



Josh Stein  
Governor

Leslie Cooley Dismukes  
Secretary

To: External Partners

From: Orlando Rodriguez  
General Counsel 

Date: August 12, 2025

Re: Scheduling Virtual Proceedings and DAC's Writ Process

DAC is currently updating its policies and procedures for scheduling virtual proceedings with offenders in its custody.

Please send all requests to schedule virtual proceedings and copies of writs of habeas corpus to the following email address:

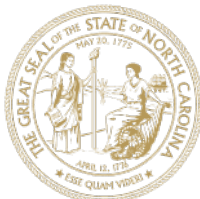
SVC.DAC\_Writ\_Office@dac.nc.gov

Note that, before transmitting a writ, please make sure that all necessary information is provided on the writ form, including the offender's date of birth and OPUS identification number.

**Please do not contact a DAC facility directly to schedule a virtual proceeding, change the date of a previously scheduled proceeding, or seek help with issues that may arise after a proceeding has been scheduled.**

If you need to change a date or otherwise need assistance, please contact Rebecca Womack in DAC population management. Ms. Womack's email address is [Rebecca.Womack@dac.nc.gov](mailto:Rebecca.Womack@dac.nc.gov). She can also be reached at 919-820-7687. Ms. Womack will work with you, the facility, and DAC General Counsel's Office, if necessary, to resolve any issues.

**MAILING ADDRESS:**  
214 West Jones Street  
Raleigh, NC 27603



**FROM THE OFFICE OF:**  
Orlando Rodriguez  
General Counsel  
<https://dac.nc.gov>

Again, requests to schedule a hearing and copies of writs should be sent to DAC via email using the writ office email address noted above to ensure a timely response. As part of the upcoming process improvements, DAC is phasing out the use of fax transmissions as a method to receive writs. However, for now, if you do not have access to email, you can still use the following fax number:

984-204-2798

You can also use the following U.S. mail address:

NC Department of Adult Correction  
831 W. Morgan St.  
Raleigh, NC 27603

Please note that DAC receives a high volume of these requests. Priority is given to certain proceedings, including certain criminal hearings. Flexibility on dates and times, where possible, is appreciated and is more likely to result in the prompt accommodation of your request.