

To: Cumberland County Bar

All associated with the Cumberland County Court System

Fr: Toni S. King, Chief District Court Judge

Re: District Court Operations

The following operations have been construed with the input and recommendations from the District Attorney, Clerk of Court, District Court Judges and private bar members. The following may be modified, as needed to comply with the CDC guidelines and other directives from higher authority.

TRAFFIC-CRIMINAL COURTS

Monday – Thursday

Courtrooms 2A & 2C – will operate AM/PM sessions 9:00am/1:30pm -The clerks will attempt to schedule private bar cases for the morning session and Public Defender and Pro Se cases for the afternoon session.

•**AM cases and docket will be in the designated courtrooms. The clerk will maintain the PM cases in the affidavit room across from the transportation office.** Attorneys/DAs may have the cases pulled if there is no conflict with notice to witnesses and approval of the judge.

Courtroom 2B – DAs office will pre-screen Felonies and continue cases ahead of time where discovery is not available or the cases is going to Grand Jury.

Screening times for cases – 9:00am-Private Bar and 11:00am – PDs/Pro Se

•This courtroom will continue to shutdown by 1:30pm to allow for a lunch hour and for the judge to get to CCDC for afternoon court.

FRIDAY

Courtroom 2A – will continue to be heard in the AM session as normal. PM session may be set if social distancing becomes an issue.

Courtroom 2B – *Probation Court* will begin at 9:00am- 15 cases per hour and shutdown by 1:30pm

Courtroom 2C – *TAC Court* – Cases will be set for 9:00am and 11:00am by the officer

CALLED-FAILED – JUDGES' ADD-ON CASES

Defendant must be in line to add on their cases through the District Court Judges office Room 211 before 8:30am. Defendants will be directed to go to the Grand Jury Room at 10am to

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discuss their cases with an ADA. Any defendants with orders for arrests will be taken to a courtroom to be addressed by the judge presiding.

- Some traffic/criminal cases may be scheduled via WEBEx while it is approved by AOC and the appropriate documents and waivers executed and filed with prior approval of the judge

CUMBERLAND COUNTY DETENTION COURT

Monday – Friday – Court will operate at 2:30pm in person

- Domestic Violence 1st Appearance Bond hearings (in jail) will be heard at CCDC.

DOMESTIC COURTS

Courtroom 3A

- **Temporary Custody/ 50Bs-50Cs hearings**– will be set according to time slots and resume normal operations
- **Criminal DV charges** will be set in time slots and those with civil matters will be set for the same time slots when it is brought to the Court's attention
- **50B DVPO/50CS filings** – Will continue to be processed through e-filing.

Courtroom 3D, 3E

- All cases will be set according to time slots and resume normal operations.
- *All Counsel should submit their case status sheets by the due dates set by the domestic relations office.

Courtroom 3D- Friday

Temporary Child Support/Withdrawals/Calendar Calls

- Calendar Call - Attorneys may appear in person if social distancing is followed and may be held via WEBEx while approved by AOC.
- Child Support - Attorneys with stipulations on child support and withdrawals can appear by WEBEx. Any contested child support/withdrawal matters will require attorneys to appear in person in Courtroom 3D unless the presiding judge approves otherwise.

***WEBEx may be used for some cases while approved by AOC with prior judge approval and by filling out the required request forms.**

CIVIL DISTRICT COURT

Monday - Friday

- All summary ejectment matters will be heard in accordance with the Governor's orders, NC Supreme Court Orders, and applicable Federal Laws.
- Motions and other issues for trial will be scheduled to be heard by the District Court trial court coordinator
- Jury Trials in civil district court will resume as provided in the 12th Judicial District Jury Trial Resumption Plan.
- If all parties stipulate to a reduced number of jurors, please contact the District Court TCC (Shannon.S.Callis@nccourts.org).
- If all parties consent to waive a trial by jury, please notify the District Court TCC (Shannon.S.Callis@nccourts.org) so that she may set your matter for a bench trial to avoid further delays caused by the impact of COVID-19 on the court system.
- Bench Trials will resume as calendared. All attorneys, parties and witnesses must appear in person for the trial unless specifically ordered otherwise by the Presiding Judge.
- District Court Arbitrations will resume on February 1, 2021.

***WEBEx may be used while approved by AOC in the discretion of the assigned judge**

ABUSE, NEGLECT AND DEPENDENCY COURT

- **Courtroom 206 and Courtroom 4C** – Cases will be set according to time slots for each courtroom.
- **Juvenile Secures** – Tuesday/Thursday in 4C at 2pm
- **Calendar Call** – will be held according to the schedule distributed by the District Court Judges' Office.

*All counsel are to submit their status sheets by the due date set by the Juvenile Case Manager

***WEBEx may be used while approved in the discretion of the assigned judge**

JUVENILE DELINQUENCY COURT

- **Courtroom 4C** – Cases will be set according to time slots
 - **DSS Non-secures** – Monday/Wednesday in 4C at 2pm
- *WEBEX may be used while approved in the discretion of the assigned judge**

CHILD SUPPORT ENFORCEMENT COURT

- Wednesday-Thursday - Courtrooms 118 will resume normal operations and cases will be set according to time slots

INVOLUNTARY COMMITMENT HEARINGS

- Cape Fear Valley Hospital Rehabilitation Building –Tuesday/Friday - Court will continue to be heard in person under normal operations beginning at 8:30am

MAGISTRATES CIVIL COURT

- All summary ejectment proceedings are stayed until after January 31, 2021 and will resume hearings in accordance with any Governor’s orders, NC Supreme Court Orders and applicable Federal Laws
- Cases are being scheduled according to time slots and will resume normal operations

MAGISTRATES’ OFFICES

Cumberland County Detention Center Magistrate’s Office

- Magistrate’s Court located at the Cumberland County Detention Center is open 24/7/365
- All proceedings will continue as normal for probable cause-arrest, IVC, Initial appearance, after hours 50Bs/50Cs

- If you have questions or are unable to come to the courthouse for any reason relating to COVID-19, you may email a request for a continuance for District Court matters to the following individuals:

Domestic/Criminal Traffic/Juvenile and DSS matters/Civil Matters
Sanya Eller – Sanya.t.eller@nccourts.org – Family Court Administrator
District Court Judges Office Number: 910-475-3012

Domestic Division

- Bobbi Mattocks - bobbi.l.mattocks@nccourts.org
- Amber Hayes -Amber.Hayes@nccourts.org
- Ramona McNeill – Ramona.M.McNeill@nccourts.org
- Malik Davis – Malik.W.Davis@nccourts.org
- Bobbi Mason – Bobbi.K.Mason@nccourts.org

Juvenile/DSS Matters

- Daisy Thorne – daisie.thorne@nccourts.org – Juvenile/DSS Matters Sanya Eller – Sanya.t.eller@nccourts.org – Family Court Coordinator

Civil Matters

Shannon Callis – Shannon.S.Callis@nccourts.org - civil matters

Ellen Hancox – Ellen.B.Hancox@nccourts.org – Trial Court Administrator

Magistrate Matters

J. Howard Miller – J.Howard.Miller@nccourts.org – Chief Magistrate

*Include your case number and case name in the subject line and send a copy of the email to opposing party. Medical documentation may be required and the final decision remains with the judge.

The Cumberland County District Courts are committed to our oath and duties as court officers and also to providing safeguards to citizens entering our courts.

Attorneys are encouraged not to have clients appear in court, if their appearances are not required pursuant to statute and/or not mandated as essential by the court.

Please stay home and seek medical care if you are not feeling well and/or are exhibiting symptoms that could be COVID-19 related.