



DESIGNATION PROCEDURE FOR MANDATORY COMPLEX BUSINESS CASES

January 3, 2023

- I. Timing and Contents: see N.C.G.S. § 7A-45.4.
 - II. Where and How to Send: see N.C.G.S. § 7A-45.4(c).
 - a. Address a single email to:
 - i. NOD.intake@ncbusinesscourt.net (this designated email address provides effective service on the Chief Justice of the Supreme Court of North Carolina and the Chief Business Court Judge), and
 - ii. All counsel of record.
 - b. Prepare the Notice of Designation (“NOD”); each supporting document; and any filing made in the case to date as a separate PDF file with a document-descriptive file name, which includes the date of filing. Provide an index of your NOD submission.
 - i. File the NOD with the Clerk of Superior Court in the county in which the case has been filed, and contemporaneously serve the Court pursuant to N.C.G.S. § 7A-45.4(c).
 - i. As soon as possible after filing with the Clerk of Superior Court, provide the Court a *file-stamped copy* of your NOD and the pleading upon which it is based. The file-stamped copies are to assist the Court in ascertaining your NOD’s timeliness pursuant to N.C.G.S. § 7A-45.4(d).
 - ii. To the extent practicable, avoid multiple emails by sending your NOD as a single email. If your attachments exceed 150 MB, utilize a zip file, share via your LiquidFiles file-sharing service account, or send as multiple emails. Please be aware that the Administrative Office of Courts now blocks employee access to file-sharing sites other than LiquidFiles.
 - iii. Include a statement in your email submission attesting that in all the included filings, not currently under seal pursuant to court order, personal identifying information such as social security numbers, business tax IDs, or bank account numbers, has been redacted.
- III. Filing fee: see N.C.G.S. § 7A-305.