

Getting Court Appearance Reminder Cards & Posters in North Carolina

If you're in North Carolina, you can order court appearance reminder cards and posters directly from the Administrative Office of the Courts (AOC), just like any other court supplies. This is a convenient and cost-effective option.

ORDERING COURT APPEARANCE REMINDER CARDS

Reminder cards provide basic information about court appearance and encourage people to enroll in the AOC court date reminder system. They are business card-sized and can be handed out by judicial officials, courthouse staff, and law enforcement when issuing a citation. When ordering reminder cards, you'll need certain county-specific information.



- A. County Name.** Include your county name; it will appear on the card in section A of the above sample as, for example, "New Hanover County."

NOTE: If you are using reminder cards in a multi-county judicial district, make different cards for each county.

- B. Court Locations.** Include the street address and city for all court locations, including non-courthouse locations. Some counties only have one court location, while others may have multiple locations. What you list will appear in section B of the above sample as, for example, "123 Court St., Raleigh."
- C. Court Contact Information.** Include a phone number and website link where people can get more information about coming to court and services like transportation or childcare. For some

jurisdictions, the best contact information will be your courthouse phone number and nccourts.gov county page. However, you can add whatever is most helpful – like the information for pretrial services, the criminal justice resource department, or the clerk’s office.

To order these materials, submit a stationary request through the AOC Online Supply Store. Include your county name, court locations, court contact information and the number of cards you need in your request. You will get proofs of your cards and a quote for printing costs. Again, you can order cards for multiple counties—just make sure to provide all the necessary information for each county. If you have questions, contact the AOC print shop at printingservices@nccourts.org.

ORDERING COURT APPEARANCE POSTERS

You can encourage court appearance by hanging posters with information about the AOC court date reminder system and highlighting the consequences for missing court in the courthouse, in the jail, on public transportation, and in other popular spots for court users.

DON'T RISK ARREST.

Sign up for free criminal court date reminders!

Missing court has consequences.
If you don't show up to court or resolve your case, you may be arrested. For many traffic violations, if you fail to appear your driver's license will be revoked.

STEP 1: KNOW YOUR CASE NUMBER.
If you don't know your case number, go to nccourts.gov/court-dates to find it and see other details about your case.

STEP 2: ENROLL ONLINE.
Use your phone to scan the QR code on the left, then enter your county and case file number. Choose to receive text message or email reminders about your court dates. Standard message rates apply but the service is free. Reminders are not just for defendants – anyone can enroll, including friends and family!

To order posters, place a printing request through the AOC Online Supply Store. Include the number of posters you want, and any special instructions about size. You can order “standard” poster-size, larger posters or standing banners. If you have questions, contact the AOC print shop at printingservices@nccourts.org.