

NORTH CAROLINA  
16<sup>th</sup> JUDICIAL DISTRICT  
DURHAM COUNTY

IN THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION  
FILE NO. \_\_\_\_\_ -CVD- \_\_\_\_\_

_____	Plaintiff(s),
v.	
_____	Defendant(s),

**NOTICE TO ATTEND  
Orientation & Parenting Apart Class  
via video conference**

A copy of this form MUST be sent by the Moving Party to the Responding Party and shall operate as both/all Parties' Notice to Attend

**PLEASE TAKE NOTICE** that Pursuant to N.C.G.S. §50-13.1 and Chapter 237, Section 17.16 of the 1999 Session Laws,  YOU ARE HEREBY ORDERED TO COMPLETE "Orientation & Parenting Apart Class" on:

**THURSDAY, \_\_\_\_\_, 20\_\_\_\_ at 11:00 AM**

The above Orientation/Class is **TWO (2) hours long** and conducted via video conference using Zoom, an internet-based video conferencing tool. **To attend, please follow these steps:**

- Step 1.** Before the above date, complete the "TO DO" tasks listed below
- Step 2.** On the above date, go to the following web address (before 11AM):  
<https://nccourts.zoom.us>
- Step 3.** Select "JOIN MEETING"
- Step 4.** Enter this Meeting ID: 9157362366

**CLASS REQUIREMENTS:**

- 1. Both** video and audio presence are required. If you wish to connect using two separate devices (one for audio, one for video), you may dial in for the audio connection by calling (301) 715-8592 or (312) 626-6799; *Enter meeting ID: 9157362366*
- Participants must be in a private setting without others present, and may not be driving, caring for children, or doing other/work tasks during the class.
- Sign-In begins at 10:40 AM and ends promptly at 11:00 AM. You will not be able to join the meeting after 11:00 AM. If you miss Orientation due to signing in late, please email us at: [Dist16.custodymediation@nccourts.org](mailto:Dist16.custodymediation@nccourts.org)

**TO DO BEFORE ORIENTATION/CLASS:**

*(EMAIL US IF YOU WANT US TO EMAIL YOU THE "TO DO" LIST BELOW)*

- 1. Complete and Return the Custody Mediation Intake Form**, found at:  
<https://www.nccourts.gov/documents/forms/custody-mediation-intake-form>  
Once complete, return the above Intake Form to us by EMAIL:  
[Dist16.custodymediation@nccourts.org](mailto:Dist16.custodymediation@nccourts.org) OR FAX: 919-808-3045 *(see next page →)*

2. **Complete the Parenting Apart Class Intake/Verification Questions**, found at: <https://www.nccourts.gov/form/parent-education-presentation-verification>

*Note:* after answering the questions, you will receive an email verifying that your answers were submitted.

**QUESTIONS?** *Email us or call us using the contact info on this form. After you have completed the above tasks, we will email you some additional information.*

**Why am I receiving this Notice?** In North Carolina, parties with a domestic case are referred to the Custody Mediation Program, which requires attending this Orientation and Parenting Apart Class.

**What happens during the Orientation/Class?** You (and others in attendance) will receive information about the Custody Mediation process and the impact of parental conflict on children. On a later date, you and the other party/parties in your case will have a mandatory mediation session. Mediation offers the chance to create a workable parenting plan with the assistance of a neutral professional mediator. If an agreement is reached, courtroom hearings can be avoided.

**What if I received this Notice to Attend *after* the scheduled date?** Please email us at: [Dist16.custodymediation@nccourts.org](mailto:Dist16.custodymediation@nccourts.org) or call (919) 808-3025 to let us know and reschedule.

**What if I have safety concerns or an order of protection?** Please contact either (919) 808-3025 or (919) 808-3225 to discuss safety concerns and/or protective orders as they relate to this orientation/class or mediation. If there is an existing Protective Order, please notify us.

**Is the mediation requirement ever waived?** Sometimes. Mediation may not be appropriate in all cases and is occasionally waived. If you wish to seek a waiver, you may choose to file a “Motion and Order to Waive Custody Mediation” (FORM AOC-CV-632), which can be found at [www.nccourts.gov](http://www.nccourts.gov) or obtained in the Family Court Suite (Suite 6500).

**Do I have to attend?** Yes, unless formally waived by the Court. Failure to attend may ultimately result in the contempt powers of the Court, including SANCTIONS and/or FINES.

### CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of this Notice has been served in the following manner:

- by Sheriff’s Service     by hand delivery to:
- by depositing a copy thereof in the U.S. mail in a properly addressed, postpaid envelope to:

**AND, a copy of this document has been provided to FAMILY COURT, 16th Judicial District, Suite 6500, 6<sup>th</sup> Floor, Durham County Courthouse, 510 South Dillard Street, Durham, North Carolina 27701.**

This is the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_  
*Signature of Moving Party/Attorney, FC Staff, or Mediator*