

STATE OF NORTH CAROLINA    IN THE GENERAL COURT OF JUSTICE  
COUNTY OF GUILFORD        FILED    SUPERIOR COURT DIVISION

20-R- 614

2020 AUG 27 P 1:51

IN RE: THE SCHEDULING AND HOLDING OF CIVIL SUPERIOR COURT MOTIONS, AND OTHER MATTERS NORMALLY SCHEDULED FOR HEARING IN COURTROOM BY AUDIO-VIDEO CONFERENCE

GUILFORD CO., C.S.C.

ADMINISTRATIVE ORDER

THIS ADMINISTRATIVE ORDER is being entered to ensure the fair and proper administration of justice and to mitigate the disruption to the orderly operation of the Courts in the Eighteenth Judicial District caused by COVID-19. The undersigned Senior Resident Superior Court Judge enters this Administrative Order pursuant to N.C.G.S. §7A-39 and the inherent authority of the court.

On April 2, 2020 Chief Justice Beasley entered an updated order pursuant to G.S. 7A-39(b)(2) declaring that catastrophic conditions exist in all North Carolina counties due to the Coronavirus Pandemic. The order directs local court officials to schedule or reschedule all superior and district court proceedings for a date no sooner than June 1, 2020 unless the proceeding can be conducted remotely. It authorizes proceedings to be conducted remotely by audio and video transmissions.

WHEREFORE, IT IS HEREBY ORDERED ADJUDGED AND DECREED, effective September 8, 2020 and through the December 14, 2020 session, unless repealed, replaced, or rescinded by another applicable order, all civil motions normally scheduled in Guilford County Civil Superior Court shall be conducted by audio-video conferencing. Before or after December 14, 2020 session audio-video conferencing will be reevaluated to see if it needs to be extended until 2021.

IT IS FURTHER ORDERED THAT THE FOLLOWING PROCEDURE BE USED TO SCHEDULE AND CONDUCT THE AUDIO-VIDEO CONFERENCES:

The audio-video conferencing will be conducted via Cisco WebEx. A WebEx account is not needed to participate. The application may be downloaded here: <https://help.webex.com/en-us0tow9g/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>.

Motions shall be heard on any day of our regular court sessions by audio-video conference only. Prior to scheduling a hearing, the moving party shall consult with and have the agreement of the opposing party as to date unless the opposing party has not entered an appearance in the case (i.e. default judgment motions). No party may “opt” to appear in person. If an opposing party or counsel refuse to communicate regarding the date and time the moving party shall set the hearing and the opposing party shall submit any objection to the hearing no later than two (2) days before the hearing to the Trial Court Coordinators (TCC) at [Brittany.R.Robinson@nccourts.org](mailto:Brittany.R.Robinson@nccourts.org) (Greensboro cases) and [Wendy.J.Stuart@nccourts.org](mailto:Wendy.J.Stuart@nccourts.org) (High Point cases).

All briefs, memorandum of law, or affidavits shall be delivered to opposing counsel/party and emailed to the Trial Court Coordinators (see above for the email) in the respective city no later than the Thursday before the hearing the following week.

Parties may schedule a remote hearing by completing the Request to Calendar using our local form (**See attached Request to Calendar Form GCRC-01**) and emailing to the Trial Court Coordinators (see above for the email) in the respective city.

A motions calendar will be posted the Thursday prior to the session on [www.nccourts.org](http://www.nccourts.org) under Guilford County Civil calendars. Your specific time for your hearing will be noted on the posted calendar. Time limits will be strictly adhered to by the presiding judge.

In Accordance with Section 18 of Article I of the Constitution of North Carolina these proceedings are open to the public. Any individual interested in viewing the proceedings may do so by contacting [Brittany.R.Robinson@nccourts.org](mailto:Brittany.R.Robinson@nccourts.org) (Greensboro cases) or [Wendy.J.Stuart@nccourts.org](mailto:Wendy.J.Stuart@nccourts.org) (High Point cases) for a link to the proceedings.

No one other than named litigants, attorneys of record, attorneys seeking *pro hac vice* admission, or attorneys representing individuals moving to intervene or quash subpoenas will be allowed to participate in the video conference. However, an invited participant may forward the invitation to others, including clients, associates, paralegals, administrative assistants, witnesses, etc.

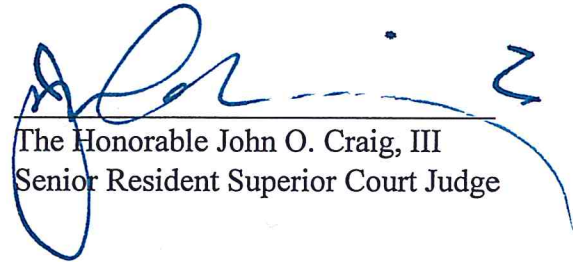
All hearing participants who did not receive a direct invitation from the court shall have their microphones muted unless directed otherwise by the presiding judge.

The Trial Court Coordinators in each of the respective cities will schedule the hearings, issue WebEx invitations to participants by 5:00pm on the Thursday of the week before the scheduled

video hearing, serve as WebEx host and provide the judge, clerk and court reporter with weekly calendars.

If evidence is tendered and received the offering party shall send a copy to the clerk as instructed by the presiding judge.

This the 27<sup>th</sup> day of August 2020 and effective the 8<sup>th</sup> day of September 2020.



The Honorable John O. Craig, III  
Senior Resident Superior Court Judge

**GUILFORD COUNTY SUPERIOR COURT  
REQUEST TO CALENDAR**

**GREENSBORO** [ ]  
**HIGH POINT** [ ]

Case Number: \_\_\_\_\_ [ ] CVS [ ] E [ ] SP \_\_\_\_\_

\_\_\_\_\_  
**Plaintiff**

**Est time:** \_\_\_\_\_  
**(Please Note, WebEx Hearings will be limited to the time frame listed.)**

**VS.**

\_\_\_\_\_  
**Defendant**

**Please Select Hearing Preference:** \_\_\_\_\_ AM  
\_\_\_\_\_ PM

**Week you are requesting:** \_\_\_\_\_  
**(Subject to Available Court Time)**

**Trials:** [ ] Jury [ ] Non-Jury

**Courtroom:** [ ] 3H [ ] 3G

**HIGH POINT:** [ ] WASHINGTON COURTROOM 434

**\*\*\*ALL MOTIONS WILL BE HEARD VIA WEBEX BEGINNING SEPTEMBER 2020\*\*\***

**Motions:** List each motion below:

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

<p align="center"><b>CERTIFICATE OF SERVICE</b></p> <p>This is to certify that the undersigned has this date served this pleading upon all other parties to this cause by:</p> <p>[ ] depositing a copy enclosed in a postpaid, properly addressed wrapper in a post office or official depository under the exclusive care and custody of the United States Postal Service, [ ] handing it to the attorney or to the party, [ ] leaving it at the attorney's office with a partner or employee, [ ] sending it to the attorney's office by a confirmed telefacsimile transmittal for receipt by 5:00 P.M. Eastern Time on a regular business day, as evidenced by a telefacsimile receipt confirmation, [ ] having the Sheriff serve the parties.</p> <p>_____ [Date of service]</p>	<p><b>Print or type your name:</b></p> <p><b>State Bar Number:</b></p> <p><b>Sign your name:</b></p> <p><b>Email Address:</b></p> <p><b>Address:</b></p> <p><b>Telephone Number:</b></p> <p>Are you the: [ ] Plaintiff [ ] Defendant [ ] Unnamed Defendant</p>
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<b>LIST BELOW THE NAMES AND ADDRESSES OF THOSE SERVED:</b>	
<b>NAME:</b>	<b>ATTORNEY FOR:</b>
<b>ADDRESS:</b>	
<b>EMAIL ADDRESS(Required):</b>	
<b>NAME:</b>	<b>ATTORNEY FOR:</b>
<b>ADDRESS:</b>	
<b>EMAIL ADDRESS(Required):</b>	

Having a WebEx Account is not required to join a meeting, but here is the optional link to download the WebEx Application:  
<https://www.webex.com/downloads.html>

*\*All counsel/parties have a continuing obligation to notify this office of any correction/addition/deletion of counsel information.*