

## **CIVIL DISTRICT COURT MOTIONS**

### **Important HEARING INFORMATION for YOU!!**

On the date of your motion hearing, the judge will call the calendar (list of all cases) at 9:00 a.m. via WebEx at the following location:

- Wake County Courtroom 9C Personal Room: Meeting ID# 126 492 0712**

**You do not need a WebEx account to participate in calendar call or a hearing. You will need 1) a computer with a camera, or 2) a cell phone or tablet and the WebEx App. You will also need an internet connection. You will ONLY need the WebEx App if you are using a cell phone or tablet. The personal meeting room can be accessed by going to [www.WebEx.com](http://www.WebEx.com) and selecting the “JOIN” tab. In the box provided, type in the meeting ID number listed above. Make sure your video and audio are working properly before selecting “Join the Meeting.” Mute your microphone until your case is called for hearing.**

If you are unable to connect to the internet, or you do not have the ability to access WebEx, you must appear in person in Courtroom 9C at the Wake County Courthouse, 316 Fayetteville Street, in downtown Raleigh at 9:00 a.m. on the court date.

The virtual courtroom will be open at approximately 8:45 a.m. so you can test audio and video connections. Calendar call will start promptly at 9:00 a.m.

### **MOTIONS**

Unless you have good cause to object to the hearing being done virtually, your case will be heard remotely (virtually) via WebEx.

Objections to a remote motion hearing may be made in advance of the hearing by emailing the District Court TCC via email at ([wake.civildistrict@nccourts.org](mailto:wake.civildistrict@nccourts.org)) at least two business days in advance of the hearing. You must also email the opposing party/attorney. If the written objection is submitted any way other than email, it will not be considered by the presiding judge, until the date of the hearing. Oral objections may be made on the date of hearing. If you object for good cause, the presiding judge may require you to appear in person at 2:00 p.m.

All proposed orders, affidavits, briefs, and memorandums should be filed through File & Serve and served on the opposing party/attorney in accordance with the Rules of Civil Procedure and the Local Civil Rules for District Court Tenth Judicial District, except that Self-Represented litigants may file these documents in person at the courthouse. Attorneys or Self-Represented litigants who wish to submit other exhibits should email the District Court TCC at [wake.civildistrict@nccourts.org](mailto:wake.civildistrict@nccourts.org) and request a Liquid Files link. You will be given instructions for uploading your exhibits using Liquid Files. All exhibits must be emailed to the opposing party/attorney at least 5 days in advance of the hearing.

**Failure to Appear:** If you do not log in to the WebEx calendar call or you do not appear in court at 9:00 a.m., and you are the moving party, your case will be dismissed for failure to prosecute. If you are the non-moving party, and you do not log in to the WebEx calendar call or you do not appear in court, the case will proceed without you.