The background features decorative curved lines in shades of green and blue, positioned in the top-left and bottom-right corners. The text is centered in the middle of the page.

# Tips for Timely Entry of Orders

Order:

Reduced to Writing  
Signed by Judge  
Entered by Clerk

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All 3 requirements need to be completed in a timely manner

# Chapter 50

## Orders- Ruling from the Bench

- Dictate Findings of Fact and Conclusions of Law on the record
- Dictate decision
- Assign an attorney to prepare the order
- Set a deadline for Entry of Order and place matter on that date's calendar
- Document your assignment and deadline.
- If Order submitted and signed prior to deadline, FCA removes the matter from the calendar.
- If Order not entered prior to or on the deadline date, resolve any issues regarding the proposed order and set a very short deadline (7-10 days) for Order to be presented to judge.
- REVIEW THE ORDER and sign if satisfactory

# Chapter 50

## Orders- Taking Under Advisement

- Explain to the Parties what you are doing and why
- Set a deadline for yourself depending upon your local rules (14-30 days)
- Put the matter on the deadline date calendar for pronouncement of judgement
  - If you do not have a decision to announce on deadline day, you must explain to parties and attorneys the reasons for delay and what you still need to do. Set a new deadline for yourself in 7-10 days.
  - If you pronounce judgement on this date, assign an attorney to prepare the order and provide them with your Findings and Conclusions.
  - Set a deadline for Entry of Order and put it on the deadline date's calendar.
  - REVIEW THE ORDER and sign if satisfactory.

# Under Advisement

If you make a ruling prior to the deadline:

- Send out written communication to all attorneys and pro-se litigants

- Include written Findings and Conclusions as well as your ruling

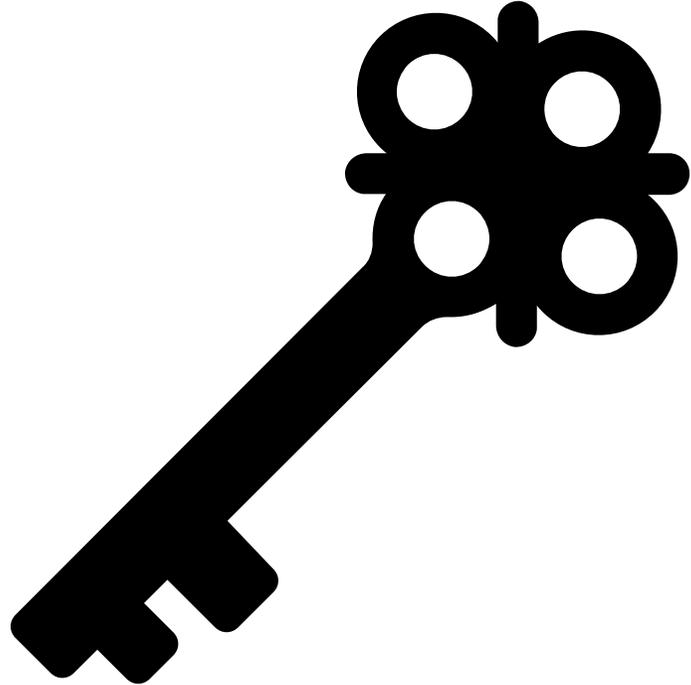
- Assign an attorney to prepare the order

- Set a deadline for entry of order and add the matter to that day's calendar

- Remove from calendar of "Pronouncement Day" deadline

- Document your decision and assignments

When proposed order is given to you, REVIEW THE ORDER and enter if satisfactory.



## Key to Timely Entry of Orders

**NEVER LET A CASE BE REMOVED FROM THE CALENDAR AND BE WITHOUT AN UPCOMING COURT DATE UNTIL FINAL ORDER IS ENTERED**

This system prevents cases from being overlooked or forgotten



NORTH CAROLINA  
ROWAN COUNTY

IN THE GENERAL COURT OF JUSTICE  
DISTRICT COURT DIVISION

File Number\_00 -CVD-00000

(Check if Present)

Plaintiff  
Attorney

Vs

**CONTINUANCE ORDER**

Defendant  
Attorney

It is ordered that the above-captioned case be continued for hearing at the \_\_\_\_\_ civil session of Rowan County District Court, at \_\_\_\_\_ a.m. in Courtroom No. \_\_\_\_\_ Rowan County Courthouse, for the following purpose(s):

Continued by:  Plaintiff  Defendant  Judge

**Equitable Distribution Issues**

- Initial Scheduling Conference  Initial/ Final Pre-Trial Conference
- Status of FFM (Mediator: \_\_\_\_\_)  Trial on the Merits
- Other: \_\_\_\_\_

(Explain)

**General Civil Issues**

- Custody/Visitation  Trial  Child Support  Trial  Divorce
- PSS/Alimony  Trial  Contempt  Trial
- Other: \_\_\_\_\_

(Explain)

Status of memo/hearing/other order due from Attorney \_\_\_\_\_ due by \_\_\_\_\_  
(No one need appear as long as typewritten order is submitted prior to next court date)

Estimated Trial Time: \_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

# For Judges: How do I keep up with deadlines?

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Individualized: Find a system that works for you

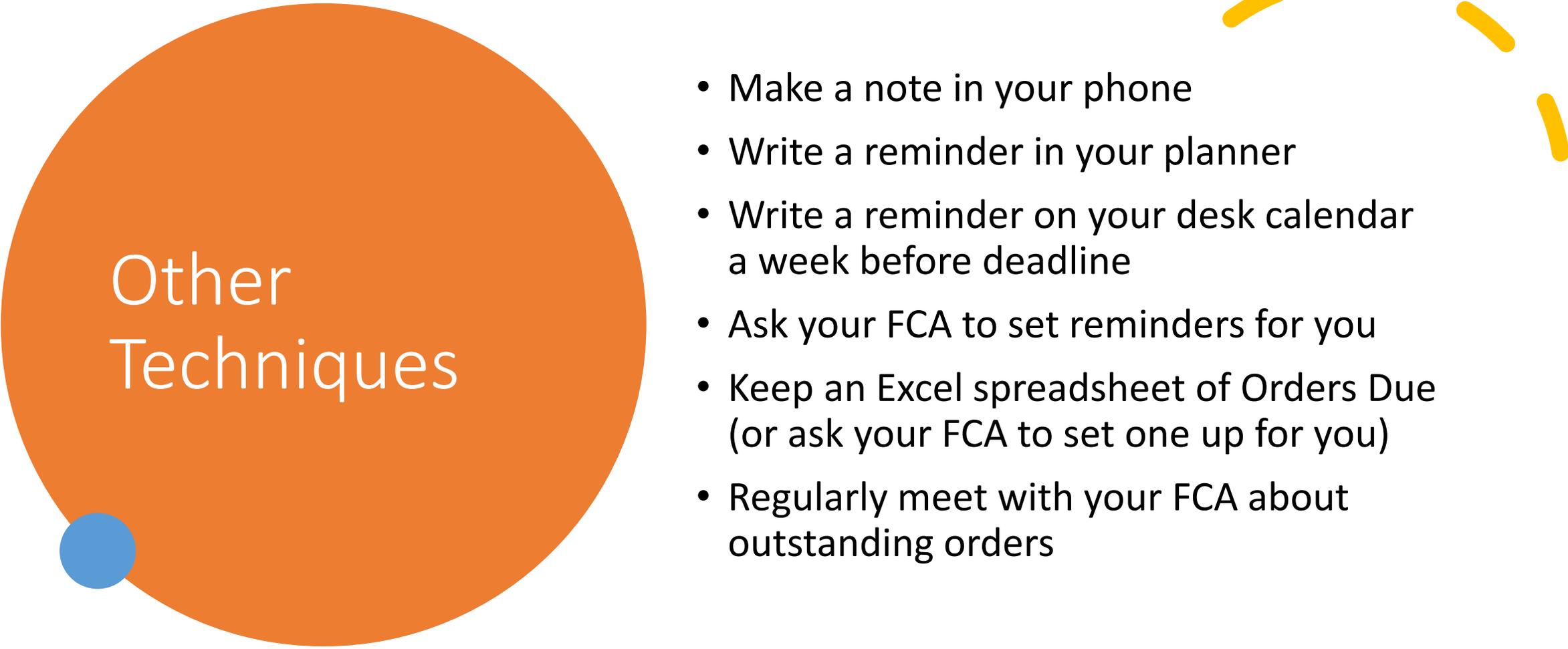
This is my office at the courthouse

Visual reminders work for me



I'm also a fan of stacks



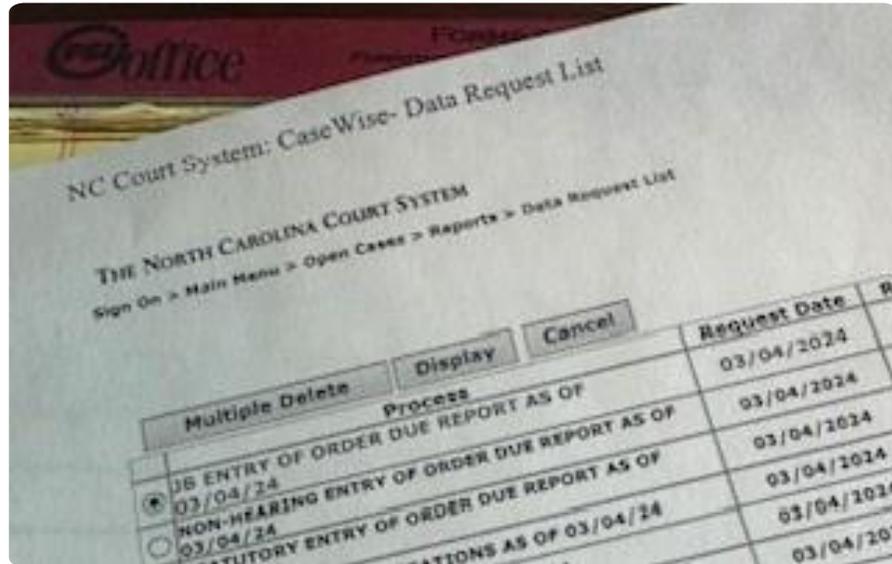


## Other Techniques

- Make a note in your phone
- Write a reminder in your planner
- Write a reminder on your desk calendar a week before deadline
- Ask your FCA to set reminders for you
- Keep an Excel spreadsheet of Orders Due (or ask your FCA to set one up for you)
- Regularly meet with your FCA about outstanding orders

# Communicating with your FCA

- Schedule regularly occurring meetings with your FCA and FC team
- Keep lines of communication open
- Let FC team know your preferred method of communication and make sure your staff knows how to communicate with you
- Clearly let staff know if you would or would not like regular weekly/monthly status reports
- Assure your staff that it is OK to gently remind you of an upcoming deadline
- Treat staff with respect and realize that they are the individuals fielding the unpleasant calls from litigants upset due to an overdue Order



Orders in 7B  
cases

Regularly run the  
Outstanding  
Orders report in  
JWise



Help is Available

North Carolina  
Judicial Fellowship

[trialresearch@nccourts.org](mailto:trialresearch@nccourts.org)

919-890-1670



National Council of Juvenile and Family Court Judges  
ncjfcj.org