once determined)

**To request a hearing/bench trial via WebEx:**

1. Consult with opposing counsel/unrepresented parties to attempt to agree on a day for the hearing/trial.
2. Requesting party should obtain valid email addresses for all other parties.
3. Submit a notice of hearing and calendar request for a WebEx hearing.

If the parties cannot agree, you may notice the hearing for the day of your choice for motions, however, bench trials must be by consent.

**The notice of hearing and calendar request MUST contain:**

1. Email addresses of ALL counsel/unrepresented parties
2. The date(s) you would like to schedule the matter (if you choose more than one date the court will set the matter as scheduling permits).
3. The amount of time needed to hear the matter.

The notice of hearing and calendar request must be emailed at least five (5) working days prior to the start of the session you are requesting (unless a longer time period is required by the Rules of Civil Procedure) to Michelle Ingram [Anna.M.Ingram@nccourts.org](mailto:Anna.M.Ingram@nccourts.org) and Kristin Walsh [Kristin.C.Walsh@nccourts.org](mailto:Kristin.C.Walsh@nccourts.org), additionally, all counsel/unrepresented parties MUST be copied (DO NOT COPY THE JUDGE). With the notice of hearing, any other relevant documents should be attached electronically, as we may not have access to the physical case file. All briefs/memorandums of law are to be emailed two (2) days prior to the hearing and limited to thirty-five (35) pages (do not include full opinions of cases that are cited). For minor settlements, the GAL and minor are expected to appear for the video conference. Hard copies shall NOT be submitted.

A calendar will be published the Thursday prior to the session. Two (2) days prior to the hearing date you will receive an email to join the WebEx meeting with the time your case will be heard. Timeslots will be assigned by the court based on the time estimates provided. TIME LIMITS WILL BE ENFORCED BY THE COURT.

FURTHER INSTRUCTIONS FOR WEBEX:

- \* No party may "opt" to appear in person
- \* keep your microphone muted during the hearing unless you are speaking
- \* either call in by phone or join via computer, do not do both
- \* using earbuds/headphones will help to reduce background noise
- \* if more than one person in the same office will be signing in, they will either need to share one connection or be in separate rooms
- \* it is the responsibility of the attorney/unrepresented party to forward the WebEx invitation to any witness or other interested parties
- \* counsel and any participant is prohibited from recording any WebEx hearing

Entered in Chambers, This the 13<sup>th</sup> day of May, 2020

Jason C. Disbrow  
Senior Resident Superior Court Judge

STATE OF NORTH CAROLINA COUNTY OF BRUNSWICK <i>Name of Plaintiff</i>	File No. _____ <hr/> IN THE GENERAL COURT OF JUSTICE  <input type="checkbox"/> SUPERIOR COURT DIVISION
Vs.	<b>NOTICE OF MOTION HEARING</b> <i>Conducted by Remote Audio/Video Conferencing</i>
<i>Name of Defendant</i>	

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

A date and time certain has been assigned 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 Trial Court Coordinators's office 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-CiscoWebex-Meetings-for-Attendees> and here: <https://www.youtube.com/watch?v=ru85544RveA>.

NATURE OF MOTION

<b>Date of Hearing:</b> <i>Counsel shall consult opposing counsel /parties before selecting a date.</i>	<b>TIME Of Hearing:</b> to be set by TCC and will appear on the posted calendar the Thursday before the session at <a href="http://nccourts.org">nccourts.org</a> under Civil Superior Calendars	<b>Total time needed for the hearing</b>
<b>Information:</b> <i>A motion calendar will be posted on <a href="http://nccourts.org">nccourts.org</a> under Civil Calendars for Brunswick County. If you have any Superior Court questions please contact Michelle Ingram by email at : <a href="mailto:Anna.M.Ingram@nccourts.org">Anna.M.Ingram@nccourts.org</a></i>		<b>Place of Hearing</b> <b>Remote Hearing to be conducted using WEBEX Technology</b>
<i>Date</i>	<i>Name of Attorney/Party</i>	<i>Address, email and Telephone Number</i>

Electronic copies of this Calendar request have been provided to the Trial Court Coordinator and served on the following:

Date Mailed: \_\_\_\_\_

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