
TABLE OF CONTENTS

<i>Author Biographies</i>	vii
<i>Author Dedications</i>	ix
<i>Introduction</i>	xi
Chapter 1 – INTERPERSONAL TOPICS	1
Managing Other Staff Members.....	3
Interacting with Courthouse Staff, Judiciary & Opposing Counsel.....	3
Communicating Effectively with Unhappy Clients.....	5
Dealing with <i>pro se</i> Opposing Parties.....	8
How NOT to Practice Law.....	8
Chapter 2 – BASIC SKILLS & TASKS	11
Multitasking.....	13
Tracking Billable Hours.....	14
Answering Calls & Scheduling Consultations.....	15
Consultation Scheduling Guidelines.....	17
Managing Office Deadlines.....	18
Sample Documents.....	19
Initial Call Information Sheet.....	21
Consultation Follow-Up Notes.....	23
New Client Information Sheet.....	25
Chapter 3 – CLIENT FILES	27
Initial File Setup.....	29
File Organization.....	29
Creating a Paper Trail.....	31
Document Tracking & Inventory.....	31
Sample Document Tracking Spreadsheet.....	32
Closing Out a File.....	33
Chapter 4 – FORMS: FAMILY COURT, COUNTY & AOC	35
Family Court in North Carolina.....	37
Local Rules & Forms.....	37
AOC Forms: Non-County Specific.....	38
<i>See Table of Resources for specific forms.</i>	
Chapter 5 – DRAFTING & FILING DOCUMENTS	135
Drafting Pleadings & Motions.....	137

Drafting Orders & Judgments.....	138
Qualified Domestic Relations Order.....	139
Filing Documents with the Clerk.....	140
Courthouse Filing – Helpful Hints.....	141
Chapter 6 – SERVING A LAWSUIT.....	143
Methods of Service.....	145
Serving Documents Filed after Complaint.....	147
Chapter 7 – CIVIL ACTION DEADLINES.....	149
Calculating Deadlines – Helpful Hints.....	151
Extensions of Time.....	151
Order Procedures & Deadlines Chart.....	152
Chapter 8 – DISCOVERY.....	155
Components of the Discovery Phase.....	157
Depositions.....	157
Interrogatories.....	158
Request for Production of Documents, Things & Electronically- Stored Information; Request for Entry Upon Land.....	158
Request for Admissions.....	159
Response Deadlines.....	159
Supplementing/Amending Responses.....	159
Chapter 9 – FINANCIAL DOCUMENTS & CALCULATIONS.....	161
Financial Affidavits.....	163
Equitable Distribution Inventory Affidavit.....	164
Equitable Distribution Mediation Spreadsheet.....	165
Sample Spreadsheet.....	168
Calculating Child Support.....	167
Chapter 10 – SUBPOENAS.....	169
Preparing a Subpoena.....	171
Issuing a Subpoena.....	171
Serving a Subpoena.....	172
Affidavit of Service.....	172
Notice of Receipt of Materials.....	172
Subpoena, AOC-G-100.....	173
Chapter 11 – TRIAL/MEDIATION PREPARATION & FOLLOW-UP.....	175
Suggested Trial Preparation Procedures.....	177
Obtaining Necessary Documentation.....	178

Trial/Mediation Preparation & Follow-Up Checklist.....	179
Trial Notebook Checklist.....	181
Sample Questionnaires.....	187
Index	209

TABLE OF RESOURCES

SAMPLES

Initial Call Information Sheet.....	21
Consultation Follow-Up Notes.....	23
New Client Information Sheet.....	25
Sample Questionnaires.....	187

PREPARATORY TOOLS

Order Procedures & Deadlines Chart.....	152
Trial/Mediation Preparation & Follow-Up Checklist.....	179
Trial Notebook Checklist.....	181

AOC FORMS

General

Civil Summons, AOC-CV-100.....	41
Domestic Civil Action Cover Sheet, AOC-CV-750.....	43
General Civil Action Cover Sheet, AOC-CV-751.....	45
Subpoena, AOC-G-100.....	173
Servicemembers Civil Relief Act Affidavit, AOC-G-250.....	47

Child Support

Child Support Cover Sheet (Non IV-D Cases), AOC-CV-640.....	49
Certification of Identity for Child Support Cases, AOC-CV-645.....	51
Motion and Order to Show Cause for Failure to Comply With Order in Child Support Action, AOC-CV-601.....	53
Motion to Withhold Wages to Enforce Child Support, AOC-CV-616.....	55
Order to Withhold Wages to Enforce Child Support, AOC-CV-618.....	57
Worksheet A – Child Support Obligation Primary Custody, AOC-CV-627.....	59
Worksheet B – Child Support Obligation Joint or Shared Physical Custody, AOC-CV-628...61	
Worksheet C – Child Support Obligation Split Custody, AOC-CV-629.....	63
North Carolina Child Support Guidelines (Guidelines for AOC-CV-627, AOC-CV-628 and AOC-CV-629), AOC-A-162.....	65

Domestic Violence

Complaint and Motion for Domestic Violence Protective Order, AOC-CV-303.....	83
Instructions for Domestic Violence Forms, AOC-CV-303 I.....	87
<i>Ex Parte</i> Domestic Violence Order of Protection, AOC-CV-304.....	89
Notice of Hearing on Domestic Violence Protective Order, AOC-CV-305.....	95
Domestic Violence Order of Protection [] Consent Order, AOC-CV-306.....	97
Motion for Order to Show Cause Domestic Violence Protective Order, AOC-CV-307.....	103
Order to Appear and Show Cause for Failure to Comply with Domestic Violence Protective Order, AOC-CV-308.....	105
Contempt Order Domestic Violence Protective Order, AOC-CV-309.....	107
Identifying Information About Defendant Domestic Violence Action, AOC-CV-312.....	109
Motion to Renew or Set Aside Domestic Violence Protective Order Notice of Hearing, AOC-CV-313.....	111
Order Renewing Domestic Violence Protective Order (Side One) / Order Setting Aside Domestic Violence Protective Order (Side Two), AOC-CV-314.....	113
Request and Affidavit to Register and Registration of Out-of-State Domestic Violence Protective Order, AOC-CV-315.....	115
Order Continuing Domestic Violence Hearing and <i>Ex Parte</i> Order, AOC-CV-316.....	117
Civil Summons Domestic Violence Summons, AOC-CV-317.....	119
Application and Order to Appoint Guardian ad Litem in Action for Domestic Violence Protective Order, AOC-CV-318.....	121
Motion for Return of Weapons Surrendered Under Domestic Violence Protective Order and Notice of Hearing, AOC-CV-319.....	123
Order Upon Motion to Return Weapons Surrendered Under Domestic Violence Protective Order, AOC-CV-320.....	127
Motion and Notice of Hearing for Disposal of Weapons Surrendered Under Domestic Violence, AOC-CV-321.....	129
Order Upon Motion for Disposal of Weapons Surrendered Under Domestic Violence Protective Order, AOC-CV-322.....	131
Order Dismissing Complaint for Domestic Violence Protective Order for Failure to Prosecute, AOC-CV-325.....	133

All official court forms are reproduced by permission of the North Carolina Administrative Office of the Courts. Each form was current as of the date appearing in the lower left corner of Side One of the form, but is subject to ongoing revision and may not still be current at the time you use this publication.