

**Suggested Styling for Proposed Orders Filed with the Industrial Commission**

To improve productivity and ensure stylistic consistency, it is preferred that all proposed orders submitted to the Industrial Commission be formatted as displayed below:

**NORTH CAROLINA INDUSTRIAL COMMISSION**

**I.C. NO. 012345, JOHN DOE, Employee, Plaintiff v. ACME CORPORATION, Employer, BIG INSURANCE COMPANY, Carrier, Defendants.**

**ORDER by JANE DOE, Deputy Commissioner [Commissioner, Special Deputy Commissioner, etc.].**

**Filed:**

This matter is before the undersigned on plaintiff's/defendants' [Identify Name of Pleading].

A P P E A R A N C E S

Plaintiff: [Law Firm Name], [City], North Carolina; [Attorney name],  
Counsel of Record.  
Email:

Defendants: [Law Firm Name], [City], North Carolina; [Attorney name],  
Counsel of Record.  
Email:

\* \* \* \* \*

[Description of Requested Ruling]

\_\_\_\_\_  
JANE DOE  
DEPUTY COMMISSIONER

**Note:**

- The agency name is at the top of the Order, in uppercase, bold font.
- The case caption is single-spaced, bold font, and justified with the I.C. Number and the parties' names in uppercase.
- "Appearances" is centered, uppercase, and underlined with a space between each letter of the word.
- The party and attorney information are indented at one-half inch (0.5") intervals.
- The break between Appearances and the body of the Order is separated by a centered line of 11 asterisks with spaces in between each asterisk.