

\_\_\_\_\_ County

In The General Court Of Justice

District  Superior Court Division

Attorney	State Bar No.
Address	
Telephone number	
Email	

# SECURED LEAVE NOTICE

*Rule 26 of the General Rules of Practice  
for the Superior and District Courts*

## STATEMENT OF ATTORNEY

I hereby certify that the secured leave period designated below is not being designated for the purpose of delaying, hindering or interfering with the timely disposition of any matter in any pending action or proceeding.

I further certify that no action or proceeding in which I have entered an appearance has been scheduled peremptorily or noticed for trial, hearing, deposition or other proceeding during the designated leave period.

## DESIGNATED SECURED DATES

Week 1	Week 2	Week 3
--------	--------	--------

*Family Leave within 24 weeks of birth or adoption*

Indicate any previously designated Secured Leave periods during the current calendar year that have previously been designated pursuant to Rule 26 of the General Rules of Practice for the Superior and District Courts.

Week 1	Week 2	Previous # of Family Leave Periods
--------	--------	------------------------------------

**This Secured Leave notification must be served no later than ninety (90) days before the beginning of the secured leave period and before any trial, hearing, deposition, or other regularly scheduled matter, peremptorily set or noticed for a time during the designated leave period.**

*The attorney of record must serve a copy of this form to District Attorney (if criminal), Chief District Court Judge (if in DC), Senior Resident Superior Court Judge (if in SC), and Clerk of Superior Court (if SP, E, or Juvenile).*

## CERTIFICATE OF SERVICE

This is to certify that the undersigned has, on this date, served this Notice upon the following persons by EMAILING or FAXING a copy to their business office:

- Senior Resident Superior Court Judge (District 5) [dist05.secureleave@nccourts.org](mailto:dist05.secureleave@nccourts.org)
- Chief District Court Judge (District 5) [dist05.secureleave@nccourts.org](mailto:dist05.secureleave@nccourts.org)
- District Attorney (District 5)
- Clerk of Superior Court (Onslow)
- Clerk of Superior Court (Duplin)
- Clerk of Superior Court (Sampson)
- Clerk of Superior Court (Jones)

Date	Signature
------	-----------

**NOTICE TO ATTORNEY:** *Should any matter be set during your Secured Leave Period, you are required to serve notice on the official specified in Rule 26(e) of the General Rules of Practice for the Superior and District Courts and the parties of record in the matter. This notice shall contain the following: (1) a copy of this form, (2) case name and number and (3) certificate of service.*