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There may be times when you will need to file to an existing case when you represent a third party not yet known to the Court. This guide will demonstrate how to locate an existing case, add the person or company you represent as a proposed plaintiff or defendant and file a Motion to Intervene.

Access an Existing Case



1. Click the **Cases** button on the Home screen.



Home E-File Cases My Profile Log Out user: Suzanne Garret

Home ⇒ Cases

Cases **2** **3** **4** **5** Number of cases displayed per page: 50

Case Number	Court	County	Court Agency	
2015CP2203235	CIRCUIT COURT	Georgetown	Common Pleas	E-File History Service List

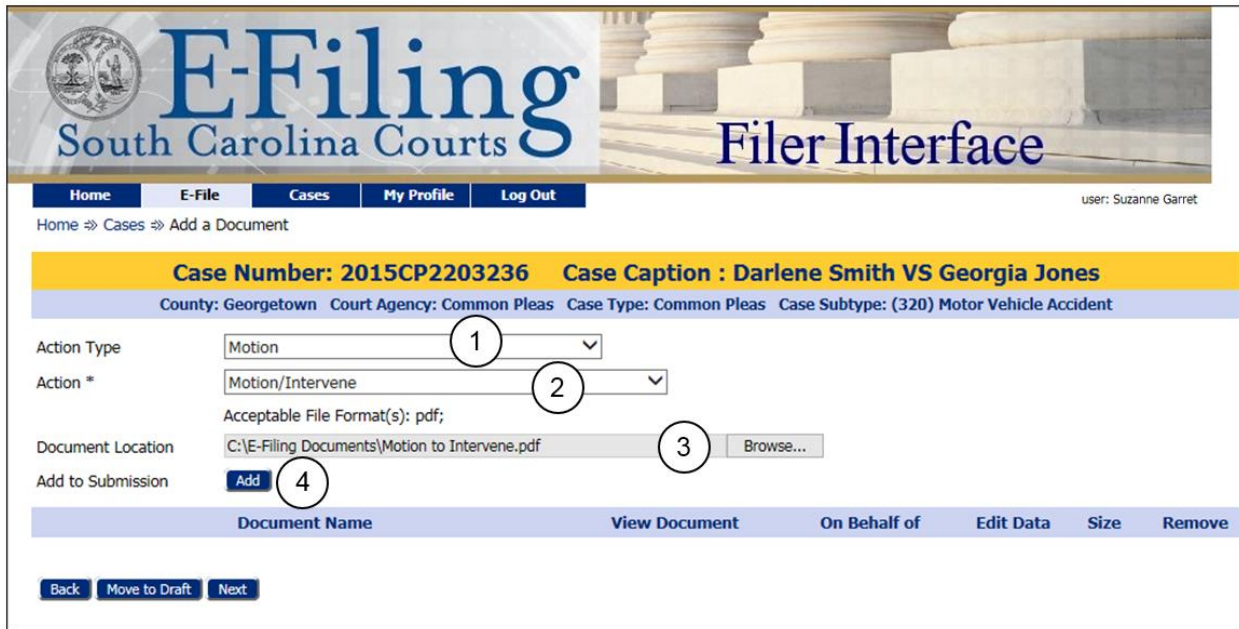
Ex: 2013CP0100001

Search Cases

2. Enter the complete **Case Number**.
3. Choose the **County** where the case was filed.
4. Select the proper **Court Agency**.
5. Click **E-File**.

Add Motion to Intervene Action and Upload Document

When uploading documents, the Action Type will determine your available options in the Action field. You can narrow the available Actions by selecting different Action Types. To add a Motion to Intervene, filter the available **Actions** by choosing **Action Type** Motion. Actions and Action Types are discussed in more detail in the video entitled *Actions and Documents*.



The screenshot shows the 'E-Filing South Carolina Courts Filer Interface' for Case Number 2015CP2203236, titled 'Darlene Smith VS Georgia Jones'. The user is Suzanne Garret. The form is for adding a document to the case. It includes a navigation menu (Home, E-File, Cases, My Profile, Log Out) and a breadcrumb trail (Home > Cases > Add a Document). The case details are: County: Georgetown, Court Agency: Common Pleas, Case Type: Common Pleas, Case Subtype: (320) Motor Vehicle Accident. The form fields are: Action Type (Motion), Action * (Motion/Intervene), Acceptable File Format(s): pdf, Document Location (C:\E-Filing Documents\Motion to Intervene.pdf), and an Add button. A table below the form lists document actions: Document Name, View Document, On Behalf of, Edit Data, Size, and Remove. At the bottom are buttons for Back, Move to Draft, and Next.

1. Choose the **Action Type** of **Motion**.
2. Choose the **Action** of **Motion/Intervene**.
3. Click **Browse** to locate the searchable PDF Motion to Intervene document on your computer.
4. Click **Add** to attach the document. You will be directed to the Intervenor page.

Add New Case Party



The screenshot shows the E-Filing South Carolina Courts Filer Interface. The header includes the South Carolina Courts logo and the text 'E-Filing South Carolina Courts Filer Interface'. A navigation menu contains 'Home', 'E-File', 'Cases', 'My Profile', and 'Log Out'. The user is identified as 'Suzanne Garret'. The breadcrumb trail is 'Home » Cases » Add a Document » Intervenor'. The case title is '(320) Motor Vehicle Accident'. The case number is '2015CP2203236' and the case name is 'Case 1 Motion : Darlene Smith VS Georgia Jones'. The 'Case Participants' section has buttons for 'Add a Plaintiff' and 'Add a Defendant'. Below this is a text input field with the placeholder 'Remove Participant Name Type Attorney(s) for Party'. There are two radio button options: 'MOTION, HEARING REQUESTED (attach written motion and complete SECTION I)' and 'MOTION, NO HEARING REQUESTED'. At the bottom are 'Back' and 'Next' buttons.

1. Because you are filing on behalf of a new party, not yet a participant on the case, you will need to enter the party by clicking **Add a Plaintiff** or **Add a Defendant** as appropriate.



E-Filing South Carolina Courts Filer Interface

Home E-File Cases My Profile Log Out user: Suzanne Garret

Home ⇒ Cases ⇒ Add a Document ⇒ Intervenor ⇒ Add a Party

Add a Party: (320) Motor Vehicle Accident

Plaintiff

Person Type: **Company** Person

Party Type: PLAINTIFF/APPELLANT/TRANSFeree

First Name:

Middle Name:

Last Name: * **3**

Name Suffix: (Jr, Sr, ...)

--Select Phone Type-- (000) 000-0000 Ext:

--Select Phone Type-- (000) 000-0000 Ext:

Address Type: Home Business Other

Address Line 1:

Address Line 2:

City:

State:

Zip / Postal Code:

Back Next **4**

Add an Attorney for this Party

Last Name:

Bar #:

Add

Last Name	Bar #	Delete
Garret	5	

Doing Business As/Also Known As

Company Person

First Name:

Middle Name:

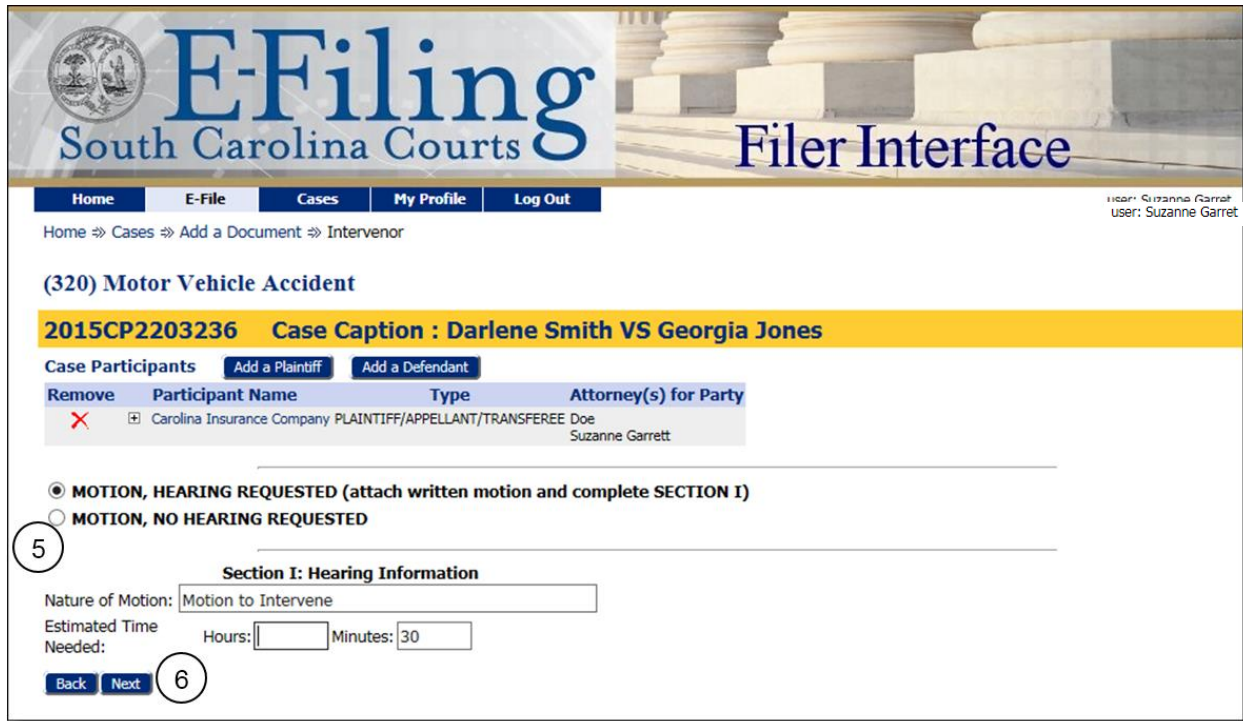
Last Name: * (or Business Name)

Suffix Name:

Add

First Name Middle Name Last Name - Business Suffix Delete

2. On the Add a Party screen, select whether the party is a **Company** or **Person**.
3. Enter the name of the party you are representing.
4. Click **Next**.



The screenshot shows the E-Filing Filer Interface for South Carolina Courts. The page title is "E-Filing South Carolina Courts Filer Interface". The user is logged in as Suzanne Garrett. The case number is 2015CP2203236 and the caption is "Darlene Smith VS Georgia Jones". The case participants table shows Carolina Insurance Company as the Plaintiff/Appellant/Transferee, with attorney Suzanne Garrett. The user has selected "MOTION, HEARING REQUESTED (attach written motion and complete SECTION I)". The "Section I: Hearing Information" section is active, with "Nature of Motion" set to "Motion to Intervene" and "Estimated Time Needed" set to 0 hours and 30 minutes. The "Next" button is highlighted.

5. Once you have completed the entry of your case party or parties, indicate whether a Motion Hearing is requested. When you choose **Motion, Hearing Requested** (attach written motion and complete SECTION I), Section I opens to allow you to enter the **Nature of Motion** and an estimate of the time needed to argue your motion in **Hours** and **Minutes**.
6. Click **Next** to continue.



Home E-File Cases My Profile Log Out user: Suzanne Garret

Home » Cases » Add a Document

Case Number: 2015CP2203236 Case Caption : Darlene Smith VS Georgia Jones

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

Action Type: Motion

Action *: -- Please Select Action From List Below --

Document Location: Browse...

Add to Submission: Add

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Motion/Intervene	Motion to Intervene.pdf	<input type="checkbox"/> Show/Hide Participants Carolina Insurance Company X	Add	1.79 MB	

Total Size: 1.79 MB

Back Move to Draft Next 8

You are returned to the Add a Document page. If there are other documents you wish to file, continue by selecting the **Action Type**, **Action** and attaching the document.

7. For each document, use the **On Behalf of** dropdown to identify the party or parties.
8. When all documents have been added and an On Behalf of selected for each of them, click **Next**, and the Review and Approve Filing page opens.

Review, Edit and Approve Filings



E-Filing
South Carolina Courts

Filer Interface

Home | E-File | Cases | My Profile | Log Out | user: Suzanne Garret

Home » Cases » Add a Document » Review and Approve Filing

Review and Approve Filing

Case Number : 2015CP2203236 Case Caption : Darlene Smith VS Georgia Jones

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

Client # (1)

Payment on behalf of: (2)

Payment Method:

Pay by Credit Card

Estimated Court Fees: \$25.00
Technology Fee: \$5.00 (3)
SC.Gov Convenience Fee: \$1.74
Total Fees: \$31.74

Waiver (4) (Use when filing with Certification of Indigent Representation)
 Bankruptcy (4) (Use when filing proposed Order to Stay due to Bankruptcy)
 Waiver Requested (Fee not Required)

Document(s) to be Submitted: (5)

Document Name	View Document	On Behalf of
Motion/Intervene	Motion to Intervene.pdf	Carolina Insurance Company

Special Filing Instructions for the Clerk: (6)

(7)

online help | terms of use | support | sccourts.org | AIS

1. Add a **Client #** (optional). This number is not used by the court, but it may assist you in tracking your filings.
2. Select the **Payment on behalf of**.
3. Review all fees associated with the filing.
4. If a waiver is applicable, select the appropriate option.
5. The **Add/Remove Documents** button will return you to the Add a Document page to edit data if needed.
6. Include **Special Filing Instructions for the Clerk**, if applicable.
7. Click **Submit the Filing**.

See the Video or Reference Guide entitled *Initiating a Case* and the section on *Payment and Case Status* for instructions to complete the submission of the filing.

Note

Opposing counsel will be notified electronically, and the **NEF** can be accessed as proof of service on the My Filings page. For more information on E-Service and Notifications, refer to the videos entitled *Filings, Notifications and Drafts* as well as *E-Service*.

For more information on adding filings to existing cases or adding a Motion to Intervene, refer to the videos entitled *E-Filing to an Existing Case* and *Actions and Documents*.