

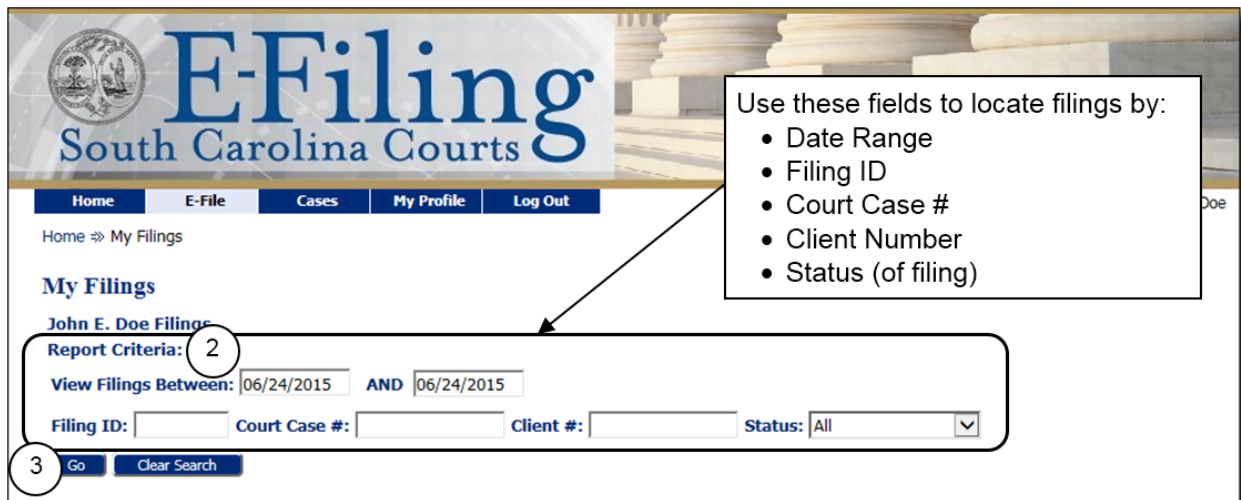
Reference Guide Contents:

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- ❖ Resubmit a Rejected Filing 3
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Check Filing Status



1. Start from the Home Page and click **My Filings**.



2. Enter **Report Criteria** to locate specific filings. In the example above, a date range was used to locate filings submitted on a specific day. The date used for the search is the Date Filed.
3. Click **Go**, to view the results of your search.



Home ⇒ My Filings

My Filings
John E. Doe Filings
Report Criteria:
View Filings Between: 06/24/2015 AND 06/24/2015
Filing ID: Court Case #: Client #: Status: All
Go Clear Search

My Filings Between 06/24/2015 and Today
Delete Filings per page: 50

<input type="checkbox"/>	Filing ID	Client #	Case Caption	Court Case #	Date Submitted	Action	Court Agency	County	Status	NEF Additional
<input type="checkbox"/>	9098	2015-28881	New Case: Burbor, Churchill		06-24-2015 02:43:32 PM	Summons & Complaint	Common Pleas	Georgetown	Awaiting Approval	
<input type="checkbox"/>	9097	2015-99174	Darlene Smith VS Georgia Jones	2015CP2203236	06-24-2015 02:41:24 PM	Summons & Complaint	Common Pleas	Georgetown	Filed	
<input type="checkbox"/>	9095	2015-174754	New Case: Darrington, Paxton		06-24-2015 02:34:51 PM	Summons & Complaint	Common Pleas	Georgetown	Rejected	Resubmit

Number of Filings: 3 - Message from the court/clerk

4. Click the **Status** to review the status details.

Note

The status settings in the screen above show three submissions. One is waiting for approval by the clerk, one has been filed, and one has been rejected and must be resubmitted.

Resubmit a Rejected Filing



E-Filing South Carolina Courts Filer Interface

Home E-File Cases My Profile Log Out user: John E. Doe

Home » My Filings

My Filings
John E. Doe Filings
Report Criteria:
View Filings Between: 06/24/2015 AND 06/24/2015
Filing ID: Court Case #: Client #: Status: All

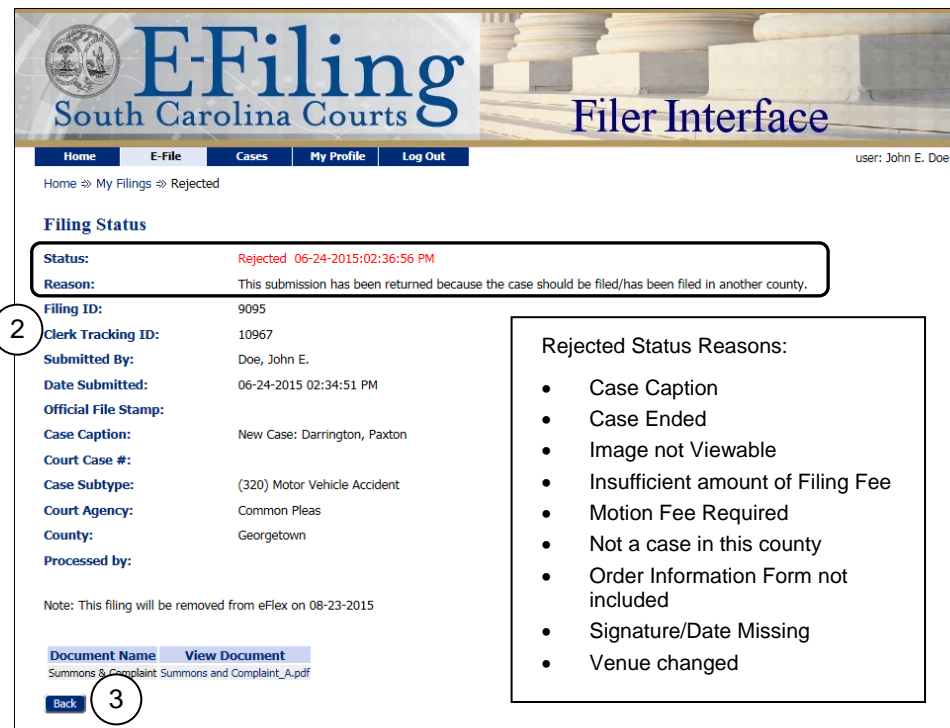
Go Clear Search

My Filings Between 06/24/2015 and Today
Delete Filings per page: 50

Filing ID	Client #	Case Caption	Court Case #	Date Submitted	Action	Court Agency	County	Status	NEF Additional
9098	2015-28881	New Case: Burbor, Churchill		06-24-2015 02:43:32 PM	Summons & Complaint	Common Pleas	Georgetown	Awaiting Approval	
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9095	2015-174754	New Case: Darrington, Paxton		06-24-2015 02:34:51 PM	Summons & Complaint	Common Pleas	C	Rejected	Resubmit

Number of Filings: 3 - Message from the court/clerk

1. Click the **Rejected** status link to review the filing details.



E-Filing South Carolina Courts Filer Interface

Home E-File Cases My Profile Log Out user: John E. Doe

Home » My Filings » Rejected

Filing Status

Status: Rejected 06-24-2015:02:36:56 PM
Reason: This submission has been returned because the case should be filed/has been filed in another county.

Filing ID: 9095
Clerk Tracking ID: 10967
Submitted By: Doe, John E.
Date Submitted: 06-24-2015 02:34:51 PM
Official File Stamp:
Case Caption: New Case: Darrington, Paxton
Court Case #: (320) Motor Vehicle Accident
Case Subtype: Common Pleas
Court Agency: Georgetown
County: Georgetown
Processed by:

Note: This filing will be removed from eFlex on 08-23-2015

Document Name View Document
Summons & Complaint Summons and Complaint_A.pdf

Back

Rejected Status Reasons:

- Case Caption
- Case Ended
- Image not Viewable
- Insufficient amount of Filing Fee
- Motion Fee Required
- Not a case in this county
- Order Information Form not included
- Signature/Date Missing
- Venue changed

2. Take note of the **Clerk Tracking ID** to use as a reference if you need to communicate with the clerk.
3. Click the **Back** button to return to the **My Filings** screen.



E-Filing South Carolina Courts Filer Interface

Home E-File Cases My Profile Log Out user: John E. Doe

Home ⇒ My Filings

My Filings
John E. Doe Filings
Report Criteria:
View Filings Between: 06/24/2015 AND 06/24/2015
Filing ID: [] Court Case #: [] Client #: [] Status: All [v]
Go Clear Search

My Filings Between 06/24/2015 and Today
Delete Filings per page: 50 [v]

Filing ID	Client #	Case Caption	Court Case #	Date Submitted	Action	Court Agency	County	Status	NEF	Additional
9098	2015-28881	New Case: Burbor, Churchill		06-24-2015 02:43:32 PM	Summons & Complaint	Common Pleas	Georgetown	Awaiting Approval		
9097	2015-99174	Darlene Smith VS Georgia Jones	2015CP2203236	06-24-2015 02:41:24 PM	Summons & Complaint	Common Pleas	Georgetown	Filed		
9095	2015-174754	New Case: Darrington, Paxton		06-24-2015 02:34:51 PM	Summons & Complaint	Common Pleas	Georgetown	Rejected		Resubmit

Number of Filings: 3 [!] - Message from the court/clerk

4. Click **Resubmit** which will direct you to the Add a Document page.



E-Filing South Carolina Courts Filer Interface

Home E-File Cases My Profile Log Out user: John E. Doe

Home ⇒ My Filings ⇒ Add a Document

County: Georgetown Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (320) Motor Vehicle Accident

Action Type: [v] Please Select Action Type From List Below [v]
Action *: [v] Please Select Action From List Below [v]
Document Location: [] Browse...
Add to Submission: **Add**

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Case Data	form.xml			0.01 MB	
Summons & Complaint	Summons and Complaint_A.pdf	Show/Hide Participants [v] Add Judy Darrington [X]		1.79 MB	Remove

Total Size: 1.79 MB

Back Move to Draft Next

From this page you can remove documents (🗑️) and submit new documents. See the following instructions (*Remove a Document from a Rejected Filing*). If it is necessary to remove the entire filing, click the **Home** menu button and follow the instructions in the section below entitled, *Remove a Rejected Filing*.

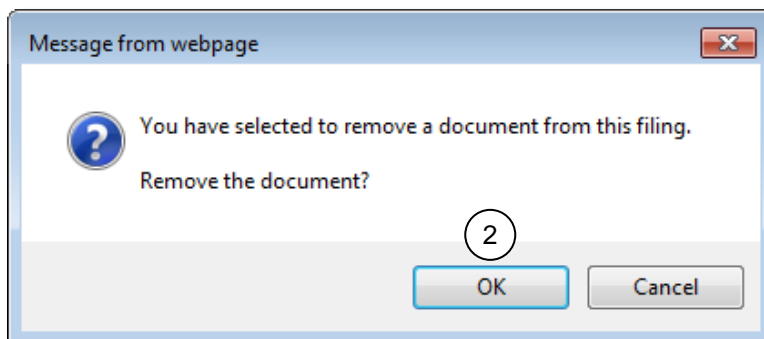
Note

A new filing date and time will be assigned to a resubmitted filing.
Leaving the Add A Document screen without submitting the corrections will automatically move the rejected filing to Draft Filings.

Remove a Document from a Rejected Filing



1. Click the Remove Document (🗑️) icon, and a message prompt opens.



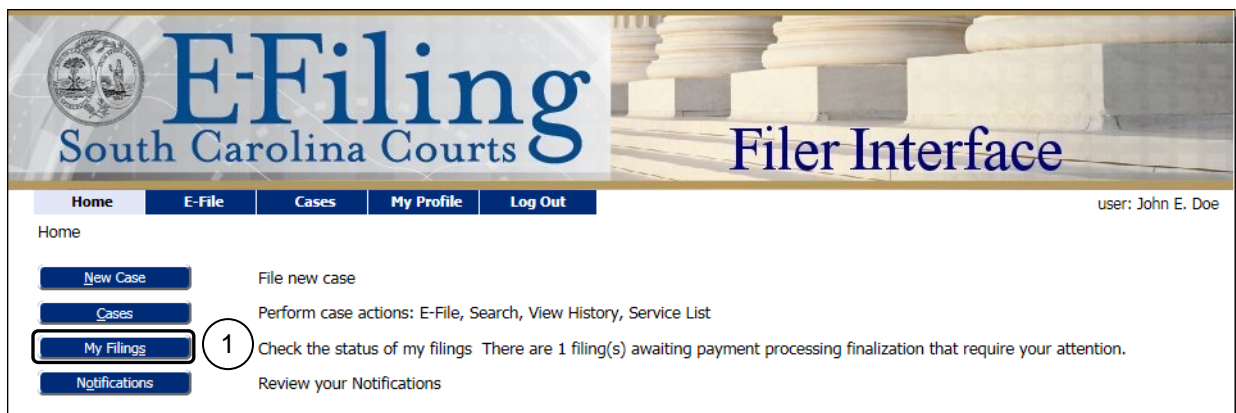
2. Click **OK**, then, depending on the reason for the rejected filing:

- Click the **Back** button (**Back**) to make changes to the case parties or back to change the case type and subtype (new case filings only).
- Add a new document (from the screen shown above) and continue through the submission process.

Note Depending on the filing (Case Type and Subtype) a fee may be applicable for the resubmitted filing.

Remove a Rejected Filing

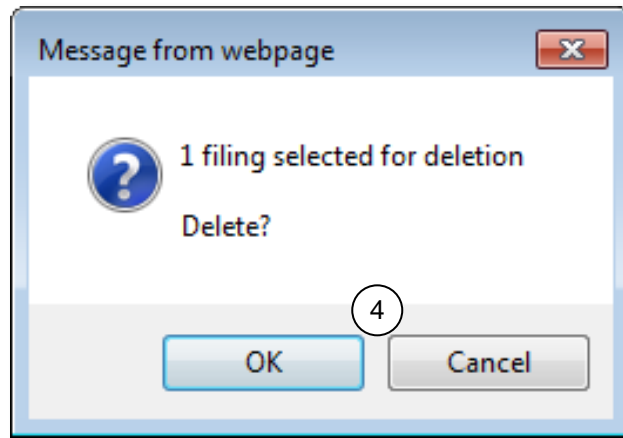
These instructions explain how to remove the entire rejected filing. See the instructions in the previous section to remove one or more documents from your filing and resubmit.



1. Start from the Home page and click **My Filings**.



2. Click to enter a checkmark in the checkbox of the filing to be deleted.
3. Click **Delete**, and a message prompt opens.



4. Click **OK** to delete the filing or click **Cancel** to retain the filing.