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Review Case and Filing Details



1. Start at the Home page and click **Cases**.

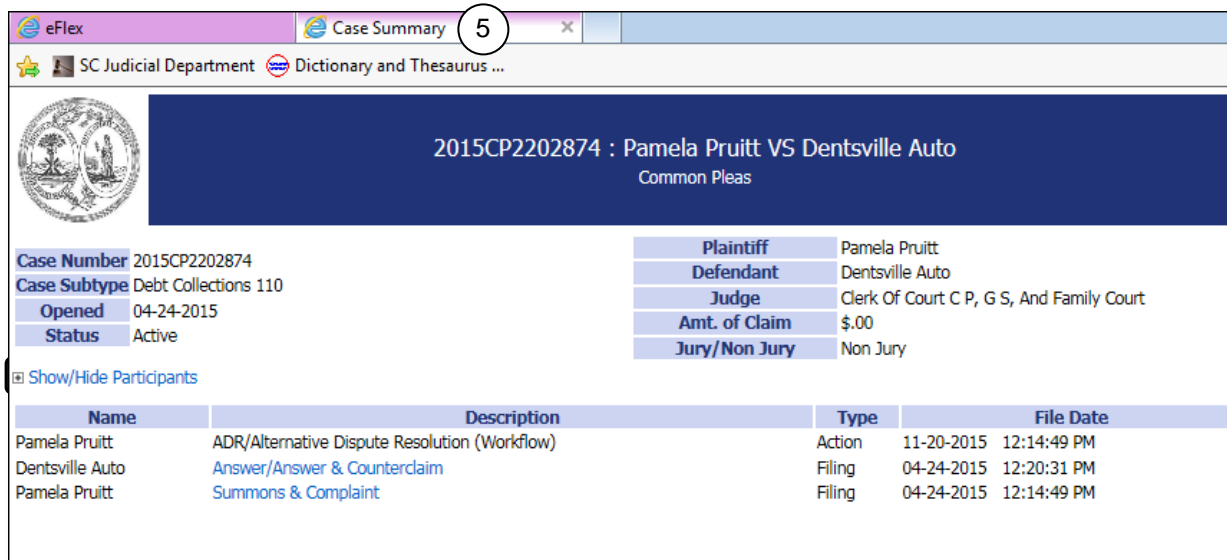


2. Enter the **Case Number**.
3. Verify that the **County** is correct for the filing.
4. Click the **History** button for details, such as actions, case parties, and filings.

Note

On the Cases screen, you can click the **E-File** button to add a filing to the case or click the associated link in the E-File column (in the grid).

See following sections *Search for Cases* for instructions for searching for cases by case caption and *Additional Ways to Locate Cases* for searching by column heading and cases with active or inactive settings.



2015CP2202874 : Pamela Pruitt VS Dentsville Auto
Common Pleas

Case Number	2015CP2202874	Plaintiff	Pamela Pruitt
Case Subtype	Debt Collections 110	Defendant	Dentsville Auto
Opened	04-24-2015	Judge	Clerk Of Court C P, G S, And Family Court
Status	Active	Amt. of Claim	\$.00
		Jury/Non Jury	Non Jury

Name	Description	Type	File Date
Pamela Pruitt	ADR/Alternative Dispute Resolution (Workflow)	Action	11-20-2015 12:14:49 PM
Dentsville Auto	Answer/Answer & Counterclaim	Filing	04-24-2015 12:20:31 PM
Pamela Pruitt	Summons & Complaint	Filing	04-24-2015 12:14:49 PM

- Viewing this document opens a new tab. Click to close the tab and return to the Filer Interface/Cases screen.



E-Filing
South Carolina Courts

Home | E-File | Cases | My Profile | Log Out

user: John E. Doe

Home ⇒ Cases

Cases

Number of cases displayed per page: 50

Case Number	Court	County	Court Agency	E-File	History	Service List
2015CP2202874	CIRCUIT COURT	Georgetown	Common Pleas	E-File	History	Service List

Ex: 2013CP0100001

[Search Cases](#)

- Click the **Service List** link to review the list of case parties who will be served with a Notice of Electronic Filing (NEF) in the case. Again, close the tab to return to the Filer Interface/Cases screen.

Service List

Case Number: 2015CP2202874
Court: CIRCUIT COURT
 Common Pleas
 Georgetown
Case Caption: Pamela Pruitt VS Dentsville Auto

This list was automatically generated by the courts auto-notification system.
Date Generated: 04-24-2015 12:43:18

As of 04-24-2015, the electronic filing system will send a Notice of Electronic Filing (NEF) to the following parties:
 Sharon Galloway for Dentsville Auto
 John Doe for Pamela Pruitt

The electronic filing system will not send a Notice of Electronic Filing (NEF) to the following parties, who must be notified by a traditional method of service:

Search for Cases



1. Start at the Home page and click **Cases**.



2. Click the **Search Cases** button.



3. Enter one name of the Case Caption. This search is for one name only. Do not enter the entire case caption. For example, to search the Case Caption for Paula Purdue vs Shafer Bank, enter **Paula**, **Purdue**, or **Shafer**. If you enter Bank, the search will find all case captions that include the name Bank.
4. Click the **Search** button.

Additional Ways to Locate Cases



The screenshot shows the E-Filing Filer Interface for South Carolina Courts. It includes a navigation menu with 'Home', 'E-File', 'Cases', 'My Profile', and 'Log Out'. The user is logged in as 'John E. Doe'. The 'Cases' section has a search filter for 'CIRCUIT COURT' in 'Charleston' county, 'Common Pleas' court agency. Below the search filters is a table of cases with columns for Case Caption, Case Number, E-File status, Case Subtype, Judge, Court Agency, County, Service List, and Inactive status. Two cases are listed: 'Pamela Pruitt VS Dentsville Auto' and 'Palmer Preston VS Dreyers Dry Cleaners'.

Case Caption	Case Number	E-File	Case Subtype	Judge	Court Agency	County	Service List	Inactive
Pamela Pruitt VS Dentsville Auto	2015CP2202874	E-File	(110) Debt Collections	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Palmer Preston VS Dreyers Dry Cleaners	2015CP2202789	E-File	(110) Debt Collections	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>

1. Click the **Case Number** column heading to list cases in alphanumerical order or reverse alphanumerical order.
2. Click one of the three radio buttons to show only active or inactive cases or to show both.

Organize Active and Inactive Cases

You can use the **Active** and **Inactive** feature to help organize your cases. These settings do not affect the status of a case. It is only used on this screen to filter your cases.



The screenshot shows the E-Filing South Carolina Courts Filer Interface. At the top, there are navigation tabs: Home, E-File, Cases, My Profile, and Log Out. The user is identified as John E. Doe. Below the navigation, there is a search area with filters for Case Number, Court (CIRCUIT COURT), County (Charleston), and Court Agency (Common Pleas). A search button is present. Below the search area, there are radio buttons for filtering cases: Show Active, Show Inactive (which is selected and circled with a '1'), and Show Both. Below the filters is a table of cases with columns for Case Caption, Case Number, E-File, Case Subtype, Judge, Court Agency, County, Service List, and Inactive. All four cases in the table have a checkmark in the Inactive column.

Case Caption	Case Number	E-File	Case Subtype	Judge	Court Agency	County	Service List	Inactive
Pamela Elaine Price VS David Reynolds Devonshire	2014CP2201784	E-File	(110) Debt Collections	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input checked="" type="checkbox"/>
Prentiss printers, inc. VS Jamie S. Devoe	2014CP2201779	E-File	(110) Debt Collections		Common Pleas	Georgetown	Service List	<input checked="" type="checkbox"/>
Jordan Pettigru VS Phillip Davies	2014CP2201778	E-File	Claim & Delivery 400		Common Pleas	Georgetown	Service List	<input checked="" type="checkbox"/>
Prunella Plaintiff VS Dorcas Defendant	2014CP2201765	E-File	(100) Constructions		Common Pleas	Georgetown	Service List	<input checked="" type="checkbox"/>

When you are not working on a case, you can click to enter a checkmark in the **Inactive** checkbox. See the example shown in the screen above. All four cases are inactive. Using this feature reduces the number of cases that show in the grid when you're searching cases you are actively working on.

If you begin to work on a case that has been set as inactive, you can change the setting to active.

1. Click the **Show Inactive** radio button, and the screen refreshes automatically.
2. Locate the file you want to reactivate.
3. Remove the checkmark from the **Inactive** checkbox. The screen refreshes automatically, and the case is returned to the Active list.