

STATE OF NORTH CAROLINA
TWENTY-SIXTH JUDICIAL DISTRICT

IN THE GENERAL COURT OF JUSTICE
SUPERIOR COURT DIVISION
DISTRICT COURT DIVISION

2019 OCT -2 A 11:38

In Re: Eligibility for Courthouse Access)
Cards and Permitted Use by)
Mecklenburg County Bar Members)
_____)

EVANZORO
BY _____
ADMINISTRATIVE ORDER

In accordance with the authority established through a February, 1995 Administrative Order, the undersigned enter this Administrative Order regarding the eligibility criteria for obtaining a Courthouse Access Card and permitted use of such cards by members of the Mecklenburg County Bar (MCB). This Administrative Order shall supersede the prior Administrative Orders entered with respect to the Courthouse Access Cards:

1. The Courthouse Access Card will entitle the bearer to enter the Mecklenburg County Courthouse through the employee line at the screening station at the main entrance to the Courthouse at McDowell and 4th Street. If additional screening stations dedicated to employees or attorneys are opened at other entrances to the courthouse in the future, the bearer may also enter through such dedicated line.
2. Except for Assistant District Attorneys (ADAs), Courthouse Access Cards shall NOT permit access to private corridors within the Courthouse. Courthouse Access Cards issued to ADAs shall be programed to permit access to private corridors, but such access shall only be for purposes of ingress and egress to/from assigned courtrooms. No loitering will be permitted.
3. The Sheriff's Office shall unlock each courtroom that is scheduled to be used at 8:30 am each day to permit access by attorneys and the general public. The Sheriff's Office shall also unlock each conference room outside of the courtrooms that are scheduled to be used by 7:30 am each day. Certain conference rooms shall be designated (by signage) by the Trial Court Administrator's (TCA) office for use by attorneys.¹ If a courtroom or conference room is not unlocked during courthouse hours as indicated above, an attorney may request access at the Sheriff's Office window on the first floor of the Courthouse.
4. Only attorneys licensed by and in good standing with the State of North Carolina who are members of the MCB shall be entitled to a Courthouse Access Card.
5. The MCB will process any applications and collect payments for all new cards, renewals and replacement cards. The MCB shall also be responsible for ordering cards, stickers, and ink. The Sheriff's Office shall have the responsibility and obligation to produce the Courthouse Access cards.
6. The Courthouse Access Card must be worn VISIBLY at all times in the Courthouse.

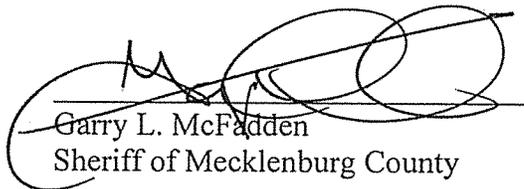
¹ Rooms designated for use by attorneys with signage marked Attorneys Only - Private currently include: Workroom 4228 (8 chairs); Conference Rooms to the left of 4222, 4224, 4226, and 4227; and the Attorney Workroom in Suite 6000. For sake of clarity, the aforementioned Conference Rooms shall also permit use by attorneys with their clients or witnesses (including victims).

7. An initial (non-refundable) fee of \$30.00 will be charged for a Mecklenburg County Courthouse Access Card (the fee is waived for ADAs and Assistant Public Defenders (APDs)). Courthouse Access Cards will be numbered, are nontransferable, and will bear the attorney's photograph and state bar number. Duplication of the Courthouse Access Card is prohibited. In the event the bearer loses his or her card, the bearer must notify the Sheriff's Office immediately and apply for a replacement card and will be charged \$30.00 for the replacement card (the fee is waived for ADAs and APDs).
8. A \$5.00 annual (non-refundable) fee will be charged to maintain the Courthouse Access Card (the fee is waived for ADAs and APDs) and is evidenced by a color sticker, which shall change from year to year. The \$5.00 renewal fee covers production and administrative costs. This fee will not be pro-rated, and will be assessed each fiscal year (July 1 - June 30) after the fiscal year in which the initial Courthouse Access Card fee was paid. The MCB will notify the Mecklenburg County Sheriff's Office of any individuals who have not renewed the Courthouse Access Card by September 30, and the Mecklenburg County Sheriff's office will deactivate those cards at that time. In order to reactivate the card, the bearer will need to reapply and pay the \$30.00 fee.
9. The Mecklenburg County Sheriff's Office or the MCB may temporarily revoke Courthouse Access Card privileges if either unilaterally determines the Card-bearer has provided grounds for such revocation or upon the substantiated complaint of a court official. In those cases, a Supervisor of the Courts Division of the Sheriff's Office can take possession of the Courthouse Access Card. As soon as can reasonably be scheduled, a hearing will be held before the Senior Resident Superior Court Judge (or the Chief District Court Judge in his/her absence) regarding a final determination on whether to restore privileges or what the length of the revocation will be.
10. Attorneys must keep contact information current by informing the MCB within 10 days of any changes in the information provided on the application.
11. This Courthouse Access Card is non-transferable and is for the use of the bearer for individual access only.

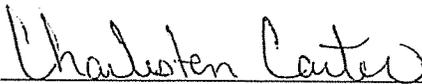
IT IS SO ORDERED, this the 4 day of October, 2019.



W. Robert Bell
Senior Resident Superior Court Judge



Garry L. McFadden
Sheriff of Mecklenburg County



Charleston Carter
Mecklenburg County Trial Court Administrator