

# Odyssey Tips and Tricks for Judges

Judge Jena Culler

# Odyssey (now Enterprise Justice) has rolled out to more than half of the state's districts

Whether you have been using Odyssey for a while or are awaiting your turn to go live there are a few tips and tricks you may find helpful as you navigate this new era of eCourts.

These are not exhaustive, but just a few things picked up along the way over the last year from colleagues and BAPM staff and from just using Odyssey. This is a DOZEN TOP TIPS LIST.

1. Open more than one thing at the time. There are multiple ways to do this.

- ▶ A. Open Odyssey two times
- ▶ B. “Display in New Window”
- ▶ C. “Open in External Viewer”

A. Open Odyssey more than once to assist in viewing multiple screens or cases at the time.

Open Odyssey and log in. Open Odyssey and log in again. Now you can look at more than one thing at the time.

Occasionally this can be helpful when you need to be able to look at more than one screen or case simultaneously.

## B. Open more than one pdf document in a case file at the time.

From the Documents tab open a document by clicking on the pdf icon next to the document. Open another document from the documents tab and on the right click on “Display in New Window”. Now you can view more than one document in the file simultaneously. You can open more than two at the time if needed.

# But remember, you have to open the second pdf before this option is available.

Mecklenburg County Clerk of Superior Court

STATE OF NORTH CAROLINA  
COUNTY OF MECKLENBURG

Plaintiff/Father,  
vs.  
Defendant/Mother.

IN THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION  
23CV035375-590

ANSWER AND COUNTERCLAIM

Defendant responds to the allegations of Plaintiff/Father *Complaint for Child Custody* (hereinafter referred to "Plaintiff's Complaint") as follows:

**ANSWER**  
**FACTUAL ALLEGATIONS**

1. The allegations of paragraph 1 are admitted.

Case # 23CV035375-590  
Complaint  
Counter Claim

AS Apply Signature  
AI Apply Initials  
ST Stamps  
SC Scan  
**DW Display in New Window**  
SA Save As  
A Apply  
S Save  
X Exit  
Enter selection...

## C. Open in External Viewer

- ▶ On the documents tab, click the box by “Open in External Viewer”. From there you can open multiple pdfs from the documents tab in Odyssey using Adobe. Once you have opened the documents you want opened, you can easily switch between them. This can be very helpful for reviewing multiple documents and being able to keep them open to go back and forth between them.
- ▶ Note however, that you CANNOT sign a document opened in the external viewer, it has to be open in Odyssey with the purple bordered screen for you to sign.

24CV010846-590

LEAH GODFREY vs RICHARD GODFREY

Type: DOMESTIC RELATIONS DIVORCE Subtype: Domestic Relations - No Child Support

Documents

Search Get All Documents Refresh

- Show Obsolete Documents
- Show Document Versions
- Open in External Viewer
- Use Default Image Printer

Type: All Show 50 Matches Per Page

Sort: Date Descending Actions Export

Show: All Documents

Date	OCR	Type	Name	Index #	Pgs	Mark
09/27/2024	✓	Public Not Portal	Certificate of Absolute Divorce.pdf	9	1	x
09/27/2024	✓	Public Not Portal	JOD.pdf		2	x
06/17/2024	✓	Public	Godfrey - MSJ.pdf		2	x
06/17/2024	✓	Public	Godfrey - NOH.pdf	8	2	x
05/03/2024	✓	Other	Answer	7	2	x
04/09/2024	✓	Other	Return of Service - Served	6	2	x
03/05/2024	✓	Public	Servicemember Civil Relief Act	5	2	x
03/05/2024	✓	Public	Complaint for Divorce w/o RESU	3	3	x
03/05/2024	✓	Public	Civil Summons	2	2	x
03/05/2024	✓	Public	Cover Sheet	4	1	x

- Favorites
- Tasks
- Jobs
- Messages

What's New  
24CV010846-590

Mecklenburg County Clerk of Superior Court  
24CV010846-590

STATE OF NORTH CAROLINA  
COUNTY OF MECKLENBURG

IN THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION  
24-CVD-\_\_\_\_\_

\_\_\_\_\_  
Plaintiff,  
vs.  
BAW. . . . .  
Defendant.

COMPLAINT  
(Absolute Divorce)

**NOW COMES**, Plaintiff, by and through counsel, complaining of Defendant, alleges and says:

1. Plaintiff is a citizen and resident of Mecklenburg County, North Carolina and has been a citizen and resident of the State of North Carolina for more than six (6) months next preceding the commencement of this action.
2. Defendant is a citizen and resident of Mecklenburg County, North Carolina.
3. Defendant is of full age, is not a member of the armed services of the United States of America, and is under no civil disability.
4. Plaintiff and Defendant were married to each other on or about December 3, 2016 in Matthews, North Carolina.
5. There were no minor children born of the marriage between Plaintiff and Defendant.
6. Plaintiff and Defendant separated on or about January 10, 2023 with the intention on the part of at least one of the parties not to resume the marital relationship, and since that time, Plaintiff and Defendant have lived continuously separate and apart and at no time have they resumed the marital relationship.
7. There are no prior pending actions between the parties with regard to any other claims and/or causes of action.

2. Wait for the green check mark before signing an Order you create.

- ▶ The OCR needs a chance to upload the document you created before you sign it. Wait for the green check mark before signing to make sure your signature sticks.

23CVD009615-590

Subtype Domestic Relations - No Child Support

Documents

Search Get All Documents Refresh

- Show Obsolete Documents
- Show Document Versions
- Open in External Viewer
- Use Default Image Printer

Type: All Show 50 Matches Per Page  
 Sort: Date Descending Actions Export  
 Show: All Documents

Date	Type	Name	Index #	Pgs	Mark
09/26/2024	Order	Temporary Custody Order		1	x
09/25/2024	Public	2024-09-11 Peremptory Setting Request (signed).pdf	22	1	x
09/17/2024	Public	2024-09-17 Motion for TPA (signed).pdf	21	6	x
09/11/2024	Public	2024-09-11 Affidavit of Service via Fedex re Amended Subpoena to CMS (signed).pdf	20	3	x
09/10/2024	Order	Continuance Order	19	1	x
09/10/2024	Motion			1	x
09/10/2024	Motion			1	x
09/09/2024	Public	2024-09-09 Objection to Motion to Continue (signed).pdf	18	2	x
09/09/2024	Public	Perm Cust Mot to Cont_Combine.pdf		3	x
08/01/2024	Forms	Envelope		1	x
08/01/2024	Forms	Envelope		1	x
08/01/2024	Forms	Envelope		1	x
08/01/2024	Public Not Portal	AOC-G-141 (ICMS) [Side One] Keyword: notice of hearing		1	x
08/01/2024	Public Not Portal	AOC-G-141 (ICMS) [Side One] Keyword: notice of hearing		1	x
08/01/2024	Public Not Portal	AOC-G-141 (ICMS) [Side One] Keyword: notice of hearing		1	x
08/01/2024	Forms	Domestic Notice of Hearing (ICMS) [Mecklenburg]		1	x
08/01/2024	Forms	Domestic Notice of Hearing (ICMS) [Mecklenburg]		1	x
08/01/2024	Forms	Domestic Notice of Hearing (ICMS) [Mecklenburg]		1	x
05/30/2024	Forms	AOC-G-141 (ICMS) [Side One] Keyword: notice of hearing		2	x
05/30/2024	Forms	AOC-G-141 (ICMS) [Side One] Keyword: notice of hearing		2	x

Favorites

- Tasks
- Jobs
- Messages

---

What's New

- 20CVD016446-590
- 23CVD009615-590

---

CT Create Task

SP Start Process

G ESigs

F Forms

S Save

X Exit

Enter selection...

41 Results - Page 1 of 1 Total Pages - 144 Total Pages Selected - 0

- ▶ You can hit the Refresh button to make sure your screen is up to date. Wait for the green check mark to appear by your document before you sign it.

23CVD009615-590

Subtype Domestic Relations - No Child Support

Documents

Search Get All Documents Refresh

- Show Obsolete Documents
- Show Document Versions
- Open in External Viewer
- Use Default Image Printer

Type: All | Show 50 Matches Per Page | Actions | Export

Sort: Date Descending

Show: All Documents

Date	OC	Type	Name	Index #	Pgs	Mark
09/26/2024	✓	Order	Temporary Custody Order		1	x
09/25/2024	✓	Public	2024-09-11 Peremptory Setting Request (signed).pdf	22	1	x
09/17/2024	✓	Public	2024-09-17 Motion for TPA (signed).pdf	21	6	x
09/11/2024	✓	Public	2024-09-11 Affidavit of Service via Fedex re Amended Subpoena to CMS (signed).pdf	20	3	x
09/10/2024	✓	Order	Continuance Order	19	1	x
09/10/2024	✓	Motion			1	x
09/10/2024	✓	Motion			1	x
09/09/2024	✓	Public	2024-09-09 Objection to Motion to Continue (signed).pdf	18	2	x
09/09/2024	✓	Public	Perm Cust Mot to Cont_Combine.pdf		3	x
08/01/2024	✓	Forms	Envelope		1	x
08/01/2024	✓	Forms	Envelope		1	x
08/01/2024	✓	Forms	Envelope		1	x
08/01/2024	✓	Public: Not Portal	AOC-G-141 (ICMS) [Side One] Keyword: notice of hearing		1	x
08/01/2024	✓	Public: Not Portal	AOC-G-141 (ICMS) [Side One] Keyword: notice of hearing		1	x
08/01/2024	✓	Public: Not Portal	AOC-G-141 (ICMS) [Side One] Keyword: notice of hearing		1	x
08/01/2024	✓	Forms	Domestic Notice of Hearing (ICMS) [Mecklenburg]		1	x
08/01/2024	✓	Forms	Domestic Notice of Hearing (ICMS) [Mecklenburg]		1	x
08/01/2024	✓	Forms	Domestic Notice of Hearing (ICMS) [Mecklenburg]		1	x
05/30/2024	✓	Forms	AOC-G-141 (ICMS) [Side One] Keyword: notice of hearing		2	x
05/30/2024	✓	Forms	AOC-G-141 (ICMS) [Side One] Keyword: notice of hearing		2	x

Favorites

- Tasks
- Jobs
- Messages

---

What's New

- 23CVD009615-590

---

CT Create Task

SP Start Process

G ESigs

F Forms

S Save

X Exit

Enter selection...

### 3. Swipe Your Signature instead of clicking it so you don't have to adjust the size.

When you click Apply Signature and then move your cursor to the place you want your signature to be, instead of clicking and getting a big (or sometimes really small) signature you need to adjust the size of, hold the left button on the mouse down and swipe your signature to the size you need.

In person hearing in Courtroom \_\_\_\_\_

Webex hearing at [https://nccourts.webex.com/meet/meckcr\\_\\_\\_\\_\\_sh](https://nccourts.webex.com/meet/meckcr_____sh)

Other:

Hearing is for one hour. Moving party shall serve other party with this Order.

Date: \_\_\_\_\_

\_\_\_\_\_  
District Court Judge

Case # 23CV00990-541  
Temporary Custody Order

Add Signature  
Add Note

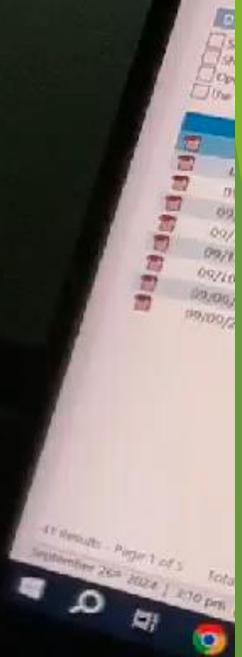
Stamps  
Add Stamp

Tools

Apply  
Save  
Exit

Enter selection...

Add Note



4. Adjust the size of your signature date/time stamp and it will (should) stay the size you select going forward.

The screenshot displays a PDF editing application window. The top toolbar includes navigation and editing icons. The main content area shows a form with the following text and options:

- A TPA hearing is denied.
- A TPA hearing is granted and is set on \_\_\_\_\_ at \_\_\_\_\_:
  - In person hearing in Courtroom \_\_\_\_\_
  - Webex hearing at [https://nccourts.webex.com/meet/meckcr\\_\\_\\_\\_\\_sh](https://nccourts.webex.com/meet/meckcr_____sh)
- Other:

Hearing is for one hour. Moving party shall serve other party with this Order.

Date: 9/26/2024 3:34:35 PM

*Maaf. Cullen*  
\_\_\_\_\_  
District Court Judge

On the left sidebar, the font size selection tool (two 'A's) is circled in blue. The right sidebar shows a list of actions: AS Apply Signature, AI Apply Initials, ST Stamps, SC Scan, SA Save As, A Apply, S Save, X Exit. The bottom status bar shows the page is 'Locked For Editing' and the system tray displays the time as 3:35 PM on 9/26/2024.

## 5. Use Stamps

- ▶ Use the “Stamps” feature when signing a document to place the file number, your typed name, or the date, into the document.

- Tools
- Bookmarks
- Navigation icons: back, forward, search, zoom, etc.
- Annotation icons: highlight, underline, text, etc.

2. That the Plaintiff is entitled to an absolute divorce from the Defendant.
- IT IS, THEREFORE, ORDERED, ADJUDGED AND DECREED:**
1. That the bonds of matrimony heretofore existing between Plaintiff and Defendant be, and the same are hereby dissolved.
  2. The Plaintiff and Defendant are granted an absolute divorce one from the other.
  3. That the Court grant Plaintiff such other and further relief as may be just and proper.

9/30/2024 3:01:59 PM

*Keaf. Cullen*  
 \_\_\_\_\_  
 District Court Judge Presiding

Case # 24CV010846-590  
 JOD.pdf

1

2

AS Apply Signature  
 AI Apply Initials  
 ST Stamps  
 SC Scan  
 SA Save As  
 A Apply  
 S Save  
 X Exit

Case Number  
 Day(th) of Month, Year  
 User Name

Add Note

# 6. In your Create Task Screen, the “Filter Queues by Case Node” box Should be Checked.

The screenshot displays a web application interface for case management. A modal window titled "Task" is open, showing the following fields:

- Task Information:**
  - \* Task Description: Task | 23CVD009615-590
  - \* Priority: 50
  - Due Date: *Enter date*
- \* Task Assignment:**
  - Filter queues by case node
  - Task Queue
  - User
- Attach Documents:** 0 documents attached
- Notes:** (empty text area)

Buttons at the bottom of the dialog are "Send" and "Exit".

The background interface shows the "DOCUMENTS" tab for case 23CVD009615-590. A table of documents is visible:

Date	OCR	Type
09/26/2024	✓	Order
09/25/2024	✓	Public
09/17/2024	✓	Public
09/11/2024	✓	Public
09/10/2024	✓	Order
09/10/2024	✓	Motion
09/10/2024	✓	Motion
09/09/2024	✓	Public
09/09/2024	✓	Public

At the bottom of the screen, the status bar reads: "41 Results - Page 1 of 5 | Total Pages - 144 | Total Pages Selected - 0 | September 26th 2024 | 3:43 pm | NC Prod AWS | jena.p.culler@nccourts.org"

- ▶ This will create a *MUCH* quicker process when you use the drop down menu to search for the task queue to which you are trying to send your task.

# 7. White Out Brush, Text Boxes, and “X” Boxes

- ▶ Use the white out brush to erase text from pdf documents and the text box to add text to pdf documents. This can be very helpful in making edits to orders that are already in pdf form.
- ▶ Use the “X” box to fill in boxes in premade forms.

Tools

- Annotations: Highlight, Text, Image, Stamp, etc.
- Navigation: Previous, Next, Home, etc.
- Search: Find, Find Next, Find Previous, etc.
- Print: Print, Print Range, etc.
- Zoom: Zoom In, Zoom Out, etc.
- Other: Add Note, etc.

Defendant. )  
 )

THIS CAUSE coming on to be heard on July 29, 2024, before the undersigned District Court Judge of Mecklenburg County, the Honorable Jena P. Culler, on the Defendant/Father's Motion for Modification of Permanent Custody and the court makes the following:

**FINDINGS OF FACT**

1. Plaintiff/Mother (hereinafter referred to as "Mother") is a citizen and resident of Mecklenburg County, North Carolina.

2. Defendant/Father (hereinafter referred to as "Father") is a citizen and resident of Lake Wylie, South Carolina.

3. Mother and Father were lawfully married to each other on or about November 16, 2017, and separated on or about November 25, 2020, and later divorced on March 24, 2022.

A The parties are the biological parents of two minor children, namely: ~~516 to the~~ ~~born~~ December 31, 2012; and ~~born~~ February 23, 2016, (hereinafter referred to as "the minor children" collectively or ~~the~~

5. North Carolina is the "home state" of the minor children as defined ~~under N.C.G.S. § 50A-101~~ and that the Court has jurisdiction to make a

Thumbnail view of document pages 1 through 6.

**Task Information**  
 Process/Route Proposed Order on Medium Priority  
 590 DCJ Jena P. Culler  
 Actions ▾

**Document Information**  
 Copy of Wollmuth v. Fox- Revised Document 1 of 1  
 << >>

**Manual Signature**  
 Sign Initial

Stamps ▾

Scan ▾  
 Display Options

Save As

A Apply  
 X Exit

Enter selection...

## 8. Keep a handy AOC forms list with the form numbers for frequently used AOC forms

Here is a list for 50Bs and 50Cs:

<u>50B Form Numbers</u>	<u>50C Form Numbers</u>
304 Ex Parte Order	523 Ex Parte Order
306 One Year Order	524 Permanent Order
316 Continuance Order	527 Continuance Order
314 Order to Renew/Set Aside	324 Order to Set Aside
325 Dismissal/Failure to Prosecute	526 Order to Renew
326 Order to Modify	529 Contempt Order
320 Order to Return Weapons	108 Dismissal
318 Motion/Order Appoint GAL	
309 Contempt	

## 9. Documents Tab Display Options

In the Documents tab you have options for how to display the documents, including how many per page, and how to sort the order of the documents. When you make these selections in one case file, your selections will remain the same for each case file you open until you change your selection.

23CV035375-590

Buzza vs Sal...

Type Civil Dispute Without Claim for absolute force Subtype Non URESA/UFSA OR IV-D Support

Documents

Search Get All Documents Refresh

- Show Obsolete Documents
- Show Document Versions
- Open in External Viewer
- Use Default Image Printer

Type All Show 50 Matches Per Page

Sort Date Descending Actions Export

Show All Documents

Date	OCR	Type	Name	Index #	Pgs	Mark	
09/25/2024	✓	Public	2024-09-25 Sub. of Counsel.pdf	20	2	x	
09/09/2024	✓	Public Not Portal	Order (Re. Child Custody, Child Support, and Appointing Parent Coordinator) Objecting Atty.docx.pdf		13	x	
09/09/2024	✓	Public Not Portal	Order (Re. Child Custody, Child Support, and Appointing Parent Coordinator) - Drafting Attorney.pdf		13	x	
09/09/2024	✓	Public	VOC for Order (Re. Child Custody, Child Support, and Appointing Parent Coordinator).pdf	19	1	x	
09/09/2024		Public Not Portal	Order (Re. Child Custody, Child Support, and Appointing Parent Coordinator) Objecting Atty.docx		0	x	
09/09/2024		Public Not Portal	Order (Re. Child Custody, Child Support, and Appointing Parent Coordinator) - Drafting Attorney.docx		0	x	
08/28/2024	✓	Forms	Domestic Notice of Hearing (ICMS) [Mecklenburg]		1	x	
08/28/2024	✓	Forms	Domestic Notice of Hearing (ICMS) [Mecklenburg]		1	x	
08/08/2024	✓	Public	Request for Duplicate Audio.pdf	18	1	x	
08/01/2024	✓	Public	1113_001.pdf	17	1	x	
07/22/2024	✓	Public Not Portal	2024-07-22 Gursky - Defendant's Financial Affidavit.pdf	16	4	x	
07/22/2024	✓	Public	2024-07-19 Financial Affidavit.pdf	15	4	x	
07/08/2024	✓	Public	2024-07-08 Notice of Receipt of Material - Atrium.pdf	14	4	x	
07/02/2024	✓	Public	2024-07-02 Notice of Receipt- Cha.pdf	13	4	x	
06/25/2024	✓	Public	2024-06-25 Notice of Hearing.pdf	12	1	x	
06/25/2024	✓	Public	2024-06-25 Notice of Deposition.pdf	11	2	x	
06/20/2024	✓	Public	2024-06-20 Motion for Extension of Time.pdf		2	x	
06/20/2024	✓	Public	2024-06-20 Order for Extension of Time.pdf	10	1	x	
06/10/2024	✓	Public	Motion to Appoint Parent Coordinator.pdf	9	4	x	
05/30/2024	✓	Forms	AOC-G-141 (ICMS) [Side One] Keyword: notice of hearing		2	x	

35 Results - Page 1 of 1 Total Pages - 109 Total Pages Selected - 0

Favorites

Tasks

Jobs

Messages

What's New

23CVD011174-590

23CV035375-590

CT Create Task

SP Start Process

G ESigs

F Forms

S Save

X Exit

Enter selection...

# Document Sort Options

Menu Add Find Reports Tools Configure

☆ EXHIBITS **DOCUMENTS** APPEALS NOTES NOTIFICATIONS TASKS ARBITRATION PROCESSES MESSAGES CONVERSION

23CV035375-590

**Blair v. Blair VS Sa...**  
 Type Civil Docket without Claim for abs... subtype Non URESA/UJSA OR IV-D Support

Documents Search Get All Documents Refresh

Show Obsolete Documents  
 Show Document Versions  
 Open in External Viewer  
 Use Default Image Printer

Sort: **Date Descending** (circled in blue)  
 Show: Name, Type, Date, Date Descending, Index #, Index # Descending

Date	OCR	Type	Name	Index #	Pgs	Mark	
09/25/2024	✓	Public	2024-09-25 Sub. of Counsel.pdf	20	2	x	
09/09/2024	✓	Public Not Portal	Order (Re. Child Custody, Child Support, and Appointing Parent Coordinator) Objecting At...		13	x	
09/09/2024	✓	Public Not Portal	Order (Re. Child Custody, Child Support, and Appointing Parent Coordinator) - Drafting Attorney...		13	x	
09/09/2024	✓	Public	VOC for Order (Re. Child Custody, Child Support, and Appointing Parent Coordinator).pdf	19	1	x	
09/09/2024		Public Not Portal	Order (Re. Child Custody, Child Support, and Appointing Parent Coordinator) Objecting Atty.docx		0	x	
09/09/2024		Public Not Portal	Order (Re. Child Custody, Child Support, and Appointing Parent Coordinator) - Drafting Attorney.docx		0	x	
08/28/2024	✓	Forms	Domestic Notice of Hearing (ICMS) [Mecklenburg]		1	x	
08/28/2024	✓	Forms	Domestic Notice of Hearing (ICMS) [Mecklenburg]		1	x	
08/08/2024	✓	Public	Request for Duplicate Audio.pdf	18	1	x	
08/01/2024	✓	Public	1113_001.pdf	17	1	x	
07/22/2024	✓	Public Not Portal	2024-07-22 Gursky - Defendant's Financial Affidavit.pdf	16	4	x	
07/22/2024	✓	Public	2024-07-19 Financial Affidavit.pdf	15	4	x	
07/08/2024	✓	Public	2024-07-08 Notice of Receipt of Material - Atrium.pdf	14	4	x	
07/02/2024	✓	Public	2024-07-02 Notice of Receipt- Cha.pdf	13	4	x	
06/25/2024	✓	Public	2024-06-25 Notice of Hearing.pdf	12	1	x	
06/25/2024	✓	Public	2024-06-25 Notice of Deposition.pdf	11	2	x	
06/20/2024	✓	Public	2024-06-20 Motion for Extension of Time.pdf		2	x	
06/20/2024	✓	Public	2024-06-20 Order for Extension of Time.pdf	10	1	x	
06/10/2024	✓	Public	Motion to Appoint Parent Coordinator.pdf	9	4	x	
05/30/2024	✓	Forms	AOC-G-141 (ICMS) [Title One] Keyword: notice of hearing	2		x	

35 Results - Page 1 of 1 Total Pages - 109 Total Pages Selected - 0

September 26th 2024 | 5:38 pm | NC Prod AWS | jena.p.culler@nccourts.org

5:38 PM 9/26/2024

# Number of Documents to Display Options

Menu Add Find Reports Tools Configure

EXHIBITS **DOCUMENTS** APPEALS NOTES NOTIFICATIONS TASKS ARBITRATION PROCESSES MESSAGES CONVERSION

23CV035375 820

**Brian Michael VS Sarah Ashley**

Type Civil Domestic Without Claim for abs... Subtype Non URESA/UIFSA OR IV-D Support

Documents

Show Obsolete Documents  
Show Document Versions  
Open in External Viewer  
Use Default Image Printer

Search Get All Documents

Type All  
Sort Date Descending  
Show All Documents

Show 50 Matches Per Page  
Show 10 Matches Per Page  
Show 15 Matches Per Page  
Show 20 Matches Per Page  
Show 25 Matches Per Page  
Show 50 Matches Per Page

Date	OCR	Type	Name			
09/25/2024	✓	Public	2024-09-25 Sub. of Counsel.pdf	20	2	x
09/09/2024	✓	Public Not Portal	Order (Re. Child Custody, Child Support, and Appointing Parent Coordinator) Objecting Atty.docx.pdf	13	x	
09/09/2024	✓	Public Not Portal	Order (Re. Child Custody, Child Support, and Appointing Parent Coordinator) - Drafting Attorney.pdf	13		
09/09/2024	✓	Public	VOC for Order (Re. Child Custody, Child Support, and Appointing Parent Coordinator).pdf	19	1	x
09/09/2024		Public Not Portal	Order (Re. Child Custody, Child Support, and Appointing Parent Coordinator) Objecting Atty.docx	0	x	
09/09/2024		Public Not Portal	Order (Re. Child Custody, Child Support, and Appointing Parent Coordinator) - Drafting Attorney.docx	0	x	
08/28/2024	✓	Forms	Domestic Notice of Hearing (ICMS) [Mecklenburg]	1	x	
08/28/2024	✓	Forms	Domestic Notice of Hearing (ICMS) [Mecklenburg]	1	x	
08/08/2024	✓	Public	Request for Duplicate Audio.pdf	18	1	x
08/01/2024	✓	Public	1113_001.pdf	17	1	x
07/22/2024	✓	Public Not Portal	2024-07-22 Gursky - Defendant's Financial Affidavit.pdf	16	4	x
07/22/2024	✓	Public	2024-07-19 Financial Affidavit.pdf	15	4	x
07/08/2024	✓	Public	2024-07-08 Notice of Receipt of Material - Atrium.pdf	14	4	x
07/02/2024	✓	Public	2024-07-02 Notice of Receipt- Cha.pdf	13	4	x
06/25/2024	✓	Public	2024-06-25 Notice of Hearing.pdf	12	1	x
06/25/2024	✓	Public	2024-06-25 Notice of Deposition.pdf	11	2	x
06/20/2024	✓	Public	2024-06-20 Motion for Extension of Time.pdf		2	x
06/20/2024	✓	Public	2024-06-20 Order for Extension of Time.pdf	10	1	x
06/10/2024	✓	Public	Motion to Appoint Parent Coordinator.pdf	9	4	x
05/30/2024	✓	Forms	AOC-G-141 (ICMS) [Site One] Keyword: notice of hearing	7	x	

35 Results - Page 1 of 1 Total Pages - 109 Total Pages Selected - 0

September 26th 2024 | 5:39 pm | NC Prod AWS | jena.p.culler@nccourts.org

5:39 PM 9/26/2024

## 10. “Pause” a task in your task queue.

- ▶ Click “Pause” at the top of a task in your task queue to pause the task if you need to wait to take action. You can also “Edit” the task to put a due date on it as a “note to self” about when to take action. (Edit the task again to remove your personal due date before you complete and send to the next person.)

### Task Detail

 **Pause**  

#### Task | 23CVD011174-590



VIVIAN W. WOODRUFF VS JOSEPH S. WOODRUFF

Status  **In Progress**  **590 DCJ Jena P. Culler**  **Priority Medium (50)**  
Assigned To **Culler, Jena** Created **9/18/2024 8:59 AM**

**Notes (3)**  

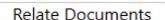
Also no proposed order (local form) included.  
Culler, Jena on 9/26/2024 at 2:43 PM

#### Task Information

Description  
**Task | 23CVD011174-590**  
Priority  
**Medium (50)**

#### Case Information

Case Number  
[23CVD011174-590](#)  
Style  
VIVIAN W. WOODRUFF VS JOSEPH S. WOODRUFF

**Related Documents (2)**  

**Actions** 

# 11. Use “Start Next” in your task queue to move quickly through your list of tasks.

- ▶ This is particularly helpful when you have a number of tasks in your queue that are the type that have single documents to review and sign like criminal judgments for example.
- ▶ You can click “Start Next” from the top of your task queue, review, sign, and move each task, and your queue will automatically move to the next task and automatically open the related document.
- ▶ Anything in your queue you have already “paused” will be skipped over.

FAVORITES    **TASKS**    JOBS    MESSAGES

View  Start Next

 Filters Refresh

Sort Queues  
Created 590 DCJ Jena P. Culler

**IN PROGRESS** • MEDIUM (50) • 590 DCJ JENA P. CULLER  
Task 123CVD011174-590  
Created 9/18/2024 8:59 AM and assigned to Jena P. Culler

**IN PROGRESS** • MEDIUM (50) • 590 DCJ JENA P. CULLER  
Motion to Waive CM/PE | 24CV031349-590  
Joshua P. ...  
Created 9/24/2024 9:43 AM, assigned to Culler, Jena and due on 9/30/2024

**IN PROGRESS** • MEDIUM (50) • 590 DCJ JENA P. CULLER  
Motion to Waive CM/PE | 24CV031571-590  
Marijane ...  
Created 9/24/2024 2:34 PM, assigned to Culler, Jena and due on 9/30/2024

**IN PROGRESS** • MEDIUM (50) • 590 DCJ JENA P. CULLER  
Proposed Order | 24CV025244-590  
Created 9/23/2024 3:40 AM and assigned to Culler, Jena

Actions 

# 12. Provide your local bar with Best Practice information

Examples:

In proposed Orders

use “Date: \_\_\_\_\_”

not “This the \_\_\_\_\_ day of \_\_\_\_\_, 2024.”

Name document pdf file names with plain language of what the document is because that is how it shows up in documents

use “Motion to Continue.pdf”

not “09-28-2024 Smith v. Jones filing.pdf”

or “xymhjokx.pdf”

23CV035375 030

BRITAIN V SAUNDERS

Type Civil Domestic Without Claim for Absconded Debtor Subtype Non URESA/UJFSA OR IV-D Support

Documents

- Show Obsolete Documents
- Show Document Versions
- Open in External Viewer
- Use Default Image Printer

Search

Type  Show 50 Matches Per Page

Sort  Show 10 Matches Per Page

Show  Show 15 Matches Per Page

Show 20 Matches Per Page

Show 25 Matches Per Page

Show 50 Matches Per Page

Date	OCR	Type	Name			
09/25/2024	✓	Public	2024-09-25 Sub. of Counsel.pdf	2		x
09/09/2024	✓	Public Not Portal	Order (Re. Child Custody, Child Support, and Appointing Parent Coordinator) Objecting Atty.docx.pdf	43		x
09/09/2024	✓	Public Not Portal	Order (Re. Child Custody, Child Support, and Appointing Parent Coordinator) - Drafting Attorney.pdf			
09/09/2024	✓	Public	VOC for Order (Re. Child Custody, Child Support, and Appointing Parent Coordinator).pdf	19	1	x
09/09/2024		Public Not Portal	Order (Re. Child Custody, Child Support, and Appointing Parent Coordinator) Objecting Atty.docx	0		x
09/09/2024		Public Not Portal	Order (Re. Child Custody, Child Support, and Appointing Parent Coordinator) - Drafting Attorney.docx	0		x
08/28/2024	✓	Forms	Domestic Notice of Hearing (ICMS) [Mecklenburg]	1		x
08/28/2024	✓	Forms	Domestic Notice of Hearing (ICMS) [Mecklenburg]	1		x
08/08/2024	✓	Public	request for Duplicate Audio.pdf	18	1	x
08/01/2024	✓	Public	1113_001.pdf	17	1	x
07/22/2024	✓	Public Not Portal	2024-07-22 Gursky - Defendant's Financial Affidavit.pdf	16	4	x
07/22/2024	✓	Public	2024-07-19 Financial Affidavit.pdf	15	1	x
07/08/2024	✓	Public	2024-07-08 Notice of Receipt of Material - Atrium.pdf	14	4	x
07/02/2024	✓	Public	2024-07-02 Notice of Receipt- Cha.pdf	13	4	x
06/25/2024	✓	Public	2024-06-25 Notice of Hearing.pdf	12	1	x
06/25/2024	✓	Public	2024-06-25 Notice of Deposition.pdf	11	2	x
06/20/2024	✓	Public	2024-06-20 Motion for Extension of Time.pdf		2	x
06/20/2024	✓	Public	2024-06-20 Order for Extension of Time.pdf	10	1	x
06/10/2024	✓	Public	Motion to Appoint Parent Coordinator.pdf	9	4	x
05/30/2024	✓	Forms	AOC-G-141 (ICMS) [Side One] Keyword: notice of hearing	2		x

35 Results - Page 1 of 1 Total Pages - 109 Total Pages Selected - 0

September 26th 2024 | 5:39 pm | NC Prod AWS | jena.p.culler@nccourts.org

Favorites

Tasks

Jobs

Messages

---

What's New

23CV011174-590

23CV035375-590

---

CT Create Task

SP Start Process

G ESigs

F Forms

S Save

X Exit

Enter selection...

And the most important tip . . .

**Stay positive!**