

11 NCAC 23B .0105 CONTACT INFORMATION

- (a) "Contact information" for purposes of this Rule shall include telephone number, facsimile number, email address, and mailing address.
- (b) All persons or entities without legal representation who have matters pending before the Commission shall inform the Commission of any change in contact information by filing a written notice via the Commission's Electronic Document Filing Portal ("EDFP"), email to contactinfo@ic.nc.gov, facsimile to (919) 715-0282, U.S. mail sent to Office of the Clerk, 1236 Mail Service Center, Raleigh North Carolina 27699-1236, private courier service in accordance with Rule .0101 of this Section, or hand delivery in accordance with Rule .0101 of this Section.
- (c) A plaintiff without legal representation who was an inmate in the North Carolina Division of Adult Corrections at the time of filing his or her tort claim, shall, within 30 days of release, provide the Commission with written notice of his or her post-release contact information in any manner authorized in Paragraph (b) of this Rule. Following the initial written notice of post-release contact information, the previously incarcerated plaintiff shall continue to inform the Commission of all changes in contact information in accordance with Paragraph (b) of this Rule.
- (d) All attorneys of record with matters before the Commission shall provide and maintain current contact information for the Commission's records via EDFP.
- (e) Instructions on how to provide and update contact information via EDFP are available at <https://www.ic.nc.gov/docfiling.html>.

*History Note: Authority G.S. 143-291; 143-300;
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