

FILED
DATE: July 30, 2024
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WAKE COUNTY
CLERK OF SUPERIOR COURT
BY: T. ONeal

24R000573-910

NORTH CAROLINA

IN THE GENERAL COURT OF JUSTICE
SUPERIOR COURT DIVISION

WAKE COUNTY

in Re:

FILING BRIEFS AND MEMORANDA
WITH THE COURT

**ADMINISTRATIVE
ORDER**

Under authority of Rule 2 of the General Rules of Practice for the Superior and District Courts, the undersigned enters this Administrative Order to establish continuity in the submission of briefs and memoranda to this Court, and to comply with amended Rule 5(d) of the North Carolina Rules of Civil Procedure.

IT IS HEREBY ORDERED that:

1. The 10th Judicial District Policy for Filing Briefs and Memoranda in Civil Superior Court Actions, attached hereto, is adopted as an Order of the Superior Court of the 10th Judicial District.
2. The 10th Judicial District Policy for Filing Briefs and Memoranda in Civil Superior Court Actions shall be effective August 5, 2024.
3. This Administrative Order shall remain in effect until such time as it is modified or withdrawn by subsequent Administrative Order.

Entered this the 30th day of July 2024.



The Honorable Paul C. Ridgeway
Senior Resident Superior Court Judge

10th Judicial District Policy for Filing Briefs and Memoranda in Civil Superior Court Actions

All briefs and memoranda provided to the court *shall be filed electronically through eFile (File & Serve)*. A person who is not represented by an attorney is encouraged to file briefs and memoranda electronically but may also file these documents with the Clerk of Superior Court. *All briefs and memoranda shall be filed no later than 5:00 p.m. ET two business days prior to the hearing.*

- **Filing Code:** Briefs and Memoranda [*this code will be available in eFile on Aug. 5*]¹
- **Document Name:** The saved document name should follow the Judicial Branch [Document Naming Standards for File & Serve Filers](#) (e.g., “Plaintiff Brief Supporting Summary Judgment.pdf” – possessives should be avoided). Failure to accurately name your documents may result in delay and/or continuance of your hearing.
- **Filing Description:** Must *precisely describe* the document being filed. Filers are encouraged to use the document name as the Filing Description (e.g., “Plaintiff Brief Supporting Summary Judgment,” not “Plaintiff’s Brief”).
- **Single Document:** Briefs, memoranda, *and all attachments must be submitted as a single pdf document*. Do not submit attachments as separate documents or in separate filing envelopes.
 - **Exception:** If a document exceeds the file size limitations for eFile (File & Serve) of 26.21 MB per individual file or 36.7 MB per envelope, the document may be split into multiple documents, in which case each Filing Description and document name should also reflect the total number of parts (e.g., “Part 1 of 2 Plaintiff Brief Supporting Summary Judgment,” “Part 2 of 2 Plaintiff Brief Supporting Summary Judgment,” etc.)
- **Attachments:**
 - Include a cover page or numbered sticker on the first page of *each attachment*.
 - For filings with more than two attachments, include an index or table of contents.
 - Note the distinction between attachments and *trial exhibits, which shall not be eFiled or submitted to the Court without judicial approval.*
- **Redaction:** Any brief, memorandum, attachment, or other document submitted to the Court must comply with the applicable redaction requirements, including those concerning personal identifying information set forth in N.C. Gen. Stat. § 132-1.10(d).
- **Do Not:**
 - Submit duplicate pleadings, affidavits, or motions already filed with the Court.
 - Email, mail, deliver, or otherwise submit duplicates or hard copies to court staff and judges, unless specifically requested by the presiding judge.

¹ Upon acceptance of the filing by the clerk, the document will be added by the clerk to the docketable case event ‘Briefs and Memorandum.’