

CRIMINAL DIVISION

GENERAL: The Criminal Division, located on the 1st floor of the Wake County Courthouse, is responsible for scheduling and retaining records for all criminal case matters in Wake County. Their address is: 316 Fayetteville Street, Raleigh, NC 27601.

Criminal-Pending Department

Room 102: (919) 792-4300

- Open traffic violation matters.
- Missed criminal court dates.
- VL Court & Convenience Court questions.
- Criminal record/background checks.
- Criminal bail bonds & bond forfeitures.
- Expungement information packets.

Superior Court Department

Room 102: (919) 792-4400

- Misdemeanor appeals.
- Other Criminal Superior Court matters.

CIVIL DIVISION

GENERAL: The Civil Division of the Wake County Clerk's office is located on the 11th floor of the Courthouse, behind the elevators, in room 1110. Some of the matters they handle are:

- Superior Court matters involving lawsuits over 15,000.
- District Court matters involving lawsuits under 15,000.
- Small Claims matters under \$5,000.
 - Landlord tenant disputes/summary ejectment
 - Claims for monies owed
- Domestic Relations lawsuits:
 - Child Support
 - Domestic Violence
 - Custody, Equitable Distribution of Property, Alimony
 - Absolute Divorce based on a one year separation
- Claims of Lien
- Upset Bids on Tax Delinquent Properties
- Deposits of Disputed Earned Money in Real Estate Transactions

Miscellaneous matters handled in the Civil Division:

- Public Access computer terminals to access VCAP
- Self-help Divorce Kits offered for fee
- Cashier full time at front counter

- Microfiche readers for accessing lawsuits whose files have been destroyed.

ESTATES

GENERAL: The Estates Division is located behind the elevators on the 12th floor of the Wake County Courthouse. Their primary duties are to:

- Administer last wills and estates
- Appoint guardians

Estates Division is generally responsible for all probate matters, including the probate of Wills and the settlement and administration of estates (assets and property) of decedents, incompetents, and minor children. The Estates Division is also responsible for the appointment of permanent guardians for minor children and incompetents.

SPECIAL PROCEEDINGS DIVISION & JUVENILE

GENERAL: The Special Proceedings Division is located behind the elevators on the 12th floor of the Wake County Courthouse. Their primary functions are as follows:

Adoptions	Foreclosures	Name Changes
Guardianship Proceedings	Incompetency Hearings	Judicial Waivers
Abandoned Vehicles Hearings	Exemption Hearings	Claim & Delivery

- ✓ Exception: Judicial Foreclosures and Tax Foreclosures are held in Civil Division.
- ✓ Note: Adoptions are kept strictly confidential.

JUVENILE DEPARTMENT

Juvenile Department, a subdivision of the Special Proceedings Division, is responsible for:

- Abuse/Neglect/Dependency Court
- Delinquency Court
- Emancipation Proceedings

- ✓ Note: Juveniles are not listed in ACIS and are kept strictly confidential.

Guardianship and custody are often confused as being in Juvenile Court. Here are some criteria that will help you direct people to the correct department:

Special Proceedings:	Guardianship Hearings for children with no living parents
Special Proceedings:	Guardianship Hearings for incompetent adults
Civil:	Guardianships in Minor Settlement lawsuits
Civil:	Custody of minor children
Estates:	Guardianship appointments

If a juvenile was charged with a crime before they are 16 years old of age (Delinquency Court), the case will be tried as a juvenile court matter unless moved to Superior Court. Refer all questions on these matters to the Juvenile Court Counselor's Office.

If the juvenile is a neglected, dependent or abused child (Abuse/Neglect/Dependency Court), refer all questions on these matters to that court clerk.