

**U.S. District Court, Western Division of North Carolina  
Special Instructions**

- Attach only one main document and as many supporting documents as are applicable in the same transaction.
- You will be unable to locate your case unless a member of your firm is included on the service list. Contact Customer Support at 888-529-7587 if you are unable to locate your case.
- By default, the Service/Notice tab will only list parties who can receive service electronically. Click the “All Active Participants” button (located just above the service list) to view all parties in the case, including those who can only receive service via U.S. Mail.