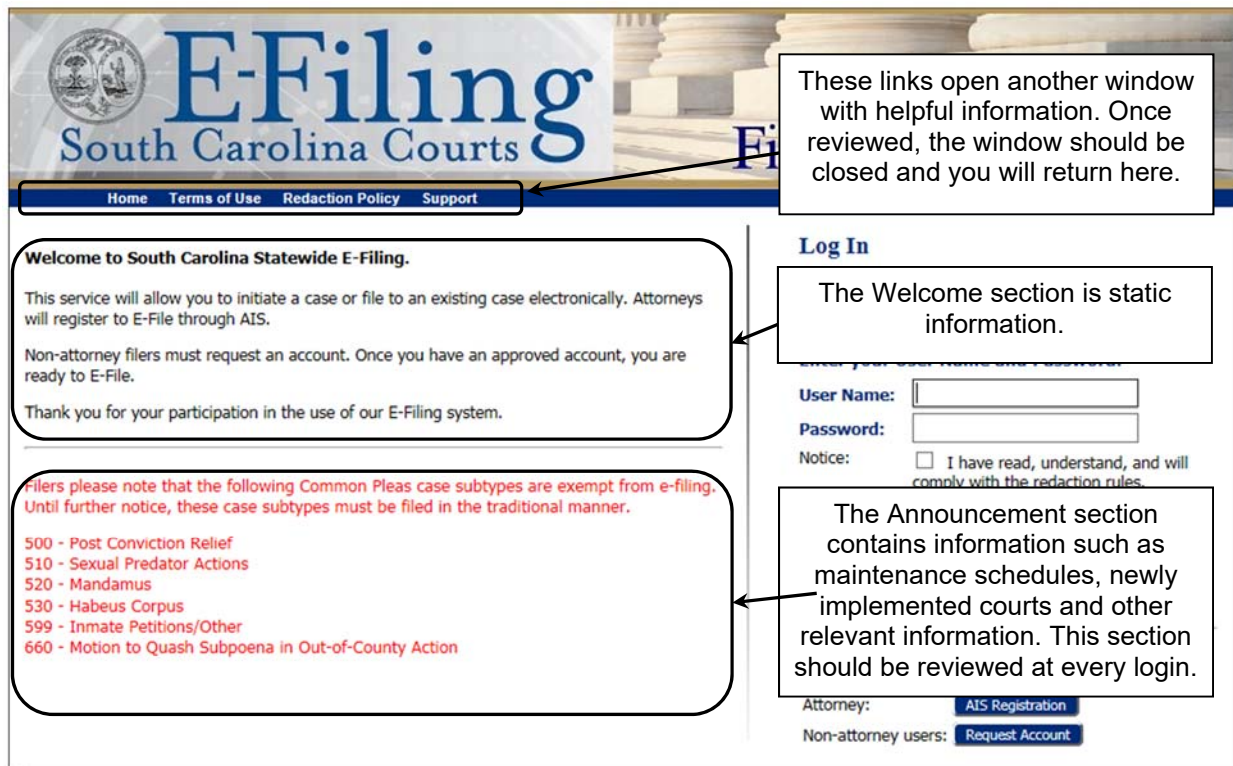


## Reference Guide Contents:

- ❖ Log In Screen..... 1
- ❖ Logging In to E-Filing ..... 2
- ❖ Password Reset for Attorneys..... 3
- ❖ Password Reset for Non-Attorneys..... 5
- ❖ User Name Reminder for Non-Attorneys ..... 7
- ❖ Request an Account for Non-Attorneys..... 8

## Log In Screen

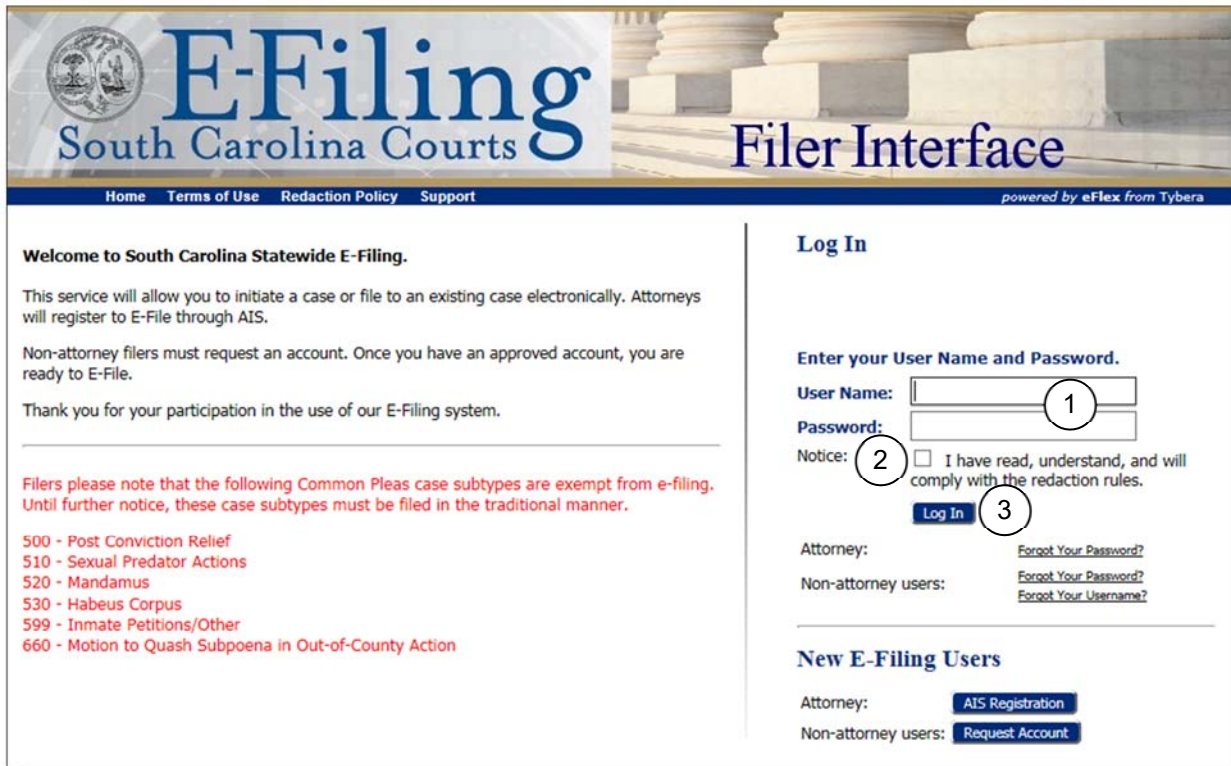


The screenshot shows the E-Filing South Carolina Courts website. It features a navigation bar with links for Home, Terms of Use, Redaction Policy, and Support. The main content area includes a welcome message, a notice about case subtypes exempt from e-filing, and a login section. Callout boxes provide additional context:

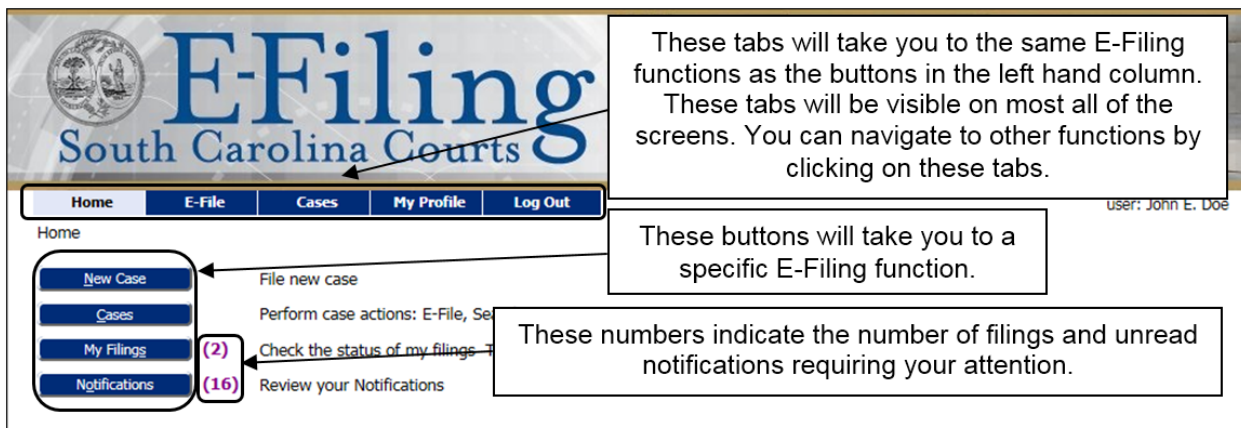
- Navigation Bar:** These links open another window with helpful information. Once reviewed, the window should be closed and you will return here.
- Welcome Section:** The Welcome section is static information.
- Announcement Section:** The Announcement section contains information such as maintenance schedules, newly implemented courts and other relevant information. This section should be reviewed at every login.

The login section includes fields for User Name and Password, a checkbox for the notice, and buttons for Attorney (AIS Registration) and Non-attorney users (Request Account).

## Logging In to E-Filing



1. Log in using your **User Name** and **Password** from AIS.
2. Click the **Notice** checkbox to indicate you have read, understand and will comply with the redaction rules.
3. Click **Log In** to open the Filer Interface home page.

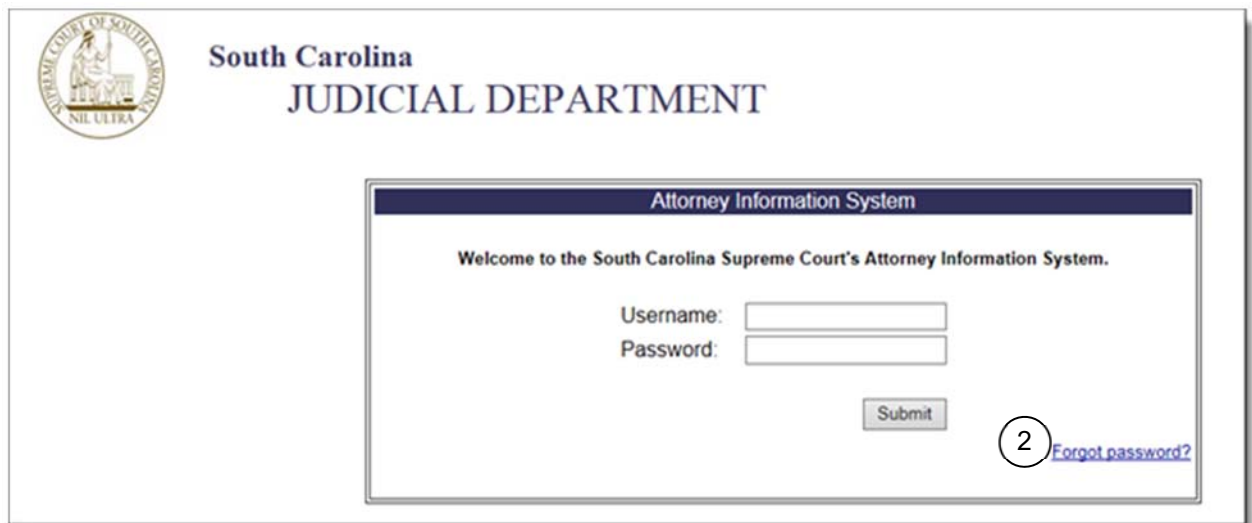


## Password Reset for Attorneys



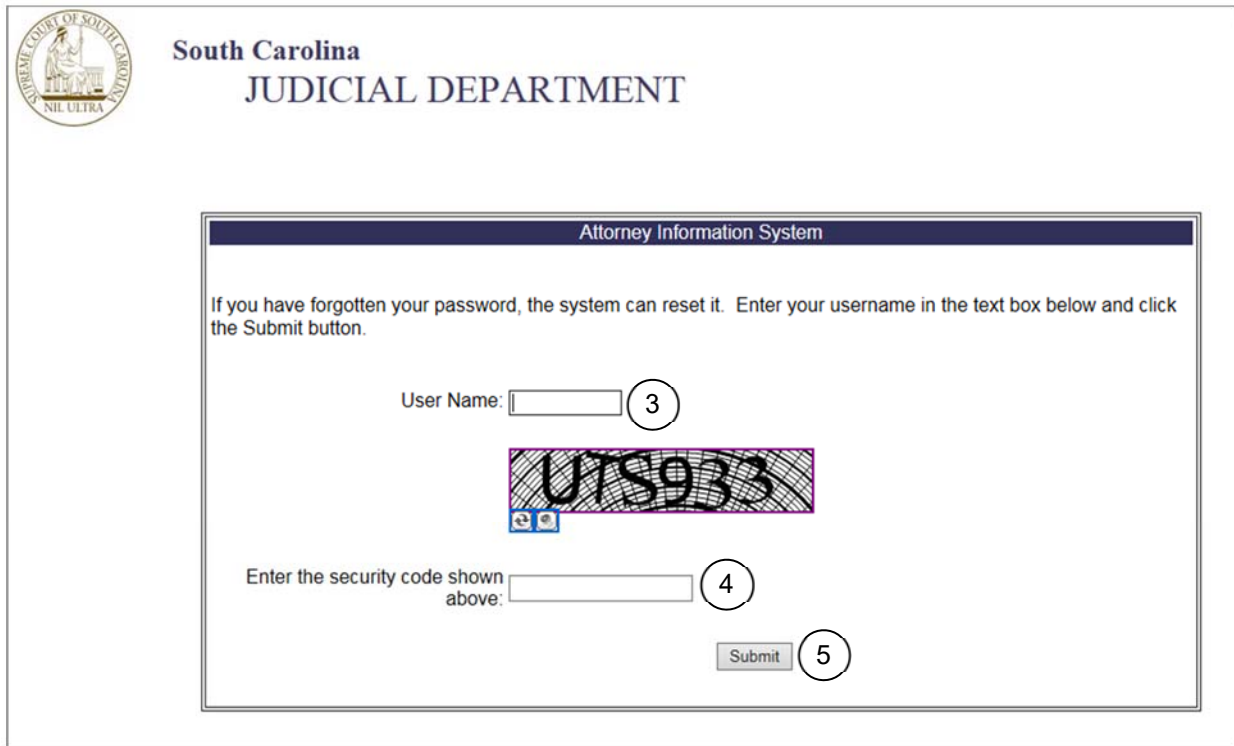
The screenshot shows the 'E-Filing South Carolina Courts Filer Interface' page. On the left, there is a 'Welcome to South Carolina Statewide E-Filing' section with introductory text and a list of case subtypes exempt from e-filing. On the right, there is a 'Log In' section with fields for 'User Name' and 'Password', a 'Notice' checkbox, and a 'Log In' button. Below the 'Log In' button, there are links for 'Attorney: Forgot Your Password?' and 'Non-attorney users: Forgot Your Password? / Forgot Your Username?'. A circled '1' is placed over the 'Attorney: Forgot Your Password?' link. At the bottom of the 'Log In' section, there are links for 'New E-Filing Users' with 'Attorney: AIS Registration' and 'Non-attorney users: Request Account'.

1. Click the Attorney **Forgot Your Password?** link to access AIS.



The screenshot shows the 'Attorney Information System' login page. It features the South Carolina Judicial Department logo and the text 'South Carolina JUDICIAL DEPARTMENT'. The main content area is titled 'Attorney Information System' and contains a welcome message: 'Welcome to the South Carolina Supreme Court's Attorney Information System.' Below this, there are input fields for 'Username:' and 'Password:', a 'Submit' button, and a 'Forgot password?' link. A circled '2' is placed over the 'Forgot password?' link.

2. Click the **Forgot password?** link.



South Carolina  
JUDICIAL DEPARTMENT

Attorney Information System

If you have forgotten your password, the system can reset it. Enter your username in the text box below and click the Submit button.

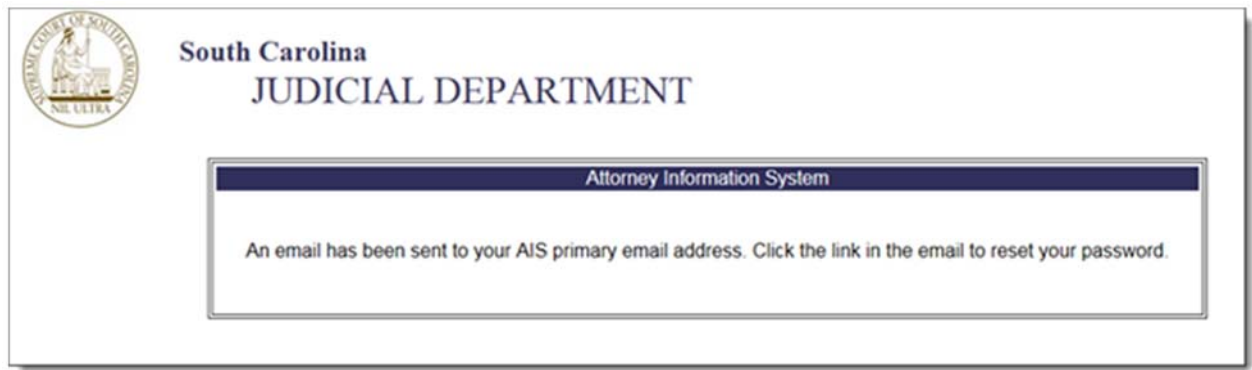
User Name:  3

UTS933

Enter the security code shown above:  4

Submit 5

3. Enter your **User Name**.
4. Enter the **security code**.
5. Click **Submit**, and a message displays.



South Carolina  
JUDICIAL DEPARTMENT

Attorney Information System

An email has been sent to your AIS primary email address. Click the link in the email to reset your password.

Follow the instructions in the email to reset your AIS password. You should now be able to log into the E-Filing System using your new AIS credentials.

## Password Reset for Non-Attorneys

### Note

Non-attorney users: **Forgot Your Password** and **Forgot Your Username** are used by a Financial Manager who has requested the ability to check the Filing Report in E-Filing for charges made to the law firm's account.



The screenshot shows the South Carolina E-Filing Filer Interface. The header includes the South Carolina Courts logo, the text "E-Filing South Carolina Courts", and "Filer Interface". A navigation bar contains links for Home, Terms of Use, Redaction Policy, and Support, along with the text "powered by eFlex from Tybera".

**Welcome to South Carolina Statewide E-Filing.**

This service will allow you to initiate a case or file to an existing case electronically. Attorneys will register to E-File through AIS.

Non-attorney filers must request an account. Once you have an approved account, you are ready to E-File.

Thank you for your participation in the use of our E-Filing system.

**Filers please note that the following Common Pleas case subtypes are exempt from e-filing. Until further notice, these case subtypes must be filed in the traditional manner.**

- 500 - Post Conviction Relief
- 510 - Sexual Predator Actions
- 520 - Mandamus
- 530 - Habeus Corpus
- 599 - Inmate Petitions/Other
- 660 - Motion to Quash Subpoena in Out-of-County Action

**Log In**

**Enter your User Name and Password.**

User Name:

Password:

Notice:  I have read, understand, and will comply with the redaction rules.

[Log In](#)

Attorney: [Forgot Your Password?](#)

Non-attorney users: [Forgot Your Password?](#) [Forgot Your Username?](#)

**New E-Filing Users**

Attorney: [AIS Registration](#)

Non-attorney users: [Request Account](#)

1. Click the link for Non-attorney users - **Forgot Your Password?**, and the Request Password Reset screen opens.



Reset Password

### Request Password Reset

After submitting your user name, an email will be sent to the primary email address listed in your account. This email will contain a secure link to ECF that will display a page containing a new random password. You will be able to log in to ECF using this new password and then change your password to one of your choosing.

Enter your user name below:

2. Enter your **user name**.
3. Click **Submit**. A notification will be displayed stating that an email has been sent to your email address in the E-Filing system with a temporary password.

---

### Note

If you are not receiving email generated by the E-Filing System, verify that your email address is correct in AIS. Also, check your email system's Junk or Spam folder. If you find the email in your Junk or Spam folder, you may unblock the sender or add the sender to your safe sender's list. Check the documentation for your email application for further information.

---

## User Name Reminder for Non-Attorneys



**E-Filing**  
South Carolina Courts

**Filer Interface**

Home Terms of Use Redaction Policy Support powered by eFlex from Tybera

**Welcome to South Carolina Statewide E-Filing.**

This service will allow you to initiate a case or file to an existing case electronically. Attorneys will register to E-File through AIS.

Non-attorney filers must request an account. Once you have an approved account, you are ready to E-File.

Thank you for your participation in the use of our E-Filing system.

Filers please note that the following Common Pleas case subtypes are exempt from e-filing. Until further notice, these case subtypes must be filed in the traditional manner.

- 500 - Post Conviction Relief
- 510 - Sexual Predator Actions
- 520 - Mandamus
- 530 - Habeus Corpus
- 599 - Inmate Petitions/Other
- 660 - Motion to Quash Subpoena in Out-of-County Action

**Log In**

**Enter your User Name and Password.**

User Name:

Password:

Notice:  I have read, understand, and will comply with the redaction rules.

[Log In](#)

Attorney: [Forgot Your Password?](#)

Non-attorney users: [Forgot Your Password?](#) [Forgot Your Username?](#)

**New E-Filing Users**

Attorney: [AIS Registration](#)

Non-attorney users: [Request Account](#)

1. Click on Non-attorney users - **Forgot Your Username?**, and the Forgot User Name screen opens.



Forgot User Name

**Forgot User Name**

After submitting your email address, if a user account is found with a matching primary email address an email will be sent containing your user name. You will be able to log in to the e-filing site using this user name and your password. If you have forgotten your password as well, you can then request a password reset using the identified user name.

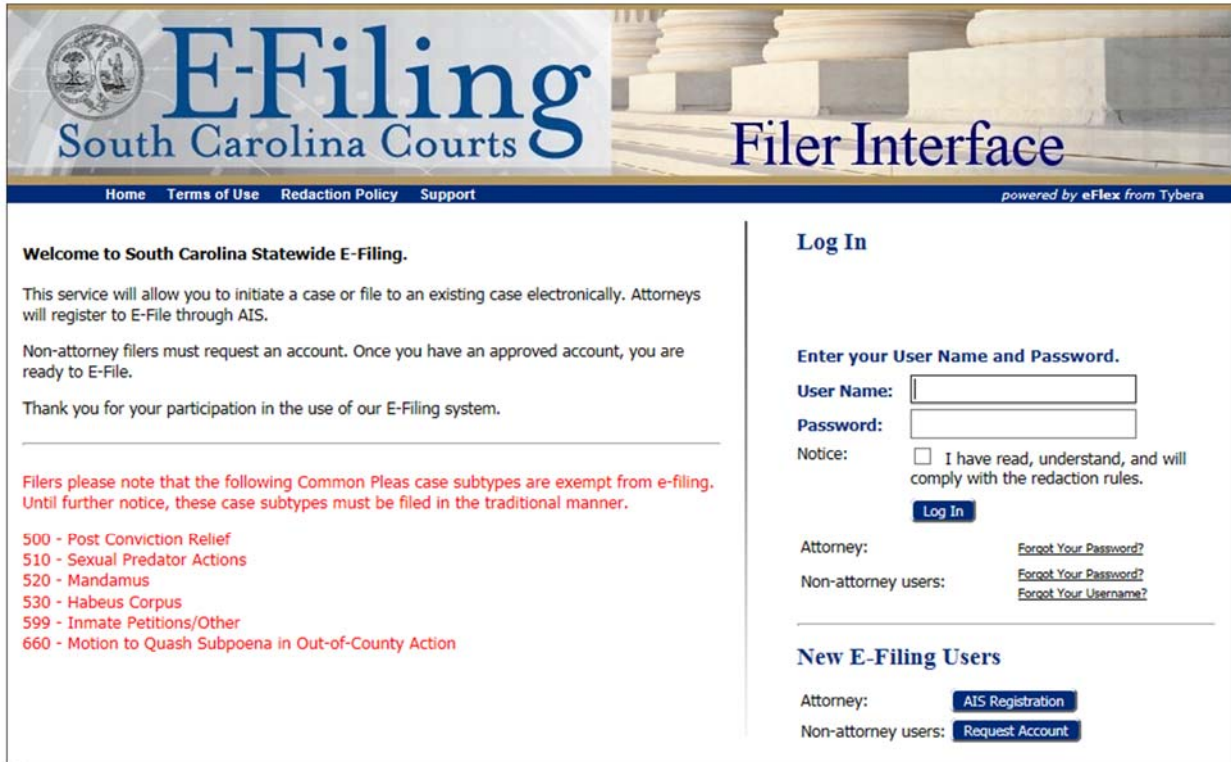
Please provide us with the primary email address registered for your account.

**Enter your email address below:**

[Cancel](#) [Submit](#)

2. Enter your **email address**.
3. Click **Submit**. An email will be sent to your email address with your user name.

## Request an Account for Non-Attorneys



The screenshot shows the South Carolina E-Filing Filer Interface. The header includes the South Carolina Courts logo, the text "E-Filing South Carolina Courts", and "Filer Interface". A navigation bar contains links for Home, Terms of Use, Redaction Policy, and Support, along with the text "powered by eFlex from Tybera".

**Welcome to South Carolina Statewide E-Filing.**

This service will allow you to initiate a case or file to an existing case electronically. Attorneys will register to E-File through AIS.

Non-attorney filers must request an account. Once you have an approved account, you are ready to E-File.

Thank you for your participation in the use of our E-Filing system.

**Filers please note that the following Common Pleas case subtypes are exempt from e-filing. Until further notice, these case subtypes must be filed in the traditional manner.**

- 500 - Post Conviction Relief
- 510 - Sexual Predator Actions
- 520 - Mandamus
- 530 - Habeus Corpus
- 599 - Inmate Petitions/Other
- 660 - Motion to Quash Subpoena in Out-of-County Action

**Log In**

**Enter your User Name and Password.**

User Name:

Password:

Notice:  I have read, understand, and will comply with the redaction rules.

[Log In](#)

Attorney: [Forgot Your Password?](#)

Non-attorney users: [Forgot Your Password?](#)  
[Forgot Your Username?](#)


**New E-Filing Users**

Attorney: [AIS Registration](#)

Non-attorney users: [Request Account](#)

1. Click the **Request Account** button, and a User Agreement screen opens.





User Agreement

## User Agreement

**Terms of Use**

**South Carolina Courts' Electronic Filing System (SCE-File) User Agreement**

This User Agreement serves as your agreement with the South Carolina Judicial Department for the purpose of electronically filing court documents. For licensed South Carolina attorneys, the User Agreement will remain in effect as long as you are properly registered with the South Carolina Attorney Information System (AIS).

**NOTE: Pro Hac Vice attorneys are prohibited from registering to use SCE-File. Only licensed South Carolina attorneys who are properly registered with AIS may electronically file documents using SCE-File.**

**A. E-Filing User Terms and Conditions:**

An E-Filing User accepts and agrees to comply with the following terms and conditions:

- Each E-Filing User of the SCE-File system agrees to comply with the Administrative Order(s), South Carolina Rules of Civil Procedure, and the Policies and Guidelines governing e-filing that are in effect on the date of the filing of the pleadings or documents. (insert link)
- Provide accurate, timely, and complete information to AIS as required by the South Carolina Judicial Department.
- Be responsible for the security and use of the E-Filing User's ID and password. Any e-filing or other interaction with the SCE- File system using an E-Filing User ID and password shall be deemed to be made by that E-Filing User or with that E-Filing User's express authorization.
- Immediately notify the E-Filing Helpdesk (insert link) if there has been any breach of user security, including any use of an E- Filing User ID and password by an individual not expressly authorized to do so by the E-Filing User.
- Your registration and acceptance of the terms of the User Agreement constitutes your request for, and consent to, receive electronic service. By accepting the User Agreement, you consent to e-service of notice of filing of all pleadings, papers, or other documents filed by other parties (except service of a Summons and Complaint pursuant to Rule 4, SCRCP), and entry of orders or judgments by the clerk of court. You agree that receiving electronic notice of electronically filed documents has the same legal force and effect as if it was received via paper or in writing.
- You consent to the use of a digital signature or s/ [typed name] on all e-filed documents.
- **Public Access:** All documents submitted by e-filing and information provided to the SCE-File system by the E-Filing User are public record and may only be designated as sealed, confidential, or otherwise protected from public disclosure by following the appropriate procedures outlined in Rules 41.1 and 41.2, SCRCP, or other South Carolina statutes, court rules, or administrative orders.
- **Redaction:**You agree to omit, delete, or redact all personal identifying information from e-filed documents as required by Rule 41.2, SCRCP, S.C. Code Ann. § 30-2-330, and by Order of the Supreme Court entitled "Revised Order Concerning Personal Identifying Information and Other Sensitive Information in Appellate Court Filings," Appellate Case No. 2013- 002681.

2. Read the entire agreement.

**B. Technical Requirements:**  
An E-Filing User accepts and agrees to the following provisions related to technical requirements:

- The SC Judicial Department may deploy updates or modifications to the SCE-File system at any time, with or without prior notice. The E-Filing Users continued use of the SCE-File system to file documents electronically with the court constitutes acceptance of the system as updated or modified.
- The SC Judicial Department may delay, limit, or deny access to the SCE-File system due to system outages, scheduled maintenance or backups, or unforeseen events that may occur.
- The SC Judicial Department will make reasonable efforts to provide prompt notice of any denial of access and the anticipated duration of such denial of access, but failure of the SC Judicial Department to give such notice shall not constitute a waiver of any part of the User Agreement or justification for E-Filing Users failure to comply with the South Carolina Rules of Civil Procedure, the Rules of Professional Conduct, the Policies and Guidelines, or other South Carolina statutes, appellate court rules, administrative orders.
- Unavailability of the SCE-File system shall neither constitute a basis for an extension of time in which to file any matter with the court nor in any way affect any applicable statute of limitations or other legal time requirement, except as provided by law. In the event the SCE-File system is unavailable, the E-Filing User agrees to comply with the provisions of the Policies and Guidelines dealing with Technical Difficulties.

**C. Miscellaneous Provisions:**  
An E-Filing User accepts and agrees to the following Miscellaneous Provisions related to SCE-File system use:

- By use of the SCE-File system, an E-Filing User acquires no ownership or intellectual property interest in the system, its content or related materials, including but not limited to Filing User ID or password; user profile information; user interface design, format or content; titles or terminology; logos or other artwork; or training materials and documentation. An E-Filing User agrees that all such intellectual property is the sole property of the SC Judicial Department, and that no such content may be reproduced without permission.
- An E-Filing User agrees to make every attempt not to upload documents that contain viruses or other malware.
- Each authorized E-Filing User understands and agrees that in the event the user submits inappropriate, harmful, or obscene content that is not relevant to the case, the user's privilege to participate in SCE-File and the user's access to the system may be terminated. Each authorized E-Filing user also understands that the inappropriate, harmful, or obscene content may be removed from the public index.
- The SC Judicial Department reserves the right to suspend service to any account if there is any misuse or abuse of the account. Service will be suspended if any information provided during the account registration process is fraudulent.
- Understand that misuse abuse or fraud may also result in termination of your e-filing privilege civil liability criminal prosecution, sanctions, and/or a grievance being filed with the Office of Disciplinary Counsel (ODC).
- You agree to cooperate with the SC Judicial Department and law enforcement during investigations into misuse, abuse, or fraud related to the use of your SCE-File account.
- The E-Filing User assumes all risk and waives any claim for damages against the South Carolina Judicial Department resulting from use of SCE-File.
- Any challenge or dispute regarding the User Agreement, whether sounding in contract or tort, relating to its validity, construction, interpretation and enforcement shall be determined, governed, and construed in accordance with the laws of the state of South Carolina.
- If any section of the User Agreement shall, for any reason, be held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and shall not affect the validity of the remaining portions of the User Agreement.

**South Carolina Courts' Electronic Filing System (SCE-File) User Agreement**

In order to use SCE-File, you must accept the terms of the User Agreement as explained below. Failure to accept these terms will take you back to the South Carolina Judicial Department homepage. I have read, understand, and accept the terms of the User Agreement and the applicable Administrative Order(s), court rules, policies, and guidelines that govern electronic filing in South Carolina. I agree to redact all personal identifying information from e-filed documents as required by Rule 41.2, SCRCP, S.C. Code Ann. § 30-2-330, and court order.

I accept the terms of the user agreement **3**

I do not accept the terms of the user agreement

**4**

- Click the radio button to **accept the terms of the user agreement**. Non-attorney E-Filers must accept the Terms and Conditions.
- Click **Submit**, and the User Role screen opens.



User Agreement » Select User Role

**USER ROLES**

Select your user role:

Financial Administrator - Attorney Firm **5**

**6**

- Financial Administrator** is the only user role currently available.
- Click **Next**.



User Agreement ⇒ Select User Role ⇒ Select User Company

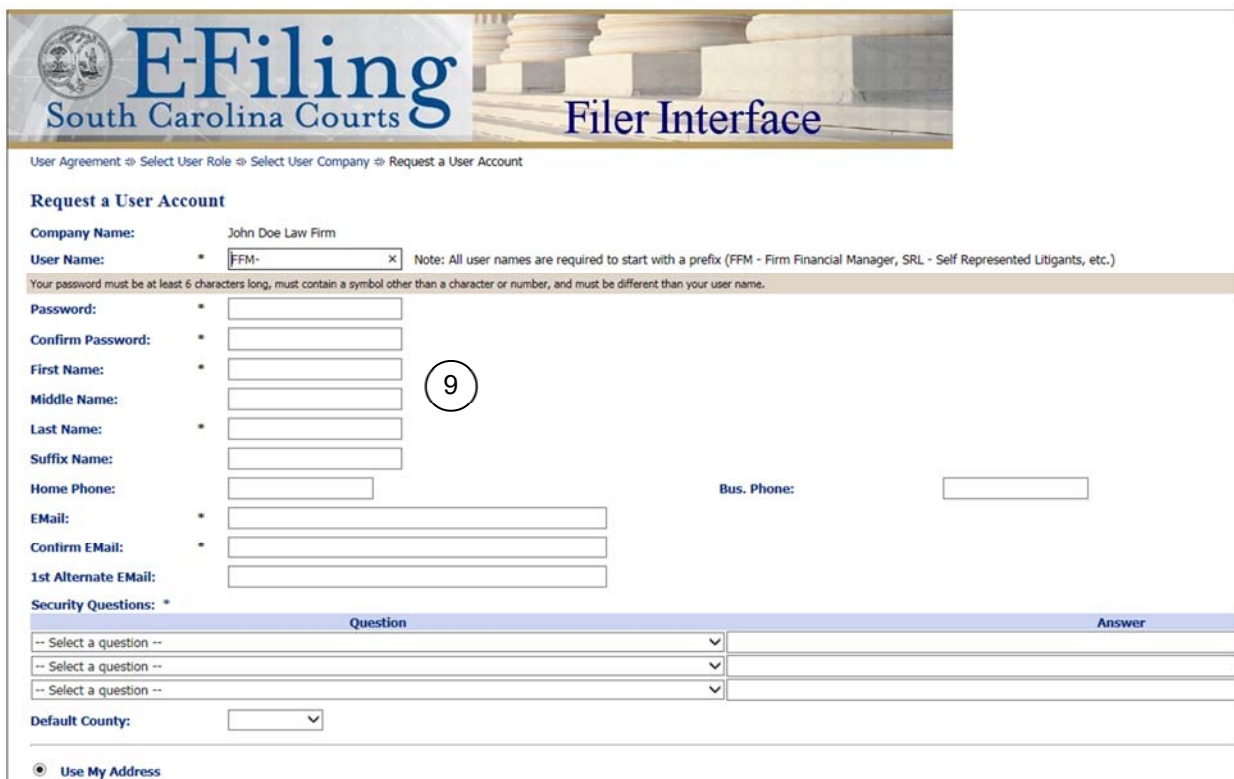
### Select a company

Select the company you belong to or type it in below:

Existing  7 ▾

8

7. Select your law firm or company from the **Select a company** dropdown.
8. Click **Next**.



User Agreement ⇒ Select User Role ⇒ Select User Company ⇒ Request a User Account

### Request a User Account

Company Name: John Doe Law Firm

User Name: \*  x Note: All user names are required to start with a prefix (FFM - Firm Financial Manager, SRL - Self Represented Litigants, etc.)

Your password must be at least 6 characters long, must contain a symbol other than a character or number, and must be different than your user name.

Password: \*

Confirm Password: \*

First Name: \*  9

Middle Name:

Last Name: \*

Suffix Name:

Home Phone:  Bus. Phone:

EMail: \*

Confirm EMail: \*

1st Alternate EMail:

Security Questions: \*

Question	Answer
-- Select a question -- ▾	<input type="text"/>
-- Select a question -- ▾	<input type="text"/>
-- Select a question -- ▾	<input type="text"/>

Default County:

Use My Address

9. Complete the Request a User Account form. An asterisk (\*) denotes information that is required.

Use My Address

Address Line 1: \*

Address Line 2:

Address Line 3:

City: \*  State:

Postal Code: \*  Country:

**10**

10. Click Submit when all information has been entered. A system administrator must verify your account; you will receive an email once your account is approved.