



**Electronic Filing – Filer Interface
Complete User Guide**

South Carolina Electronic Filing System

November 2015

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Introduction to E-Filing

E-Filing Basics

The South Carolina Court System’s E-Filing system is designed to make the work associated with initiating and processing a case more efficient for both filers and court personnel. For the initial phase, the web-based filer interface allows users to submit documents to the court electronically. The filer interface also provides the means for users to view case histories and check the status of submissions.

For court personnel, the software routes the filings to the appropriate personnel for review, response, generation of additional documents, or further action. For case submissions in which documents are filed in hard copy and the court personnel has scanned the documents, the filer interface distributes a courtesy notice to electronic participants on the case so those participants can access the documents electronically.

This user’s guide is intended to instruct electronic filers on the features of the E-Filing System. Check the South Carolina Court’s E-Filing portal page for E-Filing training resources.

In order to progress through the E-Filing system with the greatest ease, following the steps outlined in this manual is highly recommended, including document preparation as discussed below.

Also, for best results, users are strongly encouraged to use only the navigation buttons that are displayed on the E-Filing interface. These buttons appear at the bottom of each page and will give the user options such as **Back** or **Next**. Additionally, the user may use the menu bar located at the top of each page, just below the South Carolina Courts banner. Another navigation option is the breadcrumb trail at the top of every page. The active links (blue) appear just below the menu bar and show the pages which the user has visited to arrive at the current page. Clicking on any of these links will take the user back to the page listed. It is important to **avoid using the internet browser back arrow** during the preparation and submission of a filing.

Document Preparation Prior to Login

For most types of cases, the filer will need to attach documents with the initial filing. These documents, and any additional documents that are submitted at a later time, need to be submitted as searchable Adobe® Acrobat® PDF files (Portable Document Format). There are some documents, such as proposed orders, that are exceptions to

this rule and must be submitted as Microsoft® Word 2003 or higher (.doc or .docx). It is best to have all documents prepared before logging into the E-Filing system.

The requirement for submitting documents as PDF files also applies to paper exhibits such as copies of contracts or copies of cancelled checks. Such paper exhibits must be scanned and saved as a PDF. Because color scans add to the file size, it is highly recommended that black and white settings be used with a lower resolution setting of 200-300 dpi (dots per inch) when scanning paper exhibits unless the loss of the color degrades the value of the evidence. Please be aware that many newer copy machine/scanners have a default setting that is color. The machine will scan with the color setting, thus creating much larger files, even if the items being scanned are all just black and white text.

Note: Individual document size is limited to 8 MB and the size limitation for the entire submission is 40 MB. Multiple documents can be included in a single submission. If a single document is larger than the 8 MB limit, it will be necessary to split the document into a set of smaller files. When the large documents are split into parts, it is helpful to save the individual parts with file names such as “Part 2 of Motion,” “Part 3 of Motion,” etc. Preparing large documents in this manner prior to beginning the case initiation will save time.

Note: See Appendix A for additional information on document preparation.

Getting Started

Note: When using this guide, there may be screens and instructions that are not pertinent to each user’s individual responsibilities. The ability to navigate within the system and access particular screens is configured based on the user role. The navigation should be in accordance with normal work-flow needs as determined by the Clerk of Court for each individual county and is configured by the System Administrator.

To Register for E-Filing - Attorneys:

User accounts for Attorneys are provided by the South Carolina Judicial Department through the Attorney Information System (AIS). The Supreme Court of South Carolina assigns a Bar number to all newly licensed attorneys. Attorneys use their Bar number and password to login to AIS. Once the attorney has logged into the AIS, the attorney will click on the E-File tab and follow instructions. As a courtesy, a link to the AIS website has been provided on the Login page of the E-Filing portal.

1. Click the **AIS Registration** button on the South Carolina E-Filing Login page. The “South Carolina Judicial Department/AIS” home page will appear.

Note: Attorneys logging into E-Filing must be in good standing as indicated in AIS. Attorneys not in good standing will not be allowed to E-File.

Note: Email addresses in AIS will be used to notify attorneys of activity in E-Filing. All attorneys are required to update their email addresses within 5 days of any changes.

Figure 1: AIS Registration

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.

Announcements

Scheduled Maintenance will take place on Tuesday, October 6, 2015 from 10:00 PM to 2:00 AM.

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 - Mediation

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](#)

2. Log on to AIS, click on the E-Filing tab, and accept the E-Filing terms and conditions to become a registered user of E-Filing .

To Request an Account – Non-Attorneys:

User accounts for Firm Financial Managers (Non-Attorney Users) are requested through the E-Filing system. To request an account, please follow the steps below.

1. Click the Request Account button on the Login page. The “User Agreement” page will display.

Figure 2: Request Account – Non-Attorney Users

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.

Announcements

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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 - Mediation

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](#)

2. After reading the terms of the user agreement, accept the terms by selecting the proper radio button and click Submit. The “User Roles” page will appear.

Figure 3: Reading and Accepting 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

participate in SCE-File. 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
- I do not accept the terms of the user agreement

- Each E-Filing user must have an assigned role. Select the user role by clicking the appropriate radio button.

Figure 4: Association with a User Role



User Agreement » Select User Role

USER ROLES

Select your user role:

- Financial Administrator - Attorney Firm

- Click Next. The “Request a User Account” page will open.

Figure 5: Profile Information

Request a User Account

Company Name: TYBERA TESTING

User Name: * FFM- 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: *

Middle Name:

Last Name: *

Suffix Name:

Home Phone: Bus. Phone:

E-Mail: *

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

Address Line 1: *

Address Line 2:

Address Line 3:

City: * State: SOUTH CAROLINA

Postal Code: * Country: UNITED STATES

- Create an E-Filing profile by entering the correct information in each of the provided textboxes. Fields marked with an asterisk (*) are required.

6. The user must select three security questions and complete the answers to the questions before being able to submit the account request. Be sure to select questions with memorable answers as answers to the selected questions will need to be correctly provided in the event the user has forgotten either the user name or password for the E-Filing system.
7. The Default County dropdown is provided for filers and allows the account holder to set a default county that is employed in the case initiation process, eliminating the need to select a county during the filing process if the filing is to the default county.

Note: The “User Name” for a “Firm Financial Manager” account will include “FFM-” at the beginning. The system defaults to include these 3 letters in the “User Name” field and they cannot be deleted.

Note: Passwords must be at least 6 characters long, contain a symbol other than a character or number, and must be different than the user name. Strong passwords contain upper and lower case characters, symbols, and numbers and are case sensitive. It is important that you do not share your user id and password with others.

Note: For a non-filing user, the email address entered on this registration will be the email address used to respond to a password re-set request.

8. After entering all the information, click **Submit**. If everything is correct, the “User Account Requested” page will appear.

Figure 6: Notification of User Account Request

User Account Requested

User Account Requested

Your request to be registered as a user of the eFlex System has been received. Once the administrator has approved your request you will receive an email at the address below with further instructions.

Test 1234567

User Name: FFM-Test1234567

E-Mail: slebaron@tybera.com

OK

9. Click **OK** to be returned to the “Login” page.

Note: When the registration is complete, the request will route through the Court’s approval process for manual review. The account user will receive an email notifying him or her of the approval or rejection of the account. Once approved, the user will then be able to log into the E-Filing system using the username and password that was requested during the registration process.

To Login:

Each user will log into the E-Filing System (Filer Interface) using a specific user name and password. It is important that you remember your user name and password.

Figure 7: Login Screen

1. On the login page, enter the user name and password in the spaces provided.
2. Click the box next to the “I have read, understand, and will comply with the redaction rules.”

Note: The Redaction Policy can be accessed through the link on the blue menu bar located directly below the South Carolina Courts banner.

3. Click Log In.

Note: The “Login” page is also the place where, periodically, the System Administrator may communicate with the filers. For example, the System Administrator may post a message notifying filers of upcoming system maintenance, new policies, and new courts/counties that are now E-Filing. These messages will display in the left column.

To Recover a Password:

1. If the password has been forgotten, click the “Forgot Your Password” link on the Login page. The “Request Password Reset” page will appear for Non-Attorneys. The “ AIS Password Reset” page will appear for Attorneys.

Figure 8: Request Password Links

The screenshot shows the E-Filing South Carolina Courts Filer Interface. The header includes the court logo, navigation links (Home, Terms of Use, Redaction Notice, Support), and 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.

Announcements

Scheduled Maintenance will take place on Tuesday, September 15, 2015 from 10:00 PM to 2:00 AM.

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

Log In

Enter your User Name and Password.

User Name:

Password:

Notice: I have read the redaction notice.

[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](#)

A red box highlights the "Forgot Your Password?" and "Forgot Your Username?" links for non-attorney users. A red arrow points from a yellow callout box to this area.

Click on the appropriate link associated with the user role.

Note: There are two different links to recover a password; one for an Attorney and one for Non-Attorneys. To recover the user password, click the appropriate link.

2. Upon page refresh, non-attorney users will enter the “User Name” and click Submit.

Figure 9: Request Password Reset


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:

- For non-attorney users, an email containing a link to a temporary password will be sent to the primary email address listed in the “User Profile”.

Note: The temporary password link is only sent to the primary email on the profile. No alternate emails will receive the temporary password link.

- After receiving the temporary password via email, return to the Log In page and use the temporary password to log into the E-Filing system.

Note: The temporary password is for one-time access to the system. After logging in, the user will need to reset the password. Refer to the section titled, “To Change or Expire a Password” in this user manual.

To Recover a User Name:

- For non-attorney users, if the user name has been forgotten, click the “Forgot Your Username” link on the Login page.
- The “Forgot User Name” page will appear. Enter the primary email address associated with the account, and click **Submit**. The “Forgot User Name” page will appear.

Figure 10: Forgot User Name


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](#)

3. An email containing a link to a temporary user name will be sent to the primary email address listed in the “User Profile”.
4. After receiving the temporary user name via email, return to the Log In page and use the temporary user name to access the user account.

Home Page

The “Home Page” is the default screen after the filer logs in. The basic filer functions can be accessed from the home page or by using the navigation buttons located on the menu bar at the top of the page. By rolling the mouse over the listings on the menu bar, options not available in the list of buttons at the left of the home page will be seen. For example, by rolling the mouse to “My Profile”, a dropdown list allows the user to access pages for viewing and modifying profile information, including changing a password.

Figure 11: Home Page


Home

Home

[New Case](#) File new case

[Cases](#) Perform case actions: E-File, Search, View History, Service List

[My Filings](#) Check the status of my filings

[Notifications \(26\)](#) Review your Notifications

1. The basic filer functions are accessed by clicking the appropriate buttons on the “Home” page.
2. Additional functions can be accessed by using the menu bar below the South Carolina Courts banner. The menu bar is located across the top of every page.
3. The user name appears on the right side just below the banner.

Note: The E-Filing system is a web application. If there is no activity on the webpage for 30 minutes, the web session will terminate automatically. A session is considered active as long as the Filer is interacting with the web server. For example, if the Filer does not click a Submit, Next, or Save button within the designated time period, the session will time out and terminate automatically. When the session times out, the screen will not change, but it will appear as if the Filer is still logged on. However, as soon as the Filer clicks an action button, a login prompt will appear. Typing in a text field does not count as being “active”.

In addition, web browsers keep “session data”. For this reason, it is important that the Filer only open one instance of E-Filing at any given time. Having multiple windows of E-Filing open at the same time on one computer could cause significant problems with the filings because the information for web sessions is not stored separately by the browser. This could possibly create duplicate filings or merge data from separate filings into one filing.

To Log Out:

Click the **Logout** button on the right side of the menu bar at the top of any page.

1. If the user has filings that are incomplete, a warning message concerning draft filings will appear.
2. Clicking “Yes” will log the user off the system and the filings will be saved for the next log in. Clicking “No” will route the user to the draft filings page of the system, enabling the filer to access partially completed filings.

Note: Review the list of incomplete filings. Because E-Filing saves information entered for a filing after the addition of parties (Save to Drafts is clicked) or documents (Move to Draft is clicked), a user is able to leave the E-Filing session before finalizing the filing. Once the user begins adding documents to the filing, the E-Filing system automatically executes a save action on incomplete filings

when a user selects Logout. The information entered will be saved in draft form and accessible for completion on subsequent logins.

E-File

There are four options under the menu bar option labeled “E-File”; they are:

- **New Case**
- **Existing Case**
- **My Filings**
- **Draft Filings**

New Case

To Initiate a Case:

Prior to initiating a new case, prepare all documents associated with the case. The default limitations are 8 MB per document and 40 megabytes per submission. For more information on document preparation, see the “Document Preparation Prior to Login” section of this manual.

1. Click **New Case** on the home page or select **E-File > New Case** from the menu bar at the top of any page. The “County” page will appear.

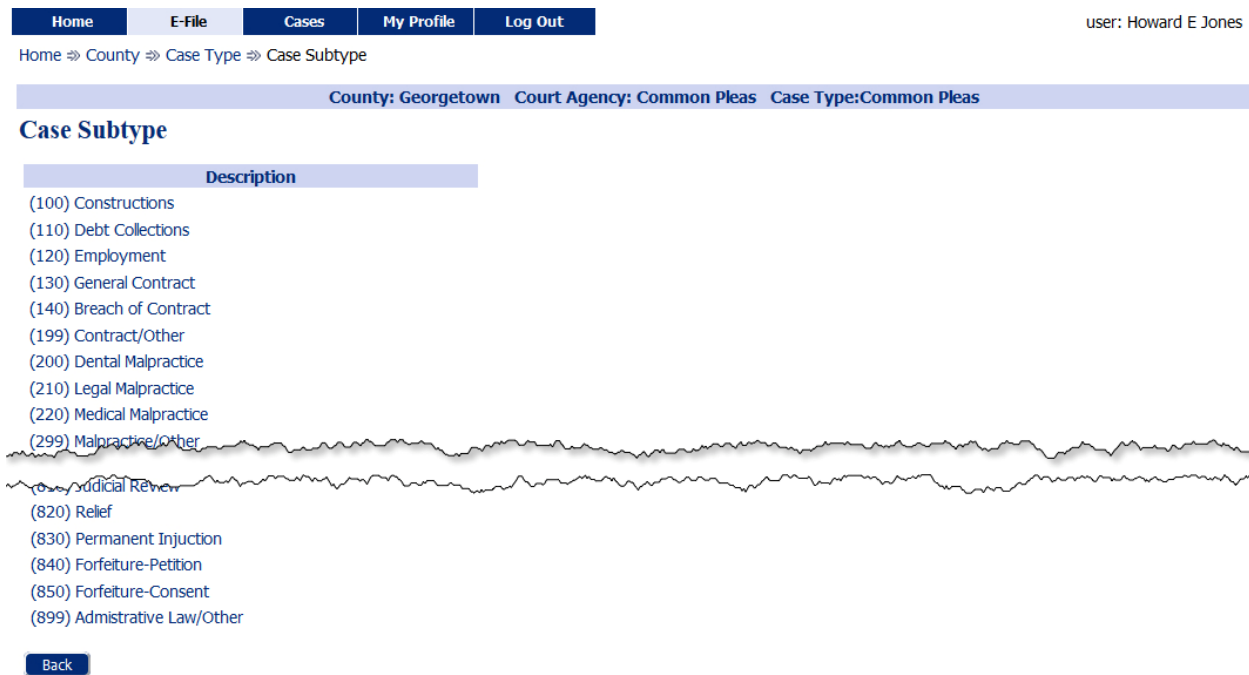
Figure 12: Select a County

The screenshot shows the user interface for selecting a county. At the top, there is a navigation bar with buttons for 'Home', 'E-File', 'Cases', 'My Profile', and 'Log Out'. To the right of this bar, the user's name 'user: Howard E Jones' is displayed. Below the navigation bar, the word 'County' is shown. Underneath, there is a dropdown menu with 'Georgetown' selected. A 'Next' button is located below the dropdown menu.

2. The County dropdown is in alphabetical order. If the filer has set a “Default County” in his or her profile, the default will appear in the text field. Select the County to which the filing is to be submitted from the dropdown.
3. Click **Next**. The “Case Type” page will appear.

Figure 13: Select a Case Type

- Click the Case Type of the filing to be submitted. In most cases, the “Case Subtype” page will appear. Dependent upon the user’s Case Type selection, the user may also be routed to the “Case Initiation” page.

Figure 14: Select a Case Subtype

- Click the Case Subtype of the filing to be submitted. The “Case Initiation” page will appear.

Note: The Case Initiation page may look slightly different from that pictured below, based on the particular case type and case subtype the filer selected.

There may be more or less information that the filer is asked to provide in initiating the case.

Figure 15: Case Initiation Page

Home E-File Cases My Profile Log Out user: Howard E Jones

Home > County > Case Type > Case Subtype > Case Initiation

County: Georgetown Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (100) Constructions

Case Initiation

Jury Demand Yes No

Alternative Dispute Resolution (ADR) Arbitration Mediation Exempt

Case Participants [Add a Plaintiff](#) [Add a Defendant](#)

Remove	Participant Name	Sequence	Type	Attorney(s) for Party
--------	------------------	----------	------	-----------------------

[Back](#) [Save to Draft](#) [Next](#)

To Add Case Data through the Case Initiation Page:

Before adding a Plaintiff and a Defendant, the user will check the “Jury Demand” and an “Alternative Dispute Resolution” (ADR) radio button that is pertinent to the case. These two questions require a selection before the user can attach any documents to the filing. If the case initiation page requests additional information, the filer will need to select the radio button that is most appropriate in the given filing.

1. Check a **Yes** or **No** radio button to make a selection for “Jury Demand.”
2. Select the appropriate radio button to indicate whether the case is subject to mediation, arbitration, or is exempt from the ADR process.

Figure 16: Jury Demand and ADR Requirement

Home E-File Cases My Profile Log Out user: Howard E Jones

Home ⇒ County ⇒ Case Type ⇒ Case Subtype ⇒ Case Initiation

County: Georgetown Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (100) Constructions

Case Initiation

Jury Demand Yes No

Alternative Dispute Resolution (ADR) Arbitration Mediation Exempt

Case Participants

Remove	Participant Name	Sequence	Type	Attorney(s) for Party
--------	------------------	----------	------	-----------------------

To Add a Plaintiff to a Case:

1. Click **Add a Plaintiff**. The “Add a Party” page for Plaintiff will appear.

Figure 17: Adding a Plaintiff

Home E-File Cases My Profile Log Out user: Howard E Jones

Home ⇒ County ⇒ Case Type ⇒ Case Subtype ⇒ Case Initiation

County: Georgetown Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (420) Foreclosure

Case Initiation

Jury Demand Yes No

Lis Pendens(LP) Has prior LP Create LP No

Delete	Tax Map Number	Tax Map Description
--------	----------------	---------------------

Case Participants

Remove	Participant Name	Sequence	Type	Attorney(s) for Party
--------	------------------	----------	------	-----------------------

2. Enter all required information on the page.

Note: Fields marked with an asterisk are required by the system to add a Plaintiff on the case.

Figure 18: Add a Party - Plaintiff

Home E-File Cases My Profile Log Out user: Howard E Jones

Home » County » Case Type » Case Subtype » Case Initiation » Add a Party

Add a Party: (100) Constructions

Plaintiff

Person Type: Company Person

Party Type: PLAINTIFF/APPELLANT/TRANSFEREE ▼

First Name: *

Middle Name:

Last Name: * (or Business Name)

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:

Add an Attorney for this Party

Last Name:

Bar #:

Last Name	Bar #	Delete
Jones	7	<input type="button" value="Delete"/>

Doing Business As/Also Known As

Company Person

First Name:

Middle Name:

Last Name: * (or Business Name)

Suffix Name:

First Name	Middle Name	Last Name - Business	Suffix	Delete
------------	-------------	----------------------	--------	--------

- After all information is entered, click **Next** to return to the “Case Initiation” page. The added party will now display in the list of “Participants”.
- Follow steps 1 through 3 to add additional Plaintiffs to the filing. There is no limit to the number of Plaintiffs that can be added to a filing.

To Add an Attorney to a Filing - Plaintiff:

Note: The E-Filing system automatically associates the Plaintiff to the Attorney who is logged in and initiating the case. This association occurs when the Attorney clicks the Add a Plaintiff button.

Figure 19: Plaintiff/Attorney Association

Home

E-File

Cases

My Profile

Log Out

user: Howard E Jones

Home » County » Case Type » Case Subtype » Case Initiation » Add a Party

Add a Party: (110) Debt Collections

Plaintiff

Person Type: Company Person

Party Type: PLAINTIFF/APPELLANT/TRANSFEREE ▾

First Name:

Middle Name:

Last Name: * (or Business Name)

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

--Select Phone Type:

--Select Phone Type:

Address Type:

Address Line 1:

Address Line 2:

City:

State:

Zip / Postal Code:

Add an Attorney for this Party

Last Name:

Bar #:

Last Name	Bar #	Delete
Jones	7	

Doing Business As/Also Known As

Company Person

First Name:

Middle Name:

Last Name: * (or Business Name)

Suffix Name:

First Name	Middle Name	Last Name - Business	Suffix	Delete

The attorney creating the submission is automatically associated with any party and party type added through clicking the "Add a Plaintiff" button. System-added attorney information cannot be deleted by the filer.

1. Add an additional Attorney by entering the data in the "Add an Attorney for this Party" section.

Figure 20: Adding an Attorney to the Case

Home

E-File

Cases

My Profile

Log Out

user: Howard E Jones

Home » County » Case Type » Case Subtype » Case Initiation » Add a Party

Add a Party: (110) Debt Collections

Plaintiff

Person Type: Company Person

Party Type: PLAINTIFF/APELLANT/TRANSFeree ▼

First Name: *

Middle Name:

Last Name: * (or Business Name)

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

Add an Attorney for this Party

Last Name:

Bar #:

Add

Last Name	Bar #	Delete
Jones	7	

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
------------	-------------	----------------------	--------	--------

- Click **Add**. The additional Attorney will now display on the table with the system-added attorney.

Figure 21: Additional Attorneys Listed

Home E-File Cases My Profile Log Out user: Howard E Jones

Home » County » Case Type » Case Subtype » Case Initiation » Add a Party

Add a Party: (110) Debt Collections

Plaintiff

Person Type: Company Person

Party Type: PLAINTIFF/APPELLANT/TRANSFeree

First Name:

Middle Name:

Last Name: * (or Business Name)

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

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

--Select Phone Type--

Address Type:

Address Line 1:

Address Line 2:

City:

State:

Zip / Postal Code:

Add an Attorney for this Party

Last Name:

Bar #:

Last Name	Bar #	Delete
Jones	7	
Ward	3030	<input checked="" type="checkbox"/>

Doing Business As/Also Known As

Company Person

First Name:

Middle Name:

Last Name: * (or Business Name)

Suffix Name:

First Name	Middle Name	Last Name - Business	Suffix	Delete
------------	-------------	----------------------	--------	--------

Attorneys manually added by the filer display on the page's attorney table and can be deleted by the filer.

- Follow steps 1 and 2 to add additional Attorneys. There is no limit to the number of Attorneys that can be added to a filing.
- Click **Next** to capture the participant information and to return to the “Case Initiation” page where the the party is listed on the Case Participants’ table.

To Delete an Attorney from a Filing - Plaintiff:

At any time during the case initiation, the user can return to the “Add a Party – Plaintiff” page and delete any Attorneys who have been manually added.

- In the “Add an Attorney for this Party” section, click the red **X** (delete) for the Attorney to be deleted. The page will refresh and the Attorney will no longer be listed.

Figure 22: Deleting an Attorney

The screenshot shows the 'Edit Party: (100) Constructions' page. On the left, there are form fields for 'Plaintiff' information, including 'Person Type' (Company/Person), 'Party Type' (PLAINTIFF/APPELLANT/TRANSFeree), 'First Name', 'Middle Name', 'Last Name', 'Name Suffix', phone numbers, and 'Address Type'. On the right, there is a section 'Add an Attorney for this Party' with 'Last Name' and 'Bar #' input fields and an 'Add' button. Below this is a table of existing attorneys:

Last Name	Bar #	Delete
Jones	7	<input type="checkbox"/>
Ward	3030	<input type="checkbox"/>

The 'Delete' button in the table is highlighted with a red box. Below the table is the 'Doing Business As/Also Known As' section with 'Company/Person' radio buttons and a 'First Name' input field.

2. Click **Next** to return to the “Case Initiation” page.

To Add DBA/AKA Names to a Filing - Plaintiff:

There may be times when a “Doing Business As” or “Also Known As” name should be added to the filing.

1. Add an Alias/Business Name by entering the data in the “Doing Business As/Also Known As” section.
2. Although other fields may be left blank, the Last Name (or Business Name) field is required if a DBA/AKA is to be added.

Figure 23: Adding an Additional Alias/Business Name

Home

E-File

Cases

My Profile

Log Out

user: Howard E Jones

Home » County » Case Type » Case Subtype » Case Initiation » Add a Party

Add a Party: (110) Debt Collections

Plaintiff

Person Type: Company Person

Party Type: PLAINTIFF/APELLANT/TRANSFeree ▼

First Name: *

Middle Name:

Last Name: * (or Business Name)

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:

Add an Attorney for this Party

Last Name:

Bar #:

Last Name	Bar #	Delete
Jones	7	<input type="button" value="Delete"/>

Doing Business As/Also Known As

Company Person

First Name:

Middle Name:

Last Name: * (or Business Name)

Suffix Name:

First Name	Middle Name	Last Name - Business	Suffix	Delete
				<input type="button" value="Delete"/>

3. Click **Add**. The additional Alias/Business Name will now display on the table directly below that section.

Figure 24: Additional Alias/Business Name Listed

Home | E-File | Cases | My Profile | Log Out user: Howard E Jones

Home » County » Case Type » Case Subtype » Case Initiation » Edit Party

Edit Party: (110) Debt Collections

Plaintiff

Person Type: Company Person

Party Type: PLAINTIFF/APPELLANT/TRANSFEREE

First Name:

Middle Name:

Last Name: * (or Business Name): Big Joe'S Company

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: 123 Peach Tree Lane

Address Line 2:

City: Beaufort

State: SOUTH CAROLINA

Zip / Postal Code: 29902

Add an Attorney for this Party

Last Name:

Bar #:

Last Name	Bar #	Delete
Jones	7	

Doing Business As/Also Known As

Company Person

First Name:

Middle Name:

Last Name: * (or Business Name):

Suffix Name:

First Name	Middle Name	Last Name - Business	Suffix	Delete
		Bubbas		<input checked="" type="button" value="X"/>

Filer added "Also Known As" or "Doing Business As" names are listed on the table and may be deleted by the filer.

- Follow steps 1 through 3 to add additional Aliases/Business Names. There is no limit to the number of Aliases/Business Names that can be added to a filing.
- Click **Next** to return to the "Case Initiation" page.

To Delete an Alias/Business Name from a Filing - Plaintiff:

At any time during the case initiation, the user can return to the "Add a Party – Plaintiff" page and delete any Aliases/Business Names.

- In the "Doing Business As/Also Known As" section, click the red **X** (delete) for the Alias/Business Name to be deleted. The page will refresh and the Alias/Business Name will no longer be listed.

Figure 25: Deleting an Alias/Business Name

Home E-File Cases My Profile Log Out user: Howard E Jones

Home » County » Case Type » Case Subtype » Case Initiation » Edit Party

Edit Party: (100) Constructions

Plaintiff

Person Type: Company Person

Party Type: PLAINTIFF/APPELLANT/TRANSFeree

First Name: * Russell

Middle Name:

Last Name: * (or Business Name) Smith

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: 654 Magnolia Way

Address Line 2:

City: Suwanee

State: SOUTH CAROLINA

Zip / Postal Code: 30024

Back Next

Add an Attorney for this Party

Last Name:

Bar #:

Add

Last Name	Bar #	Delete
Jones	7	
Ward	3030	X

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
Bubba		Smith		X

2. Click **Next** to return to the “Case Initiation” page.

Note: At this point in the the filing, the data has not been saved. If the user logs out or times out, the data will be lost. To “Save” the information, answer all the questions, add at least one defendant as per the instructions below, and click Save to Draft on the “Case Initiation” page.

To Add a Defendant to a Case:

The process of adding a party with any type of defendant role is similar to adding the plaintiff role parties. Two differences between adding a plaintiff and adding a defendant are the button clicked to initiate the process and the attorney associated with the party. The button the user clicks limits the choice of party type. In a case initiation, for a defendant party type, the South Carolina E-Filing system does not allow entry of attorney information.

1. Click **Add a Defendant**. The “Add a Party” page for Defendant will display.

Figure 26: Adding a Defendant

The screenshot shows the 'Case Initiation' page in a web application. At the top, there is a navigation bar with buttons for 'Home', 'E-File', 'Cases', 'My Profile', and 'Log Out'. The user is identified as 'Howard E Jones'. Below the navigation bar, a breadcrumb trail reads 'Home » County » Case Type » Case Subtype » Case Initiation'. A status bar displays 'County: Georgetown Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (100) Constructions'. The main heading is 'Case Initiation'. Under 'Jury Demand', there are radio buttons for 'Yes' and 'No'. Under 'Alternative Dispute Resolution (ADR)', there are radio buttons for 'Arbitration', 'Mediation', and 'Exempt'. The 'Case Participants' section contains two buttons: 'Add a Plaintiff' and 'Add a Defendant', with the latter highlighted by a red box. Below this is a table with columns: 'Remove', 'Participant name', 'Sequence', 'Type', and 'Attorney(s) for Party'. At the bottom, there are three buttons: 'Back', 'Save to Draft', and 'Next'.

2. Enter the Company name or the Person name on the page.

Note: Fields marked with an asterisk are required by the system to add a Defendant on the case.

Figure 27: Add a Party - Defendant

Home E-File Cases My Profile Log Out user: Howard E Jones

Home » County » Case Type » Case Subtype » Case Initiation » Add a Party

Add a Party: (199) Contract/Other

Defendant

Person Type: Company Person

Party Type: DEFENDANT/RESPONDENT/TRANSFEROR ▼

First Name: *

Middle Name:

Last Name: *
(or Business Name)

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:

Doing Business As/Also Known As

Company Person

First Name:

Middle Name:

Last Name: *
(or Business Name)

Suffix Name:

- Click Next to return to the “Case Initiation” page. The added defendant will now display in the list of “Case Participants.”
- Follow steps 1 through 3 to add additional Defendants to the filing. There is no limit to the number of Defendants that can be added to a filing.

Note: At this point in the the filing, the data has not been saved. If the user logs out or times out, the data will be lost. To “Save” the information, answer all the questions, add at least one plaintiff and one defendant, and click Save to Draft on the “Case Initiation” page.

To Add DBA/AKA Names to a Filing - Defendant:

There may be times when an Alias or Business Name should be added to the filing. To do so, follow the steps below.

- Add an Alias/Business Name by entering the data in the “Doing Business As/Also Known As” section.

Figure 28: Adding an Additional Alias/Business Name - Defendant

Home
E-File
Cases
My Profile
Log Out

user: Howard E Jones

Home » County » Case Type » Case Subtype » Case Initiation » Add a Party

Add a Party: (199) Contract/Other

Defendant

Person Type: Company Person

Party Type: DEFENDANT/RESPONDENT/TRANSFEROR ▼

First Name: *

Middle Name:

Last Name: *
(or Business Name)

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:

Doing Business As/Also Known As

Company Person

First Name:

Middle Name:

Last Name: *
(or Business Name)

Suffix Name:

First Name
Middle Name
Last Name - Business
Suffix
Delete

2. Click Add. The additional Alias/Business Name will now display.

Figure 29: Additional Alias/Business Name Listed

Home E-File Cases My Profile Log Out user: Howard E Jones

Home » County » Case Type » Case Subtype » Case Initiation » Edit Party

Edit Party: (110) Debt Collections

Defendant

Person Type: Company Person

Party Type: DEFENDANT/RESPONDENT/TRANSFEROR

First Name: * Clairee

Middle Name:

Last Name: * (or Business Name) Boudreaux

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: 756 Magnolia Street

Address Line 2:

City: Mauldin

State: SOUTH CAROLINA

Zip / Postal Code: 29662

Back Next

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
Clarice		Beebee		X
C C		Boudreau		X

Each added "Also Known As" or "Doing Business As" name will display on the table and can be removed by the filer by clicking the red "X."

- Follow steps 1 and 2 to add additional Aliases/Business Names. There is no limit to the number of Aliases/Business Names that can be added to a filing.
- Click **Next** to return to the "Case Initiation" page. The newly added defendant party will display on the "Case Participants" table.

Note: At this point in the the filing, the data has not been saved. If the user logs out or times out, the data will be lost. To "Save" the information, answer all the questions, add at least one plaintiff and one defendant, and click Save to Draft on the "Case Initiation" page.

To Delete an Alias/Business Name from a Filing - Defendant:

At any time during the case initiation, the user can return to the "Add a Party – Defendant" page and delete any "additional" Aliases/Business Names.

- In the "Doing Business As/ Also Known As" section, click the red **X** (delete) for the Alias/Business Name to be deleted. The page will refresh and the Alias/Business Name will no longer be listed.

2. Click **Next** to return to the “Case Initiation” page. The newly added defendant party will display on the “Case Participants” table.

To Add a Document to a New Case:

1. Click **Next** on the “Case Initiation” page; the “Add a Document” page will display.

Figure 30: Add a Document (Action) Page

Home E-File Cases My Profile Log Out user: Howard E Jones

Home » County » Case Type » Case Subtype » Case Initiation » Add a Document

County: Georgetown Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (100) Constructions

Action Type -- Please Select Action Type From List Below --

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

Document Location No file selected.

Add to Submission

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Case Data	form.xml			0.01 MB	

Total Size: 0.0 MB

2. Select the Action Type to be added from the “Action Type” dropdown menu.

Note: Although the Action Type is NOT a required field, selecting an Action Type is a convenience feature limiting the number of Actions that display on the Action dropdown list. If a filer is unsure of what type the Action would be classified as, skip the Action Type and go directly to the Action dropdown to view all the possible Actions for the case type.

3. Select the Action to be added from the “Action” dropdown menu.

Note: More than one action (document) can be added to the submission, but each action must be added individually. Repeat each step of this section to add additional actions to a submission.

4. Click **Browse** to search for the action (document) to attach to the filing.

Figure 31: Browse for Document

Home E-File Cases My Profile Log Out user: Howard E Jones

Home ⇒ County ⇒ Case Type ⇒ Case Subtype ⇒ Case Initiation ⇒ Add a Document

County: Georgetown Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (110) Debt Collections

Action Type: Filing

Action *: Summons & Complaint

Acceptable File Format(s): pdf;

Document Location: No file selected.

Add to Submission:

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Case Data	form.xml			0.01 MB	

Total Size: 0.0 MB

With the "Action Type" and "Action" selected, use the "Browse" button to search the local machine or network for the correct document to upload to the filing.

Note: Documents must be filed using the correct format for the document (pdf, doc, or docx). After selecting the "Action", the "Acceptable File Format" will appear on the screen indicating the correct format for the document. Please see instructions for "Document Preparation Prior to Login" at the beginning of this guide or "Appendix A" at the end of this guide.

Figure 32: Acceptable File Format(s) – New Case

Home E-File Cases My Profile Log Out user: Howard E Jones

Home ⇒ County ⇒ Case Type ⇒ Case Subtype ⇒ Case Initiation ⇒ Add a Document

County: Georgetown Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (110) Debt Collections

Action Type: Filing

Action *: Summons & Complaint

Acceptable File Format(s): pdf;

Document Location: No file selected.

Add to Submission:

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Case Data	form.xml			0.01 MB	

Total Size: 0.0 MB

Note: Failure to attach documents in the correct format will generate an error message.

Figure 33: Incorrect Document File Format

Home E-File Cases My Profile Log Out user: Howard E Jones

Home » County » Case Type » Case Subtype » Case Initiation » Add a Document

County: Georgetown Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (100) Constructions

Action Type: Filing

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

Document Location: Browse... No file selected.

Add to Submission: Add

The file is not an acceptable format. It must be of type pdf;

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Case Data	form.xml			0.01 MB	

Total Size: 0.0 MB

Back Move to Draft Next

- Click **Add** to attach the document to the filing. The document will now display on the table at the bottom of the page.

Figure 34: Action Added

Home E-File Cases My Profile Log Out user: Howard E Jones

Home » County » Case Type » Case Subtype » Case Initiation » Add a Document

County: Georgetown Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (110) Debt Collections

Action Type: Filing

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

Document Location: Browse... No file selected.

Add to Submission: Add

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Case Data	form.xml			0.01 MB	
Summons & Complaint	COMPLAINT 3.pdf	Show/Hide Participants	Add	0.01 MB	

Total Size: 0.01 MB

Back Move to Draft Next

- Optional:** Clicking the “View Document” link of each entry allows the user to view the document that was attached to the filing.
- All documents must be associated with a party on whose behalf the ACTION is being filed. Use the “On Behalf of” dropdown to select the appropriate party or parties from the list of possibilities.
- When the selected name appears in the “On Behalf of” textfield, click the **Add** button.

Note: If the document is being submitted On Behalf of multiple plaintiffs or multiple defendants, the filer can select “All My Parties” from the “On Behalf of” dropdown. When the user clicks *Add*, every party the user represents will be listed for the selected document.

Figure 35: Select the “On Behalf of” Party

Home E-File Cases My Profile Log Out user: Howard E Jones

Home » County » Case Type » Case Subtype » Case Initiation » Add a Document

County: Georgetown Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (110) Debt Collections

Action Type: Motion

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

Document Location: Browse... No file selected.

Add to Submission: Add

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Case Data	form.xml			0.01 MB	
Summons & Complaint	COMPLAINT 3.pdf	Show/Hide Participants All My Parties Add		0.01 MB	
Motion/Other	MOTION.pdf	Show/Hide Participants Add Big Joe'S Company Little Mama'S Company		0.02 MB	

Total Size: 0.03 MB

Back Move to Draft Next

- Optional:** To remove a document before filing the submission, click the icon under the “Remove” column.

Figure 36: Removing an Added Document

Home E-File Cases My Profile Log Out user: Howard E Jones

Home » County » Case Type » Case Subtype » Case Initiation » Add a Document

County: Georgetown Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (110) Debt Collections

Action Type: Motion

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

Document Location: Browse... No file selected.

Add to Submission: Add

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Case Data	form.xml			0.01 MB	
Summons & Complaint	COMPLAINT 3.pdf	Show/Hide Participants <input type="text"/> Add Big Joe'S Company Little Mama'S Company		0.01 MB	
Motion/Other	MOTION.pdf	Show/Hide Participants <input type="text"/> Add Big Joe'S Company Little Mama'S Company		0.02 MB	

Total Size: 0.03 MB

Back Move to Draft Next

10. **Optional:** Click the “Edit Data” icon to the right of a listed document to change the additional information that was entered on the system while uploading the document. If no information was collected for that specific document, the “Edit Data” icon will not be displayed.
11. **Optional:** The “Move to Draft” feature works as a “Save” feature and allows the user to save the filing to submit at a later time. Save the filing by clicking the **Move to Draft** button.
12. On the “Add a Document” page click the **Next** button at the bottom of the page. The “Review and Approve Filing” page will display.

To Submit the Initial Filing:

Clicking the **Next** button at the bottom of the “Add a Document” page takes the user to the “Review and Approve Filing” page. On this page, the user can review and verify the data that has been entered for the pending submission as well as select the payment method, change filing information, or add and remove documents (Actions). In addition, special filing instructions can be provided for the Clerk if needed.

Note: Below the light blue banner at the top of the “Review and Approve Filing” page (Agency, Case Type, and Case Subtype) is an entry box labeled “Client #.”

This is an optional field that can be used to enter a client’s identification number used as part of the law firm’s internal record system. The Client # can be any combination of numbers, letters, and symbols, and is for convenience only. The Client # is not recorded or used by the court.

Figure 37: Review and Approve Page - Client #

Home
E-File
Cases
My Profile
Log Out

user: Howard E Jones

Draft Filings ⇒ Add a Document ⇒ Review and Approve Filing

Review and Approve Filing

Agency: Common Pleas
Case Type : Common Pleas
Case Subtype : (110) Debt Collections

Client #

Payment on behalf of:

Payment Method:

Pay by Credit Card

- Estimated Court Fees: \$175.00
- Technology Fee: \$25.00
- SC.Gov Convenience Fee: \$5.94
- Total Fees: \$205.94

Waiver - Indigency (Use when filing with Certification of Indigent Representation)

Bankruptcy (Use when filing proposed Order to Stay due to Bankruptcy)

Waiver Requested (Fee not Required)

Case Initiation/Party Data: Change Case Data

Document(s) to be Submitted: Add/Remove Documents

Document Name	View Document	On Behalf of
Summons & Complaint	COMPLAINT 3..pdf	Big Joe'S Company Little Mama'S Company
Motion/Other	MOTION.pdf	Big Joe'S Company Little Mama'S Company

Special Filing Instructions for the Clerk:

Back
Cancel (Delete)
Move to Draft
Submit the Filing

Note: If a fee is required with the filing, it will display on the “Review and Approve Filing” page. The Payment Method must be selected to move forward in the submission process. All submissions incurring a court fee will be paid by credit card and that is, therefore, the first payment option listed. The breakdown of total charges is visible under the “Pay by Credit Card” selection.

Figure 38: Fee Payment Requirement for Filing

Home E-File Cases My Profile Log Out user: Howard E Jones

Draft Filings » Add a Document » Review and Approve Filing

Review and Approve Filing

Agency: Common Pleas Case Type : Common Pleas Case Subtype : (110) Debt Collections

Client #

Payment on behalf of:

Payment Method:

Pay by Credit Card

Estimated Court Fees: \$175.00

Technology Fee: \$25.00

SC.Gov Convenience Fee: \$5.94

Total Fees: \$205.94

Waiver - Indigency (Use when filing with Certification of Indigent Representation)

Bankruptcy (Use when filing proposed Order to Stay due to Bankruptcy)

Waiver Requested (Fee not Required)

Case Initiation/Party Data: [Change Case Data](#)

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document	On Behalf of
Summons & Complaint	COMPLAINT 3..pdf	Big Joe'S Company Little Mama'S Company
Motion/Other	MOTION.pdf	Big Joe'S Company Little Mama'S Company

Special Filing Instructions for the Clerk:

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

1. Use the dropdown provided to select a “Payment on behalf of.” Payment on behalf of must be included. Select one party. This information is used solely to record the payment in the Case Management System. It has no affect on the filing or the case.
2. Select the payment method by selecting the appropriate radio button. Most filings will not qualify for a waiver so “Pay by Credit Card” is the default choice.

Note: With the “Pay by Credit Card” radio button filled in, when the *Submit the Filing* button is activated, the filer will be prompted to enter credit card information. When payments are made, E-Filing records the payments and keeps

track of charges associated with each case. Payments made are tracked for a twelve month period (see section titled “Filing Charges”).

3. **Optional:** At times, such as when indigency has been approved or is being requested, it may be appropriate to have filing fees waived. When appropriate, the filer may select a waiver option. No credit card information is requested when a waiver option has been selected.

Note: A filer who selects a waiver option without appropriate documentation can expect the clerk to reject the filing.

Note: Because a third party vendor is used for payments, E-Filing does not store any credit card information. Therefore, a filer must enter credit card information with each submission where a filing fee is incurred.

4. **Optional:** Case information can be edited by clicking the **Change Case Data** button. Upon activating the Change Case Data button, the filer is returned to the Case initiation page where case information, including party information, can be added, changed, or removed (refer to the section titled “To Add Case Data through the Case Initiation”).

Figure 39: Changing Filing Information

Home
E-File
Cases
My Profile
Log Out

user: Howard E Jones

Draft Filings » Add a Document » Review and Approve Filing

Review and Approve Filing

Agency: Common Pleas
Case Type : Common Pleas
Case Subtype : (110) Debt Collections

Client #

Payment on behalf of:

Payment Method:

Pay by Credit Card

Estimated Court Fees: \$175.00
 Technology Fee: \$25.00
 SC.Gov Convenience Fee: \$5.94
 Total Fees: \$205.94

Waiver - Indigency (Use when filing with Certification of Indigent Representation)

Bankruptcy (Use when filing proposed Order to Stay due to Bankruptcy)

Waiver Requested (Fee not Required)

Case Initiation/Party Data: Change Case Data

Document(s) to be Submitted: Add/Remove Documents

Document Name	View Document	On Behalf of
Summons & Complaint	COMPLAINT 3..pdf	Big Joe'S Company Little Mama'S Company
Motion/Other	MOTION.pdf	Big Joe'S Company Little Mama'S Company

Special Filing Instructions for the Clerk:

Back
Cancel (Delete)
Move to Draft
Submit the Filing

5. **Optional:** To change the Action types or any documents that were included in a submission, click the **Add/Remove Documents** button or the **Back** button. The user will be directed to the “Add a Document” page where the filer can view the Actions/documents, remove the Actions/documents, or add more Actions/documents (refer to the section titled “To Add Actions to a New Case”).
6. **Optional:** Document links listed under the “Document(s) to Be Submitted” heading allow the filer to validate that the appropriate document was attached to the filing.

7. **Optional:** Special Instructions for the Clerk can be used to communicate a special circumstance with the filing or to replace the Cover Letter to the Clerk typically accompanying paper filings.

Figure 40: Adding or Removing Documents

Home
E-File
Cases
My Profile
Log Out

user: Howard E Jones

Draft Filings » Add a Document » Review and Approve Filing

Review and Approve Filing

Agency: Common Pleas
Case Type : Common Pleas
Case Subtype : (110) Debt Collections

Client #

Payment on behalf of:

Payment Method:

Pay by Credit Card

Estimated Court Fees: \$175.00
 Technology Fee: \$25.00
 SC.Gov Convenience Fee: \$5.94
 Total Fees: \$205.94

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

Case Initiation/Party Data: Change Case Data

Document(s) to be Submitted: Add/Remove Documents

Document Name	View Document	On Behalf of
Summons & Complaint	COMPLAINT 3..pdf	Big Joe'S Company Little Mama'S Company
Motion/Other	MOTION.pdf	Big Joe'S Company Little Mama'S Company

Special Filing Instructions for the Clerk:

Back
Cancel (Delete)
Move to Draft
Submit the Filing

8. **Optional:** To cancel a filing submission, click the Cancel (Delete) button. A warning dialog box will ask if the filer really wants to take the Cancel action. Clicking “OK” means the entire submission will be deleted and no record will remain.

Figure 41: Cancel (Delete) a Filing

Home E-File Cases My Profile Log Out user: Howard E Jones

Draft Filings » Add a Document » Review and Approve Filing

Review and Approve Filing

Agency: Common Pleas Case Type : Common Pleas Case Subtype : (110) Debt Collections

Client #

Payment on behalf of:

Payment Method:

Pay by Credit Card

Estimated Court Fees: \$175.00
Technology Fee: \$25.00
SC.Gov Convenience Fee: \$5.94
Total Fees: \$205.94

Waiver - Indigency (Use when filing with Certification of Indigent Representation)

Bankruptcy (Use when filing proposed Order to Stay due to Bankruptcy)

Waiver Requested (Fee not Required)

Case Initiation/Party Data:

Document(s) to be Submitted:

Document Name	View Document	On Behalf of
Summons & Complaint	COMPLAINT 3.pdf	Big Joe'S Company Little Mama'S Company
Motion/Other	MOTION.pdf	Big Joe'S Company Little Mama'S Company

Special Filing Instructions for the Clerk:

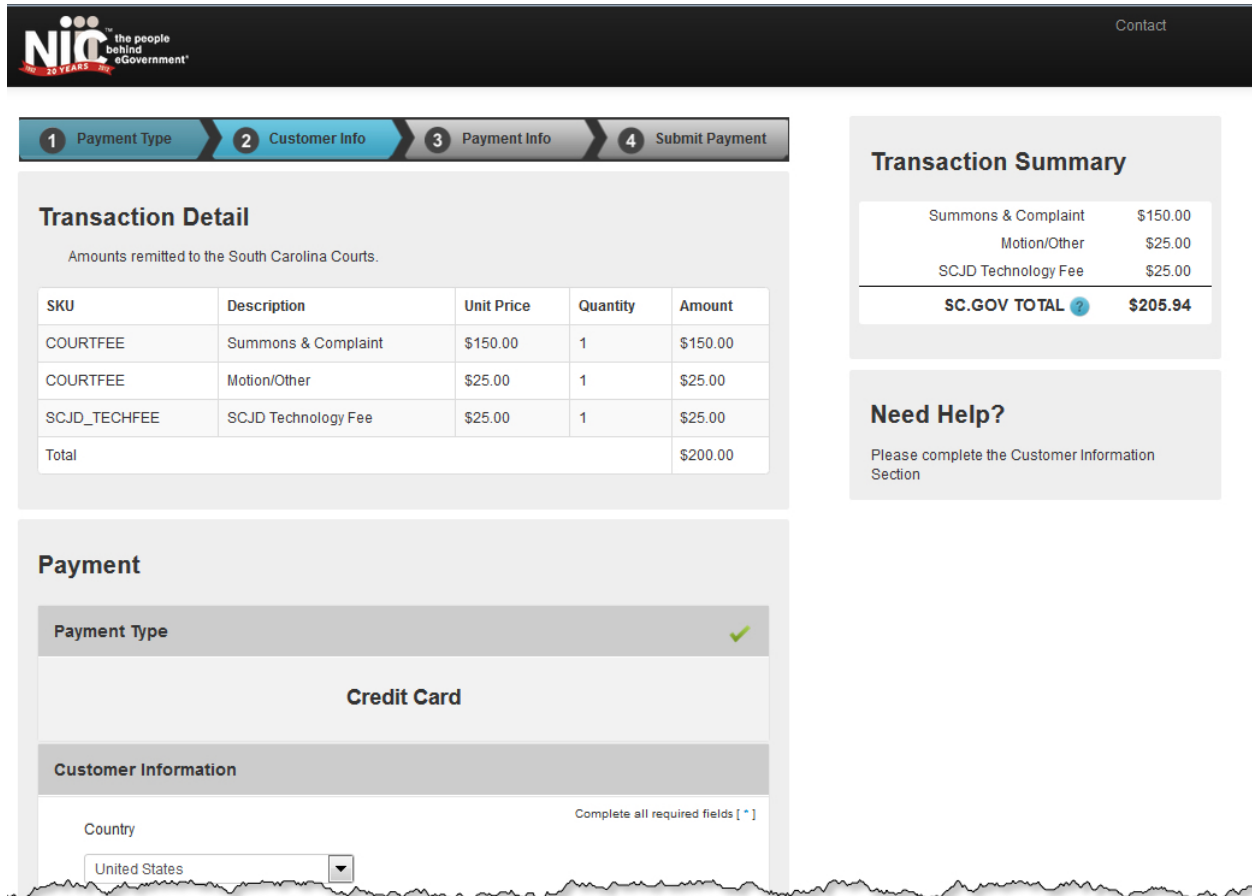
Clicking "Cancel (Delete)" permanently removes all information associated with the submission. Once "Cancel" is activated, there is no reversing the action or retrieving the information.

9. **Optional:** The submission can be left in a "draft" state and finished at a later time by clicking the **Move to Draft** button.
10. After reviewing the information displayed on the page and determining everything is accurate, click **Submit the Filing**.

Note: Clicking **Cancel** on the "Submission is Complete" pop-up returns the user to the "Review and Approve Filing" page.


11. If a fee is required on the submission, the user will be redirected to the SC.Gov payment screen. Enter all required data, complete the required verification, and activate the button to submit the payment.

Figure 42: Payment Vendor Site




12. After the payment is processed, the user can print the receipt. Otherwise, the filer can scroll down to the bottom of the receipt page and click Continue to be returned to the E-Filing system.

Figure 43: Payment Vendor Receipt


Contact

Payment Receipt Confirmation

Your payment was successfully authorized.

Print 

Receipt Contact Information

Contact Name	SC.gov Customer Support	Contact Phone	(803) 771-0131
Contact Email	support@portal.sc.gov		

Transaction Summary

		<i>Receipt Confirmation</i>
Description		Amount
Court eFiling	SC.GOV TOTAL	\$205.94

The online price of items or services purchased through SC.GOV, the state's official Web portal, includes funds used to develop, maintain, enhance and expand the service offerings of the state's portal.

Customer Information

Customer Name	Howard E Jones	Receipt Date	7/27/2015
Local Reference ID	F_9702_103	Receipt Time	08:23:42 PM EDT

Payment Info

Payment Type	Credit Card	Credit Card Number	*****1111
Credit Card Type	VISA	Order ID	13862016
		Name on Credit Card	b kenison

Billing Information

Billing Address	111 May Street	Phone Number	111-111-1111
Billing City, State	Columbia, SC		
ZIP/Postal Code	29201		
Country	US		

This receipt has been emailed to the address below.

Email Address	cmay@sccourts.org
----------------------	-------------------

Continue

13. In the E-Filing system, the filer will view the submission confirmation page indicating the submission is being transmitted to the Court for review. Additionally, payment information is posted for the filer’s review.

Figure 44: Filing Submission Confirmation Page

Home E-File Cases My Profile Log Out user: Howard E Jones

Submission Confirmation

Your Filing has been submitted

Agency: Common Pleas Case Type : Common Pleas Case Subtype : (100) Constructions

Note: This filing is now going to the Court for review. Once accepted by the Court, a Confirmation of Receipt will be issued to you. You can access your receipt for 60 days.

Case Caption	Client #	Court Case #	Description	Date	Account	Authorization Code	Fees	Technology Fee	Convenience Fee	Total Charge
New Case			Summons & Complaint	07-27-2015 08:23:43 PM	*****1111	13862016	\$175.00	\$25.00	\$5.94	\$205.94

Filing Status

14. **Optional:** Clicking the **Filing Status** button directs the user to the “My Filings” page where the user can review the status of the submission. For more information on “Filing Status”, please refer to the “Understanding Filing Status” section of this user guide.

Note: Case numbers are not assigned until the submission has been reviewed and accepted by the court.

Existing Case

To File to an Existing Case:

Filing to an existing case, either as an attorney for the defendant or as the attorney who originated the case and needs to submit additional Actions, is a process similar to filing a case initiation. The beginning of the Existing Case filing process is slightly different than that in filing a case initiation.

1. To begin the filing process for an Existing Case, click **Cases** on the home page or select **E-File > Existing Case** from the menu bar at the top of any page. The “Cases” page will display.

Figure 45: Existing Cases Page

Home E-File Cases My Profile Log Out user: Howard E Jones

Cases Number of cases displayed per page: 50

Case Number	Court	County	Court Agency	E-File	History	Service List
Ex: 2013CP0100001	CIRCUIT COURT	Charleston	Common Pleas			

Search Cases

Show Active
 Show Inactive
 Show Both

Case Caption	Case Number	E-File	Case Subtype	Judge	Court Agency	County	Service List	Inactive
Capitol Mortgage Company VS John Harrison	2015CP2203496	E-File	(420) Foreclosure	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Micheal J Altmen VS Holly James	2015CP2203488	E-File	(320) Motor Vehicle Accident	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Milton Drysdale VS Jane Hathaway	2015CP2203478	E-File	(199) Contract/Other	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Commerce Bank Of Beverly Hills VS Jedediah Clampett , defendant, et al	2015CP2203477	E-File	(110) Debt Collections	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Frederick Woodard VS Christina Bolton	2015CP2203328	E-File	(320) Motor Vehicle Accident	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Brent Cronkite VS Walter Behr	2015CP2203327	E-File	(320) Motor Vehicle Accident	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Ernestina Freeman VS Smithson Asbestos Company	2015CP2203284	E-File	(600) Environmental	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Barbara R. Adams VS Martha Dempsey Jones	2015CP2203283	E-File	(320) Motor Vehicle Accident	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Nathan Alexander VS Charles May	2015CP2203274	E-File	(320) Motor Vehicle Accident	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>

Note: The “Cases” page has both access to case summaries and access to the Existing Case E-Filing process. Cases listed on the page are cases on which the user is already listed as Counsel of Record. Only cases on which E-Filing has taken place, or for which a case history search has been completed, are listed on the page. To find a specific case, use the “Case Number” entry field, select from the list of cases, or use the Search Cases button.

2. **Option One:** If the Case number is known, enter the number in the “Case Number” textbox, select the correct County from the dropdown, and click **E-File**. The “Add a Document” page will appear. This process works for both cases on which the filer is already counsel of record and for existing cases on which the filer has yet to enter a Notice of Appearance.

Note: An attorney filing to an existing case for the first time must first file a Notice of Appearance prior to submitting any other documents to the case. The Notice of Appearance does not require a document upload, but it does require the attorney to enter specific information during the submission process.

Figure 46: Existing Cases Page – Case Number Search

Home E-File Cases My Profile Log Out user: Howard E Jones

Cases Number of cases displayed per page: 50

Ex: 2013CP0100001

Show Active
 Show Inactive
 Show Both

Case Caption	Case Number	E-File	Case Subtype	Judge	Court Agency	County	Service List	Inactive
Ernest Smithson VS Charles Freeman	2015CP2203541	E-File	(350) Personal Injury	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Janis Johanson VS Frances Ferree	2015CP2203527	E-File	(130) General Contract	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Cherie Y May VS Joe Wright	2015CP2203526	E-File	(440) Partition	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Discover Bank VS David Danielson , defendant, et al	2015CP2203524	E-File	(110) Debt Collections	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Discover Bank VS Jack Jankovich , defendant, et al	2015CP2203523	E-File	(110) Debt Collections	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Coastal Properties VS Design Solutions	2015CP2203522	E-File	Breach of Cont 140	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Discover Bank VS Dennis Daskovich , defendant, et al	2015CP2203521	E-File	(110) Debt Collections	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Cola Drink Inc VS Cola Syrup Co	2015CP2203519	E-File	Breach of Cont 140	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Jenny Jones VS Janika Jefferson	2015CP2203516	E-File	(199) Contract/Other	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>

Note: In some instances, when the E-File link has been activated, the filer will not be routed to the “Add a Document” page, but will be presented an error page indicating that the case is not available for E-Filing.

- Option Two:** Clicking the **Search Cases** button will cause a dialog box to pop-up. Enter the Case Caption and/or Case Number, and click **Search**. The listings on the “Cases” page will be limited to the specific case number. Clicking **E-File** will cause the “Add a Document” page to display. This option is also available for use by both attorneys already listed on the case as well as by attorneys who have yet to file a Notice of Appearance.

Figure 47: Existing Cases Page – Search Cases



4. **Option Three:** Click **E-File** to the right of the appropriate case number from the list of cases displayed on the “Cases” page. This action causes the user to be routed to the “Add a Document” page. Only attorneys who are already listed as counsel of record on a case will have this option.

Figure 48: Existing Cases Page – Selecting a Case



To Add a Document to an Existing Case:

1. After selecting the existing case, the “Add a Document” page will display.

Note: The “Add a Document” page for an existing case is easily distinguished by a yellow banner at the top of the page. The yellow banner does not show on the “Add a Document” page for a new case.

2. Verify that the case title and case number displayed in the yellow banner are correct for the submission that is being created.

Figure 49: Yellow Banner on Existing Case Add a Document Page

Home E-File Cases My Profile Log Out user: Howard E Jones

Cases » Add a Document

Case Number: 2015CP2203496 Case Caption : Capitol Mortgage Company VS John Harrison

County: Georgetown Court Agency: Common Pleas Case Subtype: (420) Foreclosure

Action Type -- Please Select Action Type From List Below --

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

Document Location No file selected.

Add to Submission

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
---------------	---------------	--------------	-----------	------	--------

3. **Optional:** Select the Action Type to be added from the “Action Type” dropdown menu. Although selecting an Action Type is not required, an Action Type selection will limit the Action dropdown to display only Actions that are valid for the Action Type selected. If the Action Type is left blank, the Action dropdown will display every Action that could potentially be filed on the case type.
4. Select the Action to be added from the “Action” dropdown menu. This is required in order to move off of the page and forward in the filing process.
5. Click **Browse** to search the local computer or network for the action (document) to attach to the filing.

Note: Actions (documents) must be filed using the correct format for the document (pdf, doc, etc.). After selecting the “Action”, the “Acceptable File Format” will appear on the screen indicating the correct format for the document. Failure to attach documents in the correct format will generate an error message.

For help with document requirements, please see instructions for “Document Preparation Prior to Login” at the beginning of this guide or “Appendix A” at the end of this guide.

Figure 50: Incorrect Document File Format – Existing Case

Home E-File Cases My Profile Log Out user: Howard E Jones

Cases ⇒ Add a Document

Case Number: 2015CP2203496 Case Caption : Capitol Mortgage Company VS John Harrison

County: Georgetown Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (420) Foreclosure

Action Type: Filing

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

Document Location: No file selected.

Add to Submission

The file is not an acceptable format. It must be of type pdf;

Document Name	View Document	On Behalf of	Edit Data	Size	Remove

- Click Add to attach the action to the filing. A dialog box will warn the user to wait during document upload. Do not take additional steps on the E-Filing interface while waiting for the upload to complete.
- For some Actions, such as Motions, the Court requires additional information to be submitted along with the attached document. If the filer selects an Action that requires additional information, the filer will automatically be routed to a form designed to collect the information. This routing will occur when the filer clicks the Add button. When the filer completes the form and clicks Next, the system will finalize the previously activated upload of the document.

Figure 51: Action-Associated Additional Required Information

Home E-File Cases My Profile Log Out user: Howard E Jones

Cases ⇒ Add a Document ⇒ Motion and Order Information Form and Coversheet

(420) Foreclosure

2015CP2203496 Case Caption : Capitol Mortgage Company VS John Harrison

MOTION, HEARING REQUESTED (attach written motion and complete SECTION I)

MOTION, NO HEARING REQUESTED

Section I: Hearing Information

Nature of Motion:

Estimated Time Needed: Hours: Minutes:

- Once a document and any additional information that might have been

gathered has finished uploading, the Action will list on the table toward the bottom of the page.

- Each Action displayed includes an “On Behalf of” dropdown field. The filer must select the individual or individuals to whom the filing is associated. Once selected, click Add. Failure to add an “On Behalf of” listing will prevent the filer from moving forward to submission.

Figure 52: Action and “on Behalf of” Added to Submission

Home E-File Cases My Profile Log Out user: Howard E Jones

Cases ➔ Add a Document

Case Number: 2015CP2203496 Case Caption : Capitol Mortgage Company VS John Harrison

County: Georgetown Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (420) Foreclosure

Action Type -- Please Select Action Type From List Below --

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

Document Location No file selected.

Add to Submission

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Order/Order Cover Sheet \$25.00	ORDER.pdf	<input type="checkbox"/> Show/Hide Participants All My Parties <input type="button" value="Add"/>		0.08 MB	
Proposed Order/Referred to Master	ORDER.doc	<input type="checkbox"/> Show/Hide Participants <input type="button" value="Add"/> Capitol Mortgage Company		0.03 MB	

Total Size: 0.11 MB

Note: More than one action (document) can be added to the submission, but each action must be added individually. Repeat each step of this section to add additional actions to a submission.

- Optional:** Clicking the “View Document” link of each entry allows the user to view the document that was attached to the submission.
- Optional:** Click the “Edit Data” icon next to any listed document to change the information that was entered with that document. If no information was collected for a particular document, the “Edit Data” icon will not be displayed.
- Optional:** To remove a document before filing the submission, click the icon under the “Remove” column.

13. **Optional:** The “Move to Draft” feature works as a “Save” feature and allows the user to save the filing and submit at a later time. To save the filing, click the **Move to Draft** button.
14. On the “Add a Document” page click the **Next** button at the bottom of the page. The “Review and Approve Filing” page will display.

To Submit the Existing Case Filing:

Clicking the **Next** button at the bottom of the “Add a Document” page takes the user to the “Review and Approve Filing” page. On this page, the user can review and verify the data that has been entered for the pending submission as well as select the payment method, change filing information, or add and remove documents, including changing the selected Action. In addition, special filing instructions can be provided for the Clerk if needed.

Note: Below the light blue banner at the top of the “Review and Approve Filing” page (Agency, Case Type, and Case Subtype) is an entry box labeled “Client #”. This is an optional field that can be used to enter a client’s identification number used as part of the law firm’s internal record system. The Client # can be any combination of numbers, letters, and symbols, and is for convenience only. The Client # is not recorded or used by the court.

1. Enter a the law firm’s client identification number in the Client # textfield if the firm is cross referencing the E-Filing activity with the law firm’s internal filing system.

Figure 53: Client #- Existing Case Review and Approve Page

[Home](#) | [E-File](#) | [Cases](#) | [My Profile](#) | [Log Out](#)
user: Howard E Jones

Cases » Add a Document » Review and Approve Filing

Review and Approve Filing

Case Number : 2015CP2203496 Case Caption : Capitol Mortgage Company VS John Harrison

Agency: Common Pleas Case Type : Common Pleas Case Subtype : (420) Foreclosure

Client #

Payment on behalf of:

Payment Method:

Pay by Credit Card
 Estimated Court Fees: \$25.00
 Technology Fee: \$5.00
 SC.Gov Convenience Fee: \$1.74
 Total Fees: \$31.74

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

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document	On Behalf of
Order/Order Cover Sheet \$25.00	ORDER.pdf	Capitol Mortgage Company
Proposed Order/Referred to Master	ORDER.doc	Capitol Mortgage Company

Special Filing Instructions for the Clerk:

[Back](#) | [Cancel \(Delete\)](#) | [Move to Draft](#) | [Submit the Filing](#)

Note: If a fee is required with the filing, it will display on the “Review and Approve Filing” page. Payment of fees must be completed before the filing can be submitted to the court. Technology fees are determined based on the Actions that are being filed.

2. Use the dropdown provided to select “Payment on behalf of.”
3. Select the payment method by clicking the appropriate button.

Figure 54: Fee Payment Requirement for Filing – Existing Case

Home E-File Cases My Profile Log Out user: Howard E Jones

Cases ⇒ Add a Document ⇒ Review and Approve Filing

Review and Approve Filing

Case Number : 2015CP2203496 Case Caption : Capitol Mortgage Company VS John Harrison

Agency: Common Pleas Case Type : Common Pleas Case Subtype : (420) Foreclosure

Client #

Payment on behalf of:

Payment Method:

Pay by Credit Card

Estimated Court Fees: \$25.00

Technology Fee: \$5.00

SC.Gov Convenience Fee: \$1.74

Total Fees: \$31.74

Waiver - Indigency (Use when filing with Certification of Indigent Representation)

Bankruptcy (Use when filing proposed Order to Stay due to Bankruptcy)

Waiver Requested (Fee not Required)

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document	On Behalf of
Order/Order Cover Sheet \$25.00	ORDER.pdf	Capitol Mortgage Company
Proposed Order/Referred to Master	ORDER.doc	Capitol Mortgage Company

Special Filing Instructions for the Clerk:

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

Note: With the “Pay by Credit Card” radio button filled in, when the Submit the Filing button is clicked, the filer will be redirected to SC.Gov. When payments are made, E-Filing records the payments and keeps track of charges associated with each case. Payments made are tracked for a twelve month period (see section titled “Filing Charges”).

- Optional:** At times, such as when indigency has been approved or is being requested, it may be appropriate to have filing fees waived. When appropriate, the filer may select a waiver option. No credit card information is requested when a waiver option has been selected.

Note: A filer who selects a waiver option without appropriate documentation can expect the clerk to reject the filing.

Note: Because a third party vendor is used for payments, E-Filing does not store any credit card information. Therefore, a filer will enter credit card information with each submission where a filing fee is incurred.

5. **Optional:** To change the documents that were included in a submission, click the **Add/Remove Documents** button or the **Back** button. The user will be directed to the “Add a Document” page (refer to the section titled “To Add a Document to an Existing Case”).

Figure 55: Adding or Removing Documents – Existing Case

Home
E-File
Cases
My Profile
Log Out

user: Howard E Jones

Cases ⇒ Add a Document ⇒ Review and Approve Filing

Review and Approve Filing

Case Number : 2015CP2203496
Case Caption : Capitol Mortgage Company VS John Harrison

Agency: Common Pleas
Case Type: Common Pleas
Case Subtype: (420) Foreclosure

Client #

Payment on behalf of:

Payment Method:

Pay by Credit Card

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

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

Document(s) to be Submitted: Add/Remove Documents

Document Name	View Document	On Behalf of
Order/Order Cover Sheet \$25.00	ORDER.pdf	Capitol Mortgage Company
Proposed Order/Referred to Master	ORDER.doc	Capitol Mortgage Company

Special Filing Instructions for the Clerk:

Back
Cancel (Delete)
Move to Draft
Submit the Filing

6. **Optional:** To cancel a filing submission, click the Cancel (Delete) button. A warning dialog box will ask if the filer really wants to take the Cancel action. Clicking “OK” means the entire submission will be deleted and no record will remain.

Figure 56: Cancel (Delete) a Filing – Existing Case

Home E-File Cases My Profile Log Out user: Howard E Jones

Cases ⇒ Add a Document ⇒ Review and Approve Filing

Review and Approve Filing

Case Number : 2015CP2203496 Case Caption : Capitol Mortgage Company VS John Harrison

Agency: Common Pleas Case Type : Common Pleas Case Subtype : (420) Foreclosure

Client #

Payment on behalf of: Capitol Mortgage Company ▼

Payment Method:

Pay by Credit Card

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

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

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document	On Behalf of
Order/Order Cover Sheet \$25.00	ORDER.pdf	Capitol Mortgage Company
Proposed Order/Referred to Master	ORDER.doc	Capitol Mortgage Company

Special Filing Instructions for the Clerk:

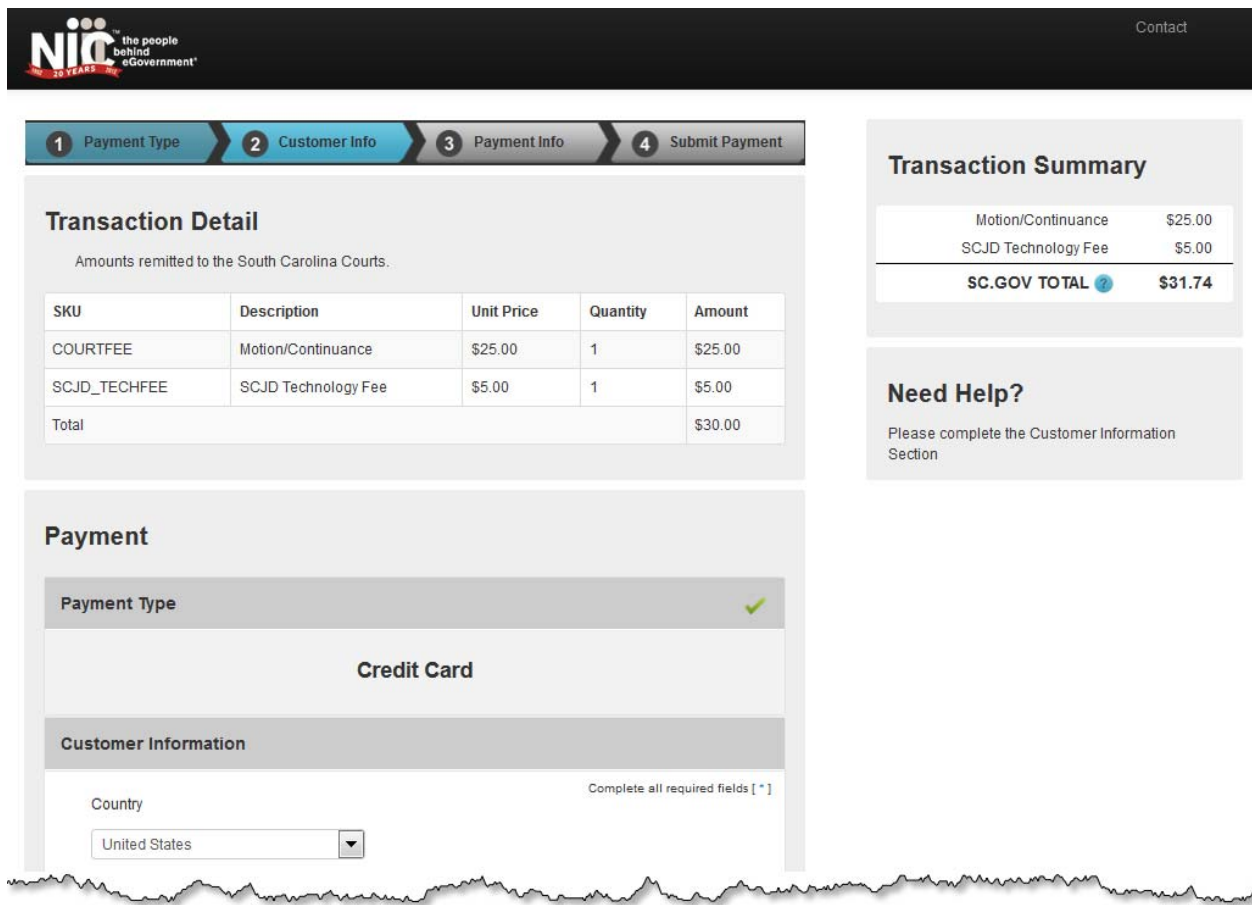
[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

7. **Optional:** The submission can be left in a “draft” state and finished at a later time by clicking the **Move to Draft** button.
8. After reviewing the information and verifying the information included in the submission is complete and accurate, click **Submit the Filing**.
9. A “Your submission is complete” pop-up message appears. Clicking OK begins the final process of submission.

Note: Clicking Cancel on the “Submission is Complete” pop-up returns the user to the “Review and Approve Filing” page.


10. If a fee is required on the submission, the user will be redirected to the SC Gov payment screen. Enter all required data, complete the required verification, and activate the button to submit the payment.

Figure 57: Payment Vendor Site




11. After the payment is processed, the user can print the receipt. Otherwise, the filer can scroll down to the bottom of the receipt page and click Continue to be returned to the E-Filing system.

Figure 58: Payment Vendor Receipt


Contact

Payment Receipt Confirmation

Your payment was successfully authorized.

Print 

Receipt Contact Information

Contact Name	SC.gov Customer Support	Contact Phone	(803) 771-0131
Contact Email	support@portal.sc.gov		

Transaction Summary

	<i>Receipt Confirmation</i>
Description	Amount
Court eFiling	\$31.74
SC.GOV TOTAL	

The online price of items or services purchased through SC.GOV, the state's official Web portal, includes funds used to develop, maintain, enhance and expand the service offerings of the state's portal.

Customer Information

Customer Name	Howard E Jones	Receipt Date	7/28/2015
Local Reference ID	F_9704_103	Receipt Time	05:37:06 PM EDT

Payment Info

Payment Type	Credit Card	Credit Card Number	*****1111
Credit Card Type	VISA	Order ID	13868504
		Name on Credit Card	H Jones

Billing Information

Billing Address	111 May Street	Phone Number	111-111-1111
Billing City, State	Columbia, SC		
ZIP/Postal Code	29201		
Country	US		

This receipt has been emailed to the address below.

Email Address	cmay@sccourts.org
----------------------	-------------------

Continue

12. In the E-Filing system, the filer will view the submission confirmation page indicating the submission is being transmitted to the Court for review. Additionally, payment information is posted for the filer's review.

Figure 59: Filing Submission Confirmation Page – Existing Case

Home E-File Cases My Profile Log Out user: Howard E Jones

My Filings ⇒ Submission Confirmation

Your Filing has been submitted

Agency: Common Pleas Case Type : Common Pleas Case Subtype : (420) Foreclosure

Note: This filing is now going to the Court for review. Once accepted by the Court, a Confirmation of Receipt will be issued to you. You can access your receipt for 60 days.

Case Caption	Client #	Court Case #	Description	Date	Account	Authorization Code	Fees	Technology Fee	Convenience Fee	Total Charge
Capitol Mortgage Company VS John Harrison		2015CP2203496	Order/Order Cover Sheet \$25.00	09-24-2015 10:13:31 AM	*1111	14291088	\$25.00 \$5.00		\$1.74	\$31.74

[Filing Status](#)

13. Optional: Clicking the Filing Status button directs the user to the “My Filings” page where the user can review the status of the submission. For more information on “Filing Status”, please refer to the “Understanding Filing Status” section of this user guide.

My Filings

After a case is submitted to the court, the status of the filing is updated to reflect its progress. The “My Filings” page displays the status of each submission as it progresses until a final status of “Filed” has been posted. A filing can have the status of:

- **Awaiting Approval** – The submission is in a queue awaiting review by the clerk.
- **Filed** – No further action. The filer should look at the case history and receipt of submission to download signed documents and check for notes from the court.
- **Filed, Awaiting Receipt** – The submission has been approved and is being processed.
- **Filed – Presented to Judge** – The filing has been accepted and routed to a Judicial Queue for a Judge to review. This means that even though the submission has been filed, the proposed document, such as a proposed order, may not have been reviewed at this time. Other documents included with the submission have been file-stamped and recorded on the case. The proposed order is awaiting the judge’s action.
- **Package Pending** – The submission is being prepared for the court but has not been sent.
- **Packaged** – The submission is prepared and sent to the court.

- **Payment Pending** – The filing cannot move forward until payment is made by the filer.
- **Rejected** – Submission was denied. See the note on the denial for an explanation.
- **Rejected Icon** – An exclamation point inside a yellow box indicates a note from the clerk explaining the rejection can be accessed by clicking the status link.
- **Receipt Pending** – An error or delay has occurred in communications. Wait a few seconds and refresh the page. If the problem is not resolved, call the E-Filing Helpdesk.
- **Received** – The submission has been received at the court and a time stamp has been reserved pending the Clerk’s Approval.
- **Rejected, Duplicated** – The submission was “Rejected” and the filer activated the one-time-use Resubmit button. Activation of the Resubmit button caused the system to pull information from the dead, rejected filing to begin a new submission. The entry with a Rejected, Duplicated status has no future value, and the filer needs to look at the new filing’s submission status.

Note: Although a status may show “Filed”, it is recommended that each entry on the “My Filings” page be checked. There may be a note from the Clerk of the Court to the filer.

Note: Each entry on the “My Filings” page is temporary and is deleted after a certain period of time. The period of time is configurable by the E-Filing System Administrator and is not less than 90 days.

To Check the Status of a Submission:

1. From the Home page, click **Filing Status** or click **E-File > My Filings** from the menu bar at the top of any page.

Figure 60: My Filings Page

Home E-File Cases My Profile Log Out user: Howard E Jones

My Filings

My Filings

Howard E Jones Filings

Report Criteria:

View Filings Between: 07/01/2015 AND 07/28/2015

Filing ID: Court Case #: Client #: Status: All

Go Clear Search

My Filings Between 07/01/2015 and 07/28/2015

Delete Filings per page: 50

Filing ID	Client #	Case Caption	Court Case #	Date Submitted	Action	Court Agency	County	Status	REF	Additional
9713		Ernestina Freeman VS Smithson Asbestos Company	2015CP2203284	07-28-2015 06:18:31 PM	Affidavit/Affidavit of	Common Pleas	Georgetown	Received		
9712		Commerce Bank Of Beverly Hills VS Jedediah Clampett, defendant, et al	2015CP2203477	07-28-2015 06:14:42 PM	Motion/Exclude	Common Pleas	Georgetown	Payment Pending		Make Payment
9704		Capitol Mortgage Company VS John Harrison	2015CP2203496	07-28-2015 05:35:58 PM	Notice/Notice of Foreclosure Intervention	Common Pleas	Georgetown	Rejected, Duplicated		
9702		New Case:		07-27-2015 08:22:13 PM	Summons & Complaint	Common Pleas	Georgetown	Rejected		Resubmit
9685		Capitol Mortgage Company VS John Harrison	2015CP2203496	07-24-2015 02:12:49 PM	Order/Order Cover Sheet \$25.00	Common Pleas	Georgetown	Filed-Presented to Judge		
9681		Capitol Mortgage Company VS John Harrison	2015CP2203496	07-24-2015 01:34:03 PM	Summons & Complaint	Common Pleas	Georgetown	Filed		
9655		Micheal J Altmen VS Holly James	2015CP2203488	07-23-2015 09:53:49 AM	Affidavit/Affidavit of	Common Pleas	Georgetown	Awaiting Approval		
9654		New Case: Plaintiff, Defendant		07-23-2015 09:43:09 AM	Summons & Complaint	Common Pleas	Georgetown	Awaiting Approval		

Note: If a filer exited the payment process without completing payment for the submission, the filing will be listed on the My Filings page with a status of “Payment Pending” and will include a *Make Payment* button to the right of the listing. The filing has NOT been submitted to the court. To complete the submission, the filer must click *Make Payment*. The filer will then be routed to SC.Gov whereupon completion of payment will move the submission to the court.

2. **Optional:** Filter the list of cases displayed on the My Filings page by using the calendar and dropdown menus, or text fields to limit the display, and then click Go to activate the search parameters.

Figure 61: My Filings – Filter Options

The image shows two screenshots of the 'My Filings' page. The top screenshot shows the filter options with 'Filing ID' set to 9624 and 'Status' set to 'All'. A red arrow points from the 'Go' button in this screenshot to the 'Go' button in the bottom screenshot. The bottom screenshot shows the same page with the 'Filing ID' field highlighted in gray, indicating that other filter fields are disabled when a specific filing ID is entered.

Top Screenshot: My Filings

Howard E Jones Filings
Report Criteria:
View Filings Between: AND

Filing ID: 9624 Court Case #: Client #: Status: All

Go Clear Search

My Filings Between 07/01/2015 and 07/28/2015

Filing ID	Client #	Case Caption	Court Case #	Date Submitted	Action	Court Agency	County	Status	NEF	Additional
9713		Ernestina Freeman VS Smithson Abestos Company	2015CP2203284	07-28-2015 06:18:31 PM	Affidavit/Affidavit of	Common Pleas	Georgetown	Received		
9712		Commerce Bank O Beverly Hills V Jedediah Sampett, Defendant, et al	2015CP2203477	07-28-2015 06:14:42 PM	Motion/Exclude	Common Pleas	Georgetown	Payment Pending		Make Payment
9704		Capitol Mortgage Company VS John Harrison	2015CP2203496	07-28-2015 05:35:58 PM	Notice/Notice of Foreclosure Intervention	Common Pleas	Georgetown	Rejected, Duplicated		
9702		New Case:		07-27-2015 08:22:13 PM	Summons & Complaint	Common Pleas	Georgetown	Rejected		Resubmit

Bottom Screenshot: My Filings

Howard E Jones Filings
Report Criteria:
View Filings Between: AND

Filing ID: 9624 Court Case #: Client #: Status: All

Go Clear Search

My Filings Between 07/01/2015 and 07/28/2015

Filing ID	Client #	Case Caption	Court Case #	Date Submitted	Action	Court Agency	County	Status	NEF	Additional
9624	8834	Nathan Alexander VS Charles May	2015CP2203274	07-22-2015 12:03:32 PM	Amended/Amended Summons And Complaint	Common Pleas	Georgetown	Awaiting Approval		

Number of Filings: 1 - Message from the court/clerk

Note: Upon first entry into the My Filings page, the initial “View Filings Between” field is set to the current date. Filings submitted on that date will be displayed regardless of when or if the filing has been approved. If the second date field is left blank, it, too, defaults to the current date.

Note: Entering information in any of the Filing ID, Court Case or Client # fields grays out the other fields and disables the calendar.

- When the list of filings has been returned, click the “+” symbol in the “Filing ID” column to display the documents associated with a particular submission.

Figure 62: My Filings – Viewing Documents

The screenshot shows the 'My Filings' page for user Howard E Jones. The page includes navigation tabs (Home, E-File, Cases, My Profile, Log Out) and a search section with 'View Filings Between' and 'Filing ID' filters. A table lists filings with columns for Filing ID, Client #, Case Caption, Court Case #, Date Submitted, Action, Court Agency, County, Status, NEF, and Additional. Two callout boxes provide instructions: one for the expansion (+) icon and one for the NEF icon. The table shows several filings, including one for 'Capitol Mortgage Company VS John Harrison' and others for 'Ernest Smithson VS Charles Freeman' and 'Ernestina Freeman VS Smithson Asbestos Company'.

My Filings

Howard E Jones Filings

Report Criteria:

View Filings Between: 09/07/2015 - 09/24/2015

Filing ID: [] Court Case # []

Go Clear Search

My Filings Between 09/07/2015 and 09/24/2015

Delete

Filings per page: 50

Filing ID	Client #	Case Caption	Court Case #	Date Submitted	Action	Court Agency	County	Status	NEF	Additional
9959		Capitol Mortgage Company VS John Harrison	2015CP2203496	09-24-2015 10:12:18 AM	Order/Order Cover Sheet \$25.00	Common Pleas	Georgetown	Awaiting Approval		
Order/Order Cover Sheet \$25.00 Proposed Order/Referred to Master										
9955		Ernest Smithson VS Charles Freeman	2015CP2203541	09-23-2015 10:25:05 AM	Motion/Summary Judgment	Common Pleas	Georgetown	Payment Pending		Make Payment
9954		Ernest Smithson VS Charles Freeman	2015CP2203541	09-23-2015 10:16:23 AM	Summons & Complaint	Common Pleas	Georgetown	Filed		
9942				09-11-2015 08:45:02 AM	Notice/Notice of Intent to File Suit	Common Pleas	Georgetown	Payment Pending		Make Payment
9939		Ernestina Freeman VS Smithson Asbestos Company	2015CP2203284	09-08-2015 02:41:41 PM	Exhibit/Filing of Exhibits	Common Pleas	Georgetown	Awaiting Approval		
9938		Ernestina Freeman VS Smithson Asbestos Company	2015CP2203284	09-08-2015 02:40:20 PM	Exhibit/Filing of Exhibits	Common Pleas	Georgetown	Awaiting Approval		

Number of Filings: 6 - Message from the court/clerk

4. **Optional:** Click the document name link that appears after clicking the expansion button (+) to view/download the filer's original document. The original document does NOT have a court time stamp.
5. **Optional:** Once a filing has reached a status of "Filed" or "Filed – Presented to Judge," clicking the NEF icon will cause a new browser tab to open and the NEF to display when appropriate. There are circumstances in which an NEF is not sent. Some Actions may not generate an NEF.
6. **Optional:** For additional information relating to the filing, click the "Status" link under the column labeled "Status". This information includes items such as submission identification information, links to the Filer's original documents, links to the Court's Response with time-stamped documents, a downloadable receipt link, an NEF link, and, in the case of a rejected filing, a note from the clerk indicating the reason for rejection.

Figure 63: My Filings – Status Information

The screenshot shows the 'My Filings' page for user Howard E Jones. It includes a navigation bar with 'Home', 'E-File', 'Cases', 'My Profile', and 'Log Out'. Below the navigation, there are search filters for 'View Filings Between' (09/07/2015 AND 09/24/2015) and input fields for 'Filing ID', 'Court Case #', and 'Client #'. A callout box with a red arrow points to the 'Status' column in the table below, with the text: "Click the Status link for more information about the submission." The table lists several filings with columns for Filing ID, Client #, Case Caption, Court Case #, Date Submitted, Action, Court Agency, County, Status, NEF, and Additional. The 'Status' column for the first row is highlighted with a red box. Below the table, it says 'Number of Filings: 6' and 'Message from the court/clerk'. A second screenshot below shows the 'Filing Status' page for a rejected filing, with a red arrow pointing to the 'Status' link from the first screenshot. The 'Filing Status' page displays the following information:

Filing Status

Status: Rejected 08-19-2015:02:14:19 PM

Reason: Image not Viewable: the document cannot be accepted because the image submitted cannot be properly viewed.

Filing ID: 9893

Clerk Tracking ID: 12151

Submitted By: Jones, Howard E

Date Submitted: 08-14-2015 05:57:29 PM

Official File Stamp:

Case Caption: New Case: Johanson, Ferree

Court Case #: (130) General Contract

Case Subtype: (130) General Contract

Court Agency: Common Pleas

County: Georgetown

Processed by:

Note: This filing will be removed from eFlex on 10-18-2015

Document Name	View Document
Summons & Complaint	COMPLAINT.pdf
- Confidential Reference List	COMPLAINT 3.pdf

Back

7. **Optional:** On the “Filing Status” page that appears after clicking the “Status” link, documents can be downloaded by clicking the “View Document” link.

Figure 64: Filing Status Page

Home
E-File
Cases
My Profile
Log Out

user: Howard E Jones

My Filings ⇒ Filed

Filing Status

Status: Filed 09-23-2015:10:19:58 AM
Filing ID: 9954
Clerk Tracking ID: 12221
Submitted By: Jones, Howard E
Date Submitted: 09-23-2015 10:16:23 AM
Official File Stamp: 09-23-2015 10:16:23 AM
Case Caption: Ernest Smithson VS Charles Freeman
Court Case #: 2015CP2203541
Case Subtype: (350) Personal Injury
Court Agency: Common Pleas
County: Georgetown
Processed by: Admin

Note: This filing will be removed from eFlex on 11-22-2015

Document Name	View Document
Summons & Complaint	SummonsComplaint_Smithson v Freeman_1 - Copy.PDF
- E-Filing/Additional Parts	SummonsComplaint_Smithson v Freeman_2.PDF
- E-Filing/Additional Parts	SummonsComplaint_Smithson v Freeman_3.PDF
Main Document	receipt.html

Response:

[View Printable Receipt](#)

Response											
Description:	Receipt										
Author:	System Administrator										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="text-align: left;">Document Name</th> <th style="text-align: left;">View Document</th> </tr> </thead> <tbody> <tr> <td>Main Document</td> <td>receipt.html</td> </tr> <tr> <td>Summons & Complaint</td> <td>SummonsComplaint_Smithson v Freeman_1 - Copy.PDF</td> </tr> <tr> <td>E-Filing/Additional Parts</td> <td>SummonsComplaint_Smithson v Freeman_2.PDF</td> </tr> <tr> <td>E-Filing/Additional Parts</td> <td>SummonsComplaint_Smithson v Freeman_3.PDF</td> </tr> </tbody> </table>	Document Name	View Document	Main Document	receipt.html	Summons & Complaint	SummonsComplaint_Smithson v Freeman_1 - Copy.PDF	E-Filing/Additional Parts	SummonsComplaint_Smithson v Freeman_2.PDF	E-Filing/Additional Parts	SummonsComplaint_Smithson v Freeman_3.PDF
Document Name	View Document										
Main Document	receipt.html										
Summons & Complaint	SummonsComplaint_Smithson v Freeman_1 - Copy.PDF										
E-Filing/Additional Parts	SummonsComplaint_Smithson v Freeman_2.PDF										
E-Filing/Additional Parts	SummonsComplaint_Smithson v Freeman_3.PDF										

All links in the “View Documents” column allow access to download or print documents. The “Response” section includes time-stamped documents.

Back

Note: It is highly recommended that the Receipt and NEF documents listed under the “Response” section be saved or printed. Because the E-Filing system is NOT designed to be a permanent storage solution, the submissions listed on the My Filings page will be removed from the E-Filing system after a specific period of time determined by the court. The period of time is configurable by the E-Filing System Administrator and is usually not less than 90 days.

Figure 65: Confirmation of Receipt

Confirmation of Receipt

The following information confirms acceptance of your filing by Common Pleas

Case Information

Case Caption	Capitol Mortgage Company VS John Harrison
Case Number	2015CP2203496
Case Subtype	(420) Foreclosure
Judge	Clerk Of Court C P, G S, And Family Court
County	Georgetown
Agency	Common Pleas

Filing Information

Filer	Howard E Jones
Official File Stamp	07-24-2015 02:12:49 PM
Filer Interface Id	9685
Clerk Interface Id	11837

Payment Information

Payment Method	SC.Gov Payment Collected (\$31.74) - Authorization Code: 13841214
Charges	\$25.00 Filing Fees \$5.00 Technology Fee \$1.74 Convenience Fee
Total Charges	\$31.74

Approved Documents

Order Coversheet.pdf	Order/Order Cover Sheet \$25.00
----------------------	---------------------------------

Proposed Documents

Proposed Order.docx	Proposed Order/Referred to Master
---------------------	-----------------------------------

To Handle a “Rejected” Status Message:

If a submission is “Rejected,” the reason for the rejection will be shown on the top of the Filing Details, which is accessed through the filing Status link on the My Filings page as outlined above.

Although a filing with a status of ‘Rejected’ is complete and cannot be reactivated, the E-Filing system provides the ability to pull information from the dead, rejected filing to begin a new submission through a one-time-use **Resubmit** button. The new submission, based off the information in the rejected filing, will have a new Filing ID, Tracking #, and new reserved time for the time stamp.

1. When a submission is “Rejected,” a one-time-use **Resubmit** button will appear on the “My Filings” page next to the status of the filing.

Figure 66: Resubmit Button for a Rejected Filing

The screenshot shows the 'My Filings' page for user Howard E Jones. The page includes a navigation menu (Home, E-File, Cases, My Profile, Log Out) and a search filter for 'Rejected' filings between 08/01/2015 and 09/24/2015. A table lists two filings:

Filing ID	Client #	Case Caption	Court Case #	Date Submitted	Action	Court Agency	County	Status	NEF	Additional
9893		New Case: Johanson, Ferree		08-14-2015 05:57:29 PM	Summons & Complaint	Common Pleas	Georgetown	Rejected		Resubmit
9782		New Case: You, Me		08-04-2015 10:46:11 AM	Summons & Complaint	Common Pleas	Georgetown	Rejected, Duplicated		

Below the table, a message box states: "Message from the court/clerk". The 'Resubmit' button is highlighted in red in the original image.

2. Before activating the “Resubmit” button, click the “Status” (Rejected) to view the reason for the rejection. The reason will show on the “Filing Status” page.

Figure 67: Reason for Rejection on Filing Status Page

The screenshot shows the 'Filing Status' page for a rejected filing. The status is 'Rejected' and the reason is 'Image not Viewable: the document cannot be accepted because the image submitted cannot be properly viewed.' The page also displays the following information:

- Status:** Rejected 08-19-2015:02:14:19 PM
- Reason:** Image not Viewable: the document cannot be accepted because the image submitted cannot be properly viewed.
- Filing ID:** 9893
- Clerk Tracking ID:** 12151
- Submitted By:** Jones, Howard E
- Date Submitted:** 08-14-2015 05:57:29 PM
- Official File Stamp:**
- Case Caption:** New Case: Johanson, Ferree
- Court Case #:**

3. After viewing the reason for the rejection on the “Filing Status” page, click Back to return to the “My Filings” page.

4. Click Resubmit to begin the process of creating a new submission based on the previously rejected submission. The filer is immediately routed to the “Add a Document” page. Meanwhile, the status of the rejected filing has been changed to “Rejected, Duplicated” and a Resubmit button is no longer displayed.
5. If the filing is a Case Initiation and had been rejected for a problem with the case information, including party information, the user can navigate back to the Case Initiation page clicking either the Edit Data icon to the right of the Case Data listing or by clicking the Back button at the bottom of the page. After the information has been corrected, the filer can move forward with the submission by clicking the Next button and following the steps as explained in the Case Initiation section of this document.
6. If the original submission is either a Case Initiation filing or an Existing Case filing and was rejected due to a problem with the Actions submitted, the filer will stay on the “Add a Document” page to correct the problem. Additional Actions can be added or Actions listed can be removed and re-added by following the “Add an Action” steps explained above.
7. After correcting the filing, submit the filing to the court by following the steps outlined in the “To Add an Action (Document)” sections of this manual. Should the new submission be approved, the new time-stamp for the resubmitted filing will be the date and time when the filer completes the new filing by clicking Submit the Filing.

Note: The “Status” of a filing that has had the *Resubmit* button activated will display as “Rejected, Duplicated”. This status does NOT necessarily mean the new filing has been submitted to the court. To determine if the new filing has been submitted to the court, the user can check Draft Filings, My Filings, and the Case History.

Draft Filings

The “Draft” feature of E-Filing has been designed so the filer can backup (save) a filing and work on the filing at a future time. It also acts as an automatic safeguard to save the filing if the power or internet connection is lost during the filing process. The automatic save feature is activated once the filer arrives at the “Add a Document” page.

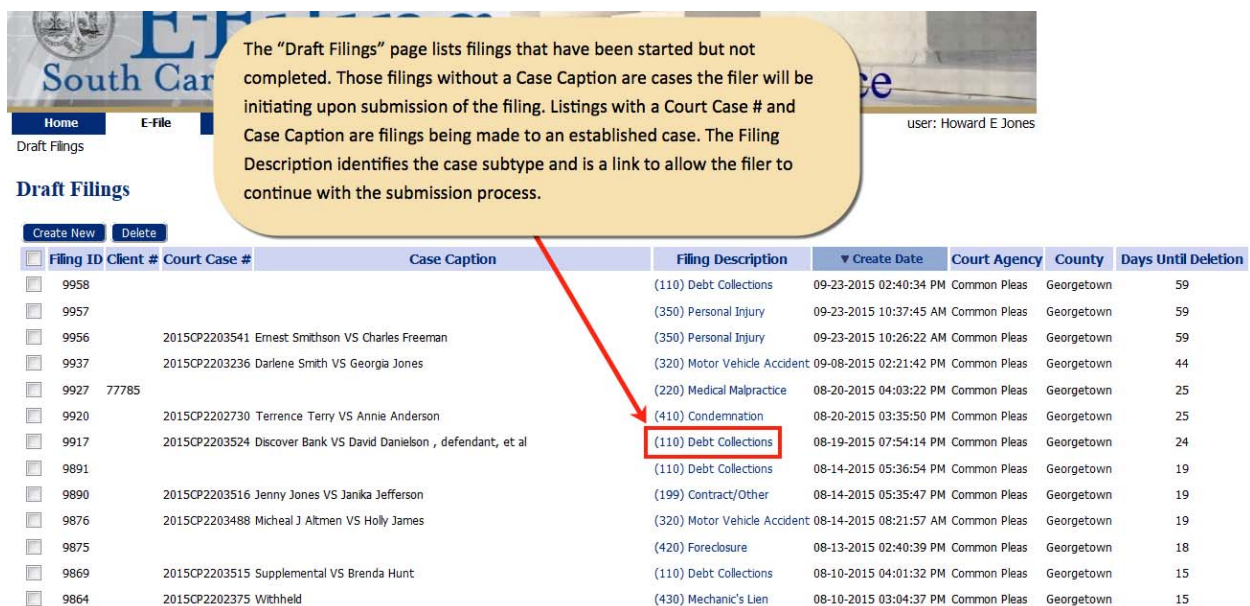
To manually save a filing, click the **Save to Draft** button on any of the case initiation pages after parties have been added to the filing. After saving a filing to “draft”, the filer can continue work on the filing at a future time.

Note: Each time a filer logs out of the E-Filing system, a prompt will appear reminding the filer that there are incomplete filings if any filings are listed on the Draft Filings page.

To Access a Draft Filing:

1. Click **E-File > Draft Filings** from the menu bar at the top of any page to see a list of incomplete submissions.
2. To work on a draft filing, click the appropriate case subtype link in the “Filing Description” column.

Figure 68: List of Draft Filings



The “Draft Filings” page lists filings that have been started but not completed. Those filings without a Case Caption are cases the filer will be initiating upon submission of the filing. Listings with a Court Case # and Case Caption are filings being made to an established case. The Filing Description identifies the case subtype and is a link to allow the filer to continue with the submission process.

Filing ID	Client #	Court Case #	Case Caption	Filing Description	Create Date	Court Agency	County	Days Until Deletion
9958				(110) Debt Collections	09-23-2015 02:40:34 PM	Common Pleas	Georgetown	59
9957				(350) Personal Injury	09-23-2015 10:37:45 AM	Common Pleas	Georgetown	59
9956		2015CP2203541	Ernest Smithson VS Charles Freeman	(350) Personal Injury	09-23-2015 10:26:22 AM	Common Pleas	Georgetown	59
9937		2015CP2203236	Darlene Smith VS Georgia Jones	(320) Motor Vehicle Accident	09-08-2015 02:21:42 PM	Common Pleas	Georgetown	44
9927	77785			(220) Medical Malpractice	08-20-2015 04:03:22 PM	Common Pleas	Georgetown	25
9920		2015CP2202730	Terrence Terry VS Annie Anderson	(410) Condemnation	08-20-2015 03:35:50 PM	Common Pleas	Georgetown	25
9917		2015CP2203524	Discover Bank VS David Danielson , defendant, et al	(110) Debt Collections	08-19-2015 07:54:14 PM	Common Pleas	Georgetown	24
9891				(110) Debt Collections	08-14-2015 05:36:54 PM	Common Pleas	Georgetown	19
9890		2015CP2203516	Jenny Jones VS Janika Jefferson	(199) Contract/Other	08-14-2015 05:35:47 PM	Common Pleas	Georgetown	19
9876		2015CP2203488	Micheal J Altmen VS Holly James	(320) Motor Vehicle Accident	08-14-2015 08:21:57 AM	Common Pleas	Georgetown	19
9875				(420) Foreclosure	08-13-2015 02:40:39 PM	Common Pleas	Georgetown	18
9869		2015CP2203515	Supplemental VS Brenda Hunt	(110) Debt Collections	08-10-2015 04:01:32 PM	Common Pleas	Georgetown	15
9864		2015CP2202375	Withheld	(430) Mechanic's Lien	08-10-2015 03:04:37 PM	Common Pleas	Georgetown	15

3. The user is routed to the “Add an Action (Document)” page where he or she can continue with the submission process.

Note: If the filing is a new case and changes need to be made on the Case Initiation pages (parties, jury demand, etc.), click the Back button or the Edit Data icon on the “Add an Action (Document)” page.

To Delete a Draft Filing:

Because the E-Filing system is not designed to be a permanent storage solution, there is an automatic-cleanout of draft filings configured based on the elapsed time since the draft was created. The “Days Until Deletion” is noted in the column to the right of the Draft Filings table.

1. The user can also manually control the length of the draft filings list by completing a manual clean-out of the filings in a draft state. Deleting a draft filing is a permanent action. The filing and its associated information will not be retrievable. Select the draft filing or filings to be deleted by clicking on the checkbox to the left of the listing.
2. Click the Delete button.
3. A warning dialog box will appear; click **OK** to confirm the deletion. Deletion of a draft filing is a permanent action.

Figure 69: Deleting a Draft Filing

The screenshot shows the 'Draft Filings' section of the user interface. At the top, there is a navigation bar with 'Home', 'E-File', 'Cases', 'My Profile', and 'Log Out'. The user's name 'Howard E Jones' is displayed in the top right. Below the navigation bar, there is a 'Draft Filings' header with 'Create New' and 'Delete' buttons. The 'Delete' button is highlighted with a red box, and a callout box points to it with the text: 'Deleting a draft filing is a permanent action. Information associated with a deleted draft filing is not retrievable.' Below the buttons is a table of draft filings with columns: Filing ID, Client #, Court Case #, Filing Description, Create Date, Court Agency, County, and Days Until Deletion. The table contains 18 rows of data.

Filing ID	Client #	Court Case #	Filing Description	Create Date	Court Agency	County	Days Until Deletion
9958			(110) Debt Collections	09-23-2015 02:40:34 PM	Common Pleas	Georgetown	59
9957			(350) Personal Injury	09-23-2015 10:37:45 AM	Common Pleas	Georgetown	59
9956	2015CP2203541	Ernest Smithson VS Charles Freeman	(350) Personal Injury	09-23-2015 10:26:22 AM	Common Pleas	Georgetown	59
9937	2015CP2203236	Darlene Smith VS Georgia Jones	(320) Motor Vehicle Accident	09-08-2015 02:21:42 PM	Common Pleas	Georgetown	44
9927	77785		(220) Medical Malpractice	08-20-2015 04:03:22 PM	Common Pleas	Georgetown	25
9920	2015CP2202730	Terrence Terry VS Annie Anderson	(410) Condemnation	08-20-2015 03:35:50 PM	Common Pleas	Georgetown	25
9917	2015CP2203524	Discover Bank VS David Danielson , defendant, et al	(110) Debt Collections	08-19-2015 07:54:14 PM	Common Pleas	Georgetown	24
9891			(110) Debt Collections	08-14-2015 05:36:54 PM	Common Pleas	Georgetown	19
9890	2015CP2203516	Jenny Jones VS Janika Jefferson	(199) Contract/Other	08-14-2015 05:35:47 PM	Common Pleas	Georgetown	19
9876	2015CP2203488	Micheal J Altmen VS Holly James	(320) Motor Vehicle Accident	08-14-2015 08:21:57 AM	Common Pleas	Georgetown	19
9875			(420) Foreclosure	08-13-2015 02:40:39 PM	Common Pleas	Georgetown	18
9869	2015CP2203515	Supplemental VS Brenda Hunt	(110) Debt Collections	08-10-2015 04:01:32 PM	Common Pleas	Georgetown	15
9864	2015CP2202375	Withheld	(430) Mechanic's Lien	08-10-2015 03:04:37 PM	Common Pleas	Georgetown	15
9835			(110) Debt Collections	08-05-2015 04:31:24 PM	Common Pleas	Georgetown	10
9809	2015CP2203510	Wednesday VS Thursday	(110) Debt Collections	08-05-2015 11:04:03 AM	Common Pleas	Georgetown	10
9808	2015CP2203488	Micheal J Altmen VS Holly James	(320) Motor Vehicle Accident	08-04-2015 06:07:07 PM	Common Pleas	Georgetown	9

Cases

Cases

There are three options under the menu bar option labeled “Cases”. They are:

- Cases
- Notifications
- Filing Charges

When a new case is filed or additional Actions are filed on an existing case, the case number is added to the list of “Cases” if the user is listed as counsel of record on the case. Additionally, the user can complete a case history search for a case on which he

or she is not listed as counsel of record and the case will be added to the list of “Cases” displayed.

What a filer will be able to view on any case history pulled through the E-Filing system is determined by the filer’s association to the case or lack thereof.

Note: Counsel of Record is established using the E-Filing system when an attorney user initiates a case and the automatic relationship between plaintiff and attorney is established on the Add My Parties page. Upon clerk approval of the submission, the attorney will be listed as counsel of record in the Court’s case management system and is recognized as such by the E-Filing system. Additionally, an E-Filing attorney user may establish himself or herself as counsel of record through filing a Notice of Appearance. When filing the Action, the user’s bar number and name is listed and the user is asked to select the party or parties he or she is representing. Upon approval of the submission, the case will be added to the user’s list of cases.

To View Cases:

To navigate to the Cases page, click **Cases** on the home page or select **Cases > Cases** from the menu bar at the top of any page.

Figure 70 List of “Cases”

Home E-File **Cases** My Profile Log Out user: Howard E Jones

Cases Number of cases displayed per page: 50

Case Number	Court	County	Court Agency	E-File	History	Service List
Ex: 2013CP0100001	CIRCUIT COURT	Charleston	Common Pleas			

Search Cases

Show Active Show Inactive Show Both

Case Caption	Case Number	E-File	Case Subtype	Judge	Court Agency	County	Service List	Inactive
Capitol Mortgage Company VS John Harrison	2015CP2203496	E-File	(420) Foreclosure	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Micheal J Altmen VS Holly James	2015CP2203488	E-File	(320) Motor Vehicle Accident	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Milton Drysdale VS Jane Hathaway	2015CP2203478	E-File	(199) Contract/Other	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Commerce Bank Of Beverly Hills VS Jedediah Clampett , defendant, et al	2015CP2203477	E-File	(110) Debt Collections	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Frederick Woodard VS Christina Bolton	2015CP2203328	E-File	(320) Motor Vehicle Accident	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Ernestina Freeman VS Smithson Asbestos Company	2015CP2203284	E-File	(600) Environmental	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Barbara R. Adams VS Martha Dempsey Jones	2015CP2203283	E-File	(320) Motor Vehicle Accident	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Nathan Alexander VS Charles May	2015CP2203274	E-File	(320) Motor Vehicle Accident	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>

The options available through the “Cases” page are:

- E-File to a case.
- View a case history.
- View the Service List.
- Search for cases.
- Filter cases by active, inactive, or both.
- View case documents.

Note: It is possible that cases may be listed on the Attorney’s list of cases even though the Attorney has not E-Filed to them. If the Clerk has indexed an Attorney as representing a party on a case, the E-Filing system will update the list of cases when something is electronically filed on that case by any party or when any party on the case searches for the case history.

Note: On the Cases page, using the option of E-Filing to a case has already been outlined in the “To File to an Existing Case” section of this document and will not be reviewed here.

To View a Case History:

1. Click **Cases** on the home page or select **Cases > Cases** from the menu bar at the top of any page.
2. **Optional:** Limit or expand the number of cases listed by clicking on the “Number of Cases Displayed per Page” dropdown menu in the upper right corner of the page.
3. From the “Cases” page, there are two options to view a Case Summary.
 - a. Enter the Case Number in the “Case Number” field, select the correct County and Court Agency, and click **History**.

Figure 71: Cases –Case Summary/History Button

Home E-File Cases My Profile Log Out user: Howard E Jones

Cases Number of cases displayed per page: 50

Case Number	Court	County	Court Agency	E-File	History	Service List
2015CP2203236	CIRCUIT COURT	Georgetown	Common Pleas			

Ex: 2013CP0100001

Search Cases

Show Active Show Inactive Show Both

Case Caption	Case Number	E-File	Case Subtype	Judge	Court Agency	County	Service List	Inactive
Ernest Smithson VS Charles Freeman	2015CP2203541	E-File	(350) Personal Injury	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Janis Johanson VS Frances Ferree	2015CP2203527	E-File	(130) General Contract	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Cherie Y May VS Joe Wright	2015CP2203526	E-File	(440) Partition	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>

- b. If the case is already displayed on the list of cases, the user can also click the “Case Number” link to view the Case Summary.

Figure 72: Cases – Case Summary/Case Number Link

Home E-File **Cases** My Profile Log Out user: Howard E Jones

Cases Number of cases displayed per page: 50 ▾

Case Number Court County Court Agency E-File History Service List

Ex: 2013CP0100001

Search Cases

Show Active Show Inactive Show Both

Case Caption	Case Number	E-File	Case Subtype	Judge	Court Agency	County	Service List	Inactive
⊕ Capitol Mortgage Company VS John Harrison	2015CP2203496	E-File	(420) Foreclosure	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
⊕ Micheal J Altmen VS Holly James	2015CP2203488	E-File	(320) Motor Vehicle Accident	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
⊕ Milton Drysdale VS Jane Hathaway	2015CP2203478	E-File	(199) Contract/Other	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
⊕ Commerce Bank Of Beverly Hills VS Jedediah Clampett , defendant, et al	2015CP2203477	E-File	(110) Debt Collections	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
⊕ Frederick Woodard VS Christina Bolton	2015CP2203328	E-File	(320) Motor Vehicle Accident	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
⊕ Ernestina Freeman VS Smithson Asbestos Company	2015CP2203284	E-File	(600) Environmental	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
⊕ Barbara R. Adams VS Martha Dempsey Jones	2015CP2203283	E-File	(320) Motor Vehicle Accident	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
⊕ Nathan Alexander VS Charles May	2015CP2203274	E-File	(320) Motor Vehicle Accident	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>

Note: For either option listed above, a Case Summary will open in a new browser window.

Figure 73: Case Summary Page

2015CP2203283 : Barbara R. Adams VS Martha Dempsey Jones
Common Pleas

Case Number 2015CP2203283
Case Subtype Motor Veh Accid 320
Filed Date 07-08-2015
Status Pending/ADR

Show/Hide Participants

Plaintiff Barbara R. Adams
Defendant Martha Dempsey Jones
Assigned Judge Clerk Of Court C P, G S, And Family Court
File Type Mediator-Jury

Plaintiff[s]		Counsel of Record	
Barbara R. Adams		John E. Doe	
Defendant[s]		Counsel of Record	
Martha Dempsey Jones		Howard E Jones	

Name	Description	Type	File Date
Barbara R. Adams	ADR/Alternative Dispute Resolution (Workflow)	Action	02-03-2016 12:59:19 PM
Martha Dempsey Jones	Affidavit/Affidavit of		07-08-2015 11:57:42 AM
Martha Dempsey Jones	Motion/Other		07-08-2015 11:57:42 AM
Martha Dempsey Jones	Answer/Answer and Jury Demand		07-08-2015 01:51:43 PM
Martha Dempsey Jones	Certification/Certification of Indigent Representation		07-08-2015 01:51:43 PM
Barbara R. Adams	Summons & Complaint	Filing	07-08-2015 12:59:19 PM
Barbara R. Adams	Certification/Certification of Indigent Representation	Filing	07-08-2015 12:59:19 PM

- Optional:** Click the +/- (expansion button) next to the “Show/Hide Participants” to view the parties on the case.
- Click a link under the “Description” column to view associated documents on the case. The ability to access documents on the case is determined by the “security level” set by the court. Sealed Actions will not have viewable documents.

To View a Service List:

The E-Filing system generates a Service List to inform the user which case participants will be notified electronically and which case participants will need to be served by Traditional Means of service.

- Click **Cases** on the home page or select **Cases > Cases** from the menu bar at the top of any page.
- Optional:** Limit or expand the number of cases listed by clicking on the “Number of Cases Displayed per Page” dropdown menu in the upper right corner of the page.
- From the “Cases” page, there are two options to view Service List.

- a. Enter the Case Number in the “Case Number” field, select the correct County and Court Agency, and click **Service List**.

Figure 74: Cases –Service List/Button

Home E-File **Cases** My Profile Log Out user: Howard E Jones

Cases Number of cases displayed per page: 50

Case Number	Court	County	Court Agency	E-File	History	Service List
2015CP2203236	CIRCUIT COURT	Charleston	Common Pleas			

Ex: 2013CP0100001

Search Cases

Show Active Show Inactive Show Both

Case Caption	Case Number	E-File	Case Subtype	Judge	Court Agency	County	Service List	Inactive
Ernest Smithson VS Charles Freeman	2015CP2203541	E-File	(350) Personal Injury	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Janis Johanson VS Frances Ferree	2015CP2203527	E-File	(130) General Contract	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Cherie Y May VS Joe Wright	2015CP2203526	E-File	(440) Partition	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Discover Bank VS David Danielson , defendant, et al	2015CP2203524	E-File	(110) Debt Collections	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Discover Bank VS Jack Jankovich , defendant, et al	2015CP2203523	E-File	(110) Debt Collections	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Coastal Properties VS Design Solutions	2015CP2203522	E-File	Breach of Cont 140	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>

- b. On the table listing, find the appropriate case and, to the table’s right, click the “Service List” link to view the document listing participants receiving electronic service and those needing service by traditional means.

Figure 75: Cases –Service List/Link

Home E-File **Cases** My Profile Log Out user: Howard E Jones

Cases Number of cases displayed per page: 50

Case Number	Court	County	Court Agency	E-File	History	Service List
2015CP2203236	CIRCUIT COURT	Georgetown	Common Pleas			

Ex: 2013CP0100001

Search Cases

Show Active Show Inactive Show Both

Case Caption	Case Number	E-File	Case Subtype	Judge	Court Agency	County	Service List	Inactive
Capitol Mortgage Company VS John Harrison	2015CP2203496	E-File	(420) Foreclosure	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Micheal J Altmen VS Holly James	2015CP2203488	E-File	(320) Motor Vehicle Accident	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Milton Drysdale VS Jane Hathaway	2015CP2203478	E-File	(199) Contract/Other	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>

Note: For either option listed above, a Service List will open in a new browser window.

Figure 76: Service List

Service List	
Case Number:	2015CP2203496
Court:	CIRCUIT COURT Common Pleas Georgetown
Case Caption:	Capitol Mortgage Company VS John Harrison
This list was automatically generated by the courts auto-notification system.	
Date Generated:	07-29-2015 18:03:28
As of 07-29-2015, the electronic filing system will send a Notice of Electronic Filing (NEF) to the following parties: Howard Jones for Capitol Mortgage Company	
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: John Harrison	

Note: The “Service List” lists the electronic participants first. Those participants who need to be notified by Traditional means (in paper) will be under the heading “The following people have not be notified electronically. They will need to be notified by traditional means.”

To Search Cases:

1. Click **Cases** on the home page or select **Cases > Cases** from the menu bar at the top of any page.
2. **Optional:** Limit or expand the number of cases listed by clicking on the “Number of Cases Displayed per Page” dropdown menu in the upper right corner of the page.
3. Click the **Search Cases** button and a dialog box will appear.

Figure 77: Search Cases

Home E-File **Cases** My Profile Log Out user: Howard E Jones

Cases Number of cases displayed per page: 50

Case Number	Court	County	Court Agency	E-File	History	Service List
	CIRCUIT COURT	Charleston	Common Pleas			

Ex: 2013CP0100001

Search Cases

Show Active Show Inactive Show Both

Case Caption	Case Number	E-File	Case Subtype	Judge	Court Agency	County	Service List	Inactive
Capitol Mortgage Company VS John Harrison	2015CP2203496	E-File	(420) Foreclosure	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Micheal J Altmen VS Holly James	2015CP2203488	E-File	(320) Motor Vehicle Accident	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Milton Drysdale VS Jane Hathaway	2015CP2203478	E-File	(199) Contract/Other	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>

Home E-File **Cases** My Profile Log Out user: Howard E Jones

Cases Number of cases displayed per page: 50

Case Number	Court	County	Court Agency	E-File	History	Service List
	CIRCUIT COURT	Charleston	Common Pleas			

Ex: 2013CP0100001

Search Cases All My Cases

Search by:
Enter a part of the case caption or complete case number as search criteria.

Case Caption:

Case Number: (Ex: 2013CP0100001)

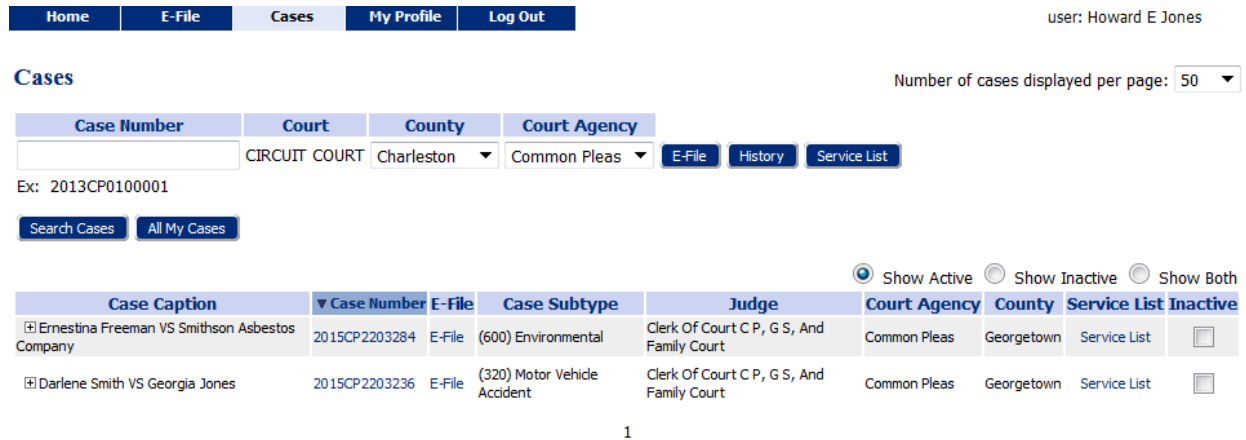
Show Active Show Inactive Show Both

Judge	Court Agency	County	Service List	Inactive
Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>

Commerce Bank Of Beverly Hills VS Jedediah Clampett , defendant, et al 2015CP2203477 E-File (110) Debt Collections

- To search for a case for which the filer is counsel of record, enter part of a Case Caption or the complete Case Number in the appropriate fields and click Search. (The Case Number must follow the pattern in the example with no dashes or spaces.) The “Cases” page will refresh and list the case with an exact match to the case number or will display any case with a match to the partial case caption.

Figure 78: All Matches to Partial Case Caption Search



5. **Optional:** After searching for an individual case, click the **All My Cases** button to display all cases on the “Cases” page.

To Show Active/Inactive Cases:

The “Show Active,” “Show Inactive,” and “Show Both” radio buttons above the list of cases allow the user to control the length of the list displayed on the Cases page. The system default is “Show Active.”

Figure 79: Show Active, Show Inactive & Show Both Filters



1. To mark a case “Inactive” in the E-Filing system, check the box in the row representing the case to be moved to “Inactive.” The Case will no longer be displayed when filtered by “Show Active.” The page will refresh and only the “active” cases will be listed. Status on the Cases screen does not reflect the status of the case in the Court. This status reflects whether the case is being actively worked by the attorney in E-Filing through his or her E-Filing account.

Figure 80: Marking a Case “Inactive”

Home E-File Cases My Profile Log Out user: Howard E Jones

Cases Number of cases displayed per page: 50

Case Number	Court	County	Court Agency	E-File	History	Service List
Ex: 2013CP0100001	CIRCUIT COURT	Charleston	Common Pleas			

Search Cases All My Cases

Show Active Show Inactive Show Both

Case Caption	Case Number	E-File	Case Subtype	Judge	Court Agency	County	Service List	Inactive
Capitol Mortgage Company VS John Harrison	2015CP2203496	E-File	(420) Foreclosure	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Micheal J Altmen VS Holly James	2015CP2203488	E-File	(320) Motor Vehicle Accident	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Milton Drysdale VS Jane Hathaway	2015CP2203478	E-File	(199) Contract/Other	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input checked="" type="checkbox"/>

Note: Marking a case “Inactive” in the E-Filing system does not affect the status of the case at the court. It is a feature in the system to help the user maintain organization. If action is taken on a case that is marked as “Inactive,” the user will receive a notification of that action. The user can then change the status to “active” if desired.

2. Click the “Show Inactive” radio button to view all “Inactive” cases.

Figure 81: Cases – Show Inactive

Home E-File Cases My Profile Log Out user: Howard E Jones

Cases Number of cases displayed per page: 50

Case Number	Court	County	Court Agency	E-File	History	Service List
Ex: 2013CP0100001	CIRCUIT COURT	Charleston	Common Pleas			

Search Cases

Show Active Show Inactive Show Both

Case Caption	Case Number	E-File	Case Subtype	Judge	Court Agency	County	Service List	Inactive
Capitol Mortgage Company VS John Harrison	2015CP2203496	E-File	(420) Foreclosure	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Micheal J Altmen VS Holly James	2015CP2203488	E-File	(320) Motor Vehicle Accident	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Milton Drysdale VS Jane Hathaway	2015CP2203478	E-File	(199) Contract/Other	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>

Note: The “Inactive” checkbox is checked for all cases listed as “Inactive.”

3. To move a case to “Active” status, click in the checkbox to deselect it. The page will refresh and only the “Inactive” cases will be listed.

Figure 82: Cases – Move Inactive to Active

Home E-File **Cases** My Profile Log Out user: Howard E Jones

Cases Number of cases displayed per page: 50

Case Number	Court	County	Court Agency	E-File	History	Service List
2015CP2203236	CIRCUIT COURT	Charleston	Common Pleas	E-File	History	Service List

Ex: 2013CP0100001 [Search Cases](#)

Show Active
 Show Inactive
 Show Both

Case Caption	Case Number	E-File	Case Subtype	Judge	Court Agency	County	Service List	Inactive
<input type="checkbox"/> Ernest Smithson VS Charles Freeman	2015CP2203541	E-File	(350) Personal Injury	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input checked="" type="checkbox"/>
<input type="checkbox"/> Discover Bank VS David Danielson , defendant, et al	2015CP2203524	E-File	(110) Debt Collections	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input checked="" type="checkbox"/>
<input type="checkbox"/> Discover Bank VS Jack Jankovich , defendant, et al	2015CP2203523	E-File	(110) Debt Collections	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input checked="" type="checkbox"/>

Home E-File **Cases** My Profile Log Out user: Howard E Jones

Cases Number of cases displayed per page: 50

Case Number	Court	County	Court Agency	E-File	History	Service List
2015CP2203236	CIRCUIT COURT	Charleston	Common Pleas	E-File	History	Service List

Ex: 2013CP0100001 [Search Cases](#)

Show Active
 Show Inactive
 Show Both

Case Caption	Case Number	E-File	Case Subtype	Judge	Court Agency	County	Service List	Inactive
<input type="checkbox"/> Ernest Smithson VS Charles Freeman	2015CP2203541	E-File	(350) Personal Injury	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
<input type="checkbox"/> Janis Johanson VS Frances Ferree	2015CP2203527	E-File	(130) General Contract	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
<input type="checkbox"/> Cherie Y May VS Joe Wright	2015CP2203526	E-File	(440) Partition	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>

4. Click the “Show Both” radio button to view all cases (Active and Inactive).

Figure 83: Cases – Show Both

Home E-File **Cases** My Profile Log Out user: Test8 Test8, Sr.

Cases Number of cases displayed per page: 50 ▾

Case Number Court County Court Agency
 CIRCUIT COURT Charleston Common Pleas E-File History Service List

Ex: 2013CP0100001

Show Active
 Show Inactive
 Show Both

Case Caption	Case Number	E-File	Case Subtype	Judge	Court Agency	County	Service List	Inactive
⊕ Catherine Carmelina Caaron VS Betty Hampton Baaronson	CLC98881_C8	E-File	(420) Foreclosure	Isaac Lester Pyatt (Magistrate), II	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
⊕ 1, plaintiff, et al VS 1, defendant, et al	BK16-0668	E-File	Lis Pendens (\$10)	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input checked="" type="checkbox"/>
⊕ Brenda Hunt VS Medical, defendant, et al	BK16-0665	E-File	Lis Pendens (\$10)	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
⊕ Lp, plaintiff, et al VS B Hunt Jr	BK16-0651	E-File	Lis Pendens (\$10)		Common Pleas	Georgetown	Service List	<input checked="" type="checkbox"/>
⊕ Lp VS No Fee	BK16-0638	E-File	Lis Pendens	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
⊕ Lis Pendens \$10 VS Brenda Hunt	BK16-0629	E-File	Lis Pendens (\$10)	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input checked="" type="checkbox"/>

Note: When displaying both active and inactive cases, the “active” cases will not have a check in the “Inactive” column while “Inactive” cases will have a check.

5. Click the Show Active radio button to once again show only the “Active” cases.

To Sort Filings using Column Headers:

The E-Filing system allows the user the means to sort the cases using the data in the different columns displayed on the “Cases” page. This feature is provided for ease in searching for a case, displaying case data by "Case Caption", “County”, etc.

The following columns on the “Cases” page can be sorted:

- Case Caption
- Case Number
- Case Subtype
- Judge
- Court Agency
- County

Note: The default sort for the “Cases” page is the “Case Number” with the lowest (oldest) case at the bottom of the list.

Figure 84: Cases – Default Table Order

Home E-File **Cases** My Profile Log Out user: Test8 Test8, Sr.

Cases Number of cases displayed per page: 50

Case Number Court County Court Agency
 CIRCUIT COURT Charleston Common Pleas [E-File](#) [History](#) [Service List](#)

Ex: 2013CP0100001 [Search Cases](#)

Case Caption	Case Number	E-File	Case Subtype	Judge	Court Agency	County	Service List	Inactive
James Agnew VS Janice Agnew	2015CP2202966	E-File	(910) Magistrate Civil Appeal	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Application of David Banner , plaintiff, et al and Jack Mcgee for Approval of Structured Settlement Payment Rights	2015CP2202451	E-File	(760) Application for Transfer of Structured Settlement	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Bambie Cushings VS George Stefanopolis	2015CP2202335	E-File	(199) Contract/Other	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Brenda Hunt VS Drew Hunt	2014CP2202206	E-File	(900) Arbitration Appeal	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Joe Henry VS Applebees , defendant, et al	2014CP2202177	E-File	(110) Debt Collections	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Shawn Sorenson VS Stefanie Strellar	2014CP2202126	E-File	(130) General Contract	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>

Because the column sort feature is the same for each column, only one example of sorting will be given in this section.

1. Click on the header of the column to be sorted (Case Caption, Case Number, etc.). The column will sort in descending order.

Figure 85: Cases – Column Sort Descending

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

Cases

Case Number Court County Court Agency
 CIRCUIT COURT Charleston Common Pleas [E-File](#) [History](#) [Service List](#)

Ex: 2013CP0100001 [Search Cases](#)

Activating a column heading search causes an arrow to display indicating the direction of the table listing. Here, the cases are displayed in descending alphabetical order according to "Case Number."

Case Caption	Case Number	E-File	Case Subtype	Judge	Court Agency	County	Service List	Inactive
James;Lkj;Lkj New Agnew VS Janice Agnew , defendant, et al	DLH 07132011 001LONG	E-File	Breach of Cont 140	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input checked="" type="checkbox"/>
Monty Mattheson VS Maury Mason	BK16-0667	E-File	Lis Pendens (\$10)	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input checked="" type="checkbox"/>
Test 7 Tester VS Toost Teest	BK16-0662	E-File	Lis Pendens	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input checked="" type="checkbox"/>
Dule Tadith VS Shachofush Retejem	BK16-0661	E-File	Lis Pendens	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input checked="" type="checkbox"/>

Note: Column sorting will sort the data either alphabetically or numerically, depending on the data in the column.

2. Click the same column header to sort in ascending order.

Figure 86: Cases – Column Sort Ascending

Home E-File **Cases** My Profile Log Out user: Test8 Test8, Sr.

Cases Number of cases displayed per page: 50

Case Number	Court	County	Court Agency	E-File	History	Service List
Ex: 2013CP0100001	CIRCUIT COURT	Charleston	Common Pleas			

Search Cases

Show Active Show Inactive Show Both

▲ Case Caption	Case Number	E-File	Case Subtype	Judge	Court Agency	County	Service List	Inactive
Admin Law Judge VS Brenda Hunt	2014CP2201921	E-File	(980) Admin Law Judge		Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Application of Structured Settlement and Brenda Hunt for Approval of Structured Settlement Payment Rights	2014CP2201917	E-File	(760) Application for Transfer of Structured Settlement		Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Application of David Banner , plaintiff, et al and Jack Mcgee for Approval of Structured Settlement Payment Rights	2015CP2202451	E-File	(760) Application for Transfer of Structured Settlement	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Arrow rentals VS Bash stash	2014CP2201829	E-File	(110) Debt Collections	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Badcock furniture VS Elaine Judy Dawkins , defendant, et al	2014CP2201828	E-File	(499) Real Property/Other	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Bambie Cushings VS George Stefnopolis	2015CP2202335	E-File	(199) Contract/Other	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>

Note: The first time the column header is clicked, the data will be sorted in descending order. For example, clicking "Case Caption" will sort the column in reverse alphabetical order while "Case Number" will sort with the highest number listed first. The direction of the column sort can be noted by the direction of the arrow in the column header.

To View Documents from the Cases Page:

There are two options for the user on the "Cases" page to view and download documents. This guide has already covered using the Case Number link to access the Case History and the associated documents in the "To View a Case History" section. Additionally, the user can follow the steps below.

1. Click the expansion button (+) next to the Case Caption to view a list of documents associated with the case.

Figure 87: Case Caption Expansion Button (+)

Home E-File Cases My Profile Log Out user: Howard E Jones

Cases Number of cases displayed per page: 50

Case Number Court County Court Agency
 CIRCUIT COURT Charleston Common Pleas E-File History Service List

Ex: 2013CP0100001 Search Cases

Click the Expansion Icon (-/+) to list Actions filed on the case.

Show Active Show Inactive Show Both

Case Caption	Case Number	E-File	Case Subtype	Judge	Court Agency	County	Service List	Inactive
Ernest Smithson VS Charles Freeman	2015CP2203541	E-File	(350) Personal Injury	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Janis Johanson VS Frances Ferree	2015CP2203527	E-File	(130) General Contract	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Cherie Y Ma VS Joe Wright	2015CP2203526	E-File	(440) Partition	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Discover Bank VS David Danielson , defendant, et al	2015CP2203524	E-File	(110) Debt Collections	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
Discover Bank VS Jack Jankovich , defendant, et al	2015CP2203523	E-File	(110) Debt Collections	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>
2015-08-24 07:21:55 PM Order/Order Cover Sheet \$25.00 2015-08-17 06:09:38 PM Summons & Complaint								
Coastal Properties VS Design Solutions	2015CP2203522	E-File	Breach of Cont 140	Clerk Of Court C P, G S, And Family Court	Common Pleas	Georgetown	Service List	<input type="checkbox"/>

Click the Action Link to view time-stamped documents.

2. Clicking the Action link will open the time-stamped document.
3. Close the list by clicking the (-) contraction button.

Notifications

The E-Filing system automatically generates emails to communicate with case participants with E-Filing accounts when action is taken on their cases. The email does not include the actual documents or all the details of the submissions, but it is a means to inform the filer that notices are accessible through logging into the E-Filing account.

A “Notice of Electronic Filing” (NEF) is a notice of documents that are filed on a case electronically. Participants on the case who do not have an E-Filing account will need to be served by Traditional means in accordance with the South Carolina Rules of Civil Procedure (including filing Proof of Service).

Once a filer has been added as counsel of record on a case by the Clerk of court, the case number is stored within a database along with the filer’s name and bar number. When additional actions are submitted on any case to which the filer has been indexed as a participant, the filer will receive an email notifying the filer of the action(s). Filers indexed to the case cannot opt out of the NEF. However, the filer can opt out of the

emailed status updates (received, accepted, rejected) by changing settings in the user profile.

To Access Notifications:

1. Click **Notifications** on the home page or select **Cases > Notifications** from the menu bar at the top of any page.

Note: A number in parentheses, such as (21), may appear next to the **Notifications** button on the “Home” page. This number represents the number of notifications that have not yet been accessed.

Figure 88: Accessing Notifications

The screenshot shows the top navigation bar with buttons for Home, E-File, Cases, My Profile, and Log Out. The user is identified as Howard E Jones. Below the navigation bar, there are several buttons with descriptions:

- New Case**: File new case
- Cases**: Perform case actions: E-File, Search, View History, Service List
- My Filings** (4): Check the status of my filings. There are 4 filing(s) awaiting payment processing finalization that require your attention.
- Notifications** (21): Review your Notifications. This button is highlighted with a red box.

Note: Notifications are not permanent. They are deleted after a period of time determined by the court, generally 90 days. Please refer to the **South Carolina Rules of Civil Procedure** and the **E-Filing Policies and Guidelines** for more information about **Traditional Service in E-Filing cases**.

2. **Optional:** The number of notifications to be viewed can be controlled by using the “Notifications per page” dropdown.

Figure 89: Notifications per Page Dropdown

The screenshot shows the Notifications page for Howard E Jones. It includes a search bar and a table of notifications. The 'Notifications per page' dropdown menu is open, showing options for 50, 100, 500, and All. The 'All' option is selected and highlighted with a red box.

Notification Id	Document(s) filed by...	Case Caption	Case Number	Court Agency	County	Notifications per page
5070	Order/Referred to Master was filed by or on behalf of Brenda Hunt Documents: Order/Referred to Master	Carolina Bank VS Amy Dean	2015SCP2203503	Common Pleas	Georgetown	50
5069	Order/Order Cover Sheet \$25.00 was filed by or on behalf of Howard E Jones Documents: Order/Order Cover Sheet \$25.00 Proposed Order/Referred to Master	Carolina Bank VS Amy Dean	2015SCP2203503	Common Pleas	Georgetown	100
5068	Order/Order Cover Sheet \$25.00 was filed by or on behalf of Howard E Jones Documents: Order/Order Cover Sheet \$25.00 Proposed Order/Referred to Special Referee	Carolina Bank VS Amy Dean	2015SCP2203503	Common Pleas	Georgetown	500
5067	Retraction Notice: Affidavit/Affidavit of filed by or on behalf of Howard E Jones was rejected	Frederick Woodard VS Christina Bolton	2015SCP2203288	Common Pleas	Georgetown	All
5066	Affidavit/Affidavit of was filed by or on behalf of Howard E Jones Documents: Affidavit/Affidavit of Motion/Other	Barbara R. Adams VS Martha Dempsey Jones	2015SCP2203283	Common Pleas	Georgetown	

- An unopened envelope icon will appear to the left of each Notification that has not yet been viewed. Additionally, the text identifying the NEF in the “Document(s) filed by...” column is bolded if the NEF has not been viewed.

Figure 90: List of Notifications

The screenshot shows the user interface for Howard E. Jones. At the top, there are navigation tabs: Home, E-file, Cases, My Profile, and Log Out. The user's name is displayed as "user: Howard E Jones". Below this is a "Notifications" section with a search bar and buttons for "Go", "Clear Search", "Delete", "Mark As Read", and "Mark As Unread". A table lists notifications with columns for Notification Id, Document(s) filed by..., Case Caption, Case Number, Court Agency, County, and File Date. A callout box with a red arrow points to the first notification (ID 5221), which has an unopened envelope icon and bolded text in the "Document(s) filed by..." column. The text in the callout box reads: "An unopened envelope and bolded identification text indicate the NEF has not yet been viewed."

Notification Id	Document(s) filed by...	Case Caption	Case Number	Court Agency	County	File Date
5221	Order/Order Cover Sheet \$25.00 was filed by or on behalf of Howard E Jones	Capitol Mortgage Company VS John Harrison	2015CP2203496	Common Pleas	Georgetown	09-24-2015
5219	Answer/Answer was filed by or on behalf of John E. Doe	Nathan Alexander VS Charles May	2015CP2203274	Common Pleas	Georgetown	09-16-2015
5217	Notice/Notice of Appearance was filed by or on behalf of John E. Doe	Nathan Alexander VS Charles May	2015CP2203274	Common Pleas	Georgetown	09-16-2015
5214	Order/Summary Judgment was filed by or on behalf of Cleo C Lambert	First Carolina Bank VS Richard Smith	2015CP2201756	Common Pleas	Georgetown	09-09-2015
5213	Exhibit/Filing of Exhibits was filed by or on behalf of Howard E Jones	Ernestina Freeman VS Smithson Asbestos Company	2015CP2203284	Common Pleas	Georgetown	09-08-2015
5212	Exhibit/Filing of Exhibits was filed by or on behalf of Howard E Jones	Ernestina Freeman VS Smithson Asbestos Company	2015CP2203284	Common Pleas	Georgetown	09-08-2015

- Click the “Document(s) filed by...” link of the submission to view. The “Notice of Electronic Filing” will open in another page showing which participants have been served electronically and which participants need to be served by traditional means.

Figure 91: Notice of Electronic Filing



******* IMPORTANT NOTICE - READ THIS INFORMATION *******
NOTICE OF ELECTRONIC FILING [NEF]

A filing has been submitted to the court RE: 2015CP2203503

Official File Stamp: 07-30-2015 09:22:14 AM
Court: CIRCUIT COURT
 Common Pleas
 Georgetown
Case Caption: Carolina Bank VS Amy Dean
Document(s) Submitted: Order/Order Cover Sheet \$25.00
 Proposed Order/Order Referred to Special Referee
Filed by or on behalf of: Howard E Jones

This notice was automatically generated by the courts auto-notification system.

The following people were served electronically:
 Howard E Jones for Carolina Bank

The following people have not been served electronically by the Court. Therefore, they must be served by traditional means:
 Amy Dean

- If documents are included in the Notification, a sub-listing of each document will display below the “Document(s) filed by...” link on the “Notifications” page. Click on the document link to view and/or download a PDF version of the document.

Figure 92: Viewing Documents from the Notifications Page

Home E-File Cases My Profile Log Out user: Howard E. Jones

Notifications

Notifications for Howard E Jones

Search By: All Value: (Search single word values only)

Go Clear Search

Delete Mark As Read Mark As Unread Notifications per page: 50

Notification Id	Document(s) filed by...	Case Caption	Case Number	Court Agency	County	File Date
5221	Order/Order Cover Sheet \$25.00 was filed by or on behalf of Howard E Jones Documents: Order/Order Cover Sheet \$25.00 Proposed Order/Order Referred to Special Referee	Capitol Mortgage Company VS John Harrison	2015CP2203496	Common Pleas	Georgetown	09-24-2015
5219	Answer/Answer was filed by or on behalf of John E. Doe Documents: Answer/Answer	Nathan Alexander VS Charles May	2015CP2203274	Common Pleas	Georgetown	09-16-2015
5217	Notice/Notice of Appearance was filed by or on behalf of John E. Doe Documents: Answer/Answer	Nathan Alexander VS Charles May	2015CP2203274	Common Pleas	Georgetown	09-16-2015
5214	Order/Summary Judgment was filed by or on behalf of Cleo C Lambert Documents: Order/Summary Judgment	First Carolina Bank VS Richard Smith	2015CP2201756	Common Pleas	Georgetown	09-09-2015
5213	Exhibit/Filing of Exhibits was filed by or on behalf of Howard E Jones Documents: Exhibit/Filing of Exhibits	Ernestina Freeman VS Smithson Asbestos Company	2015CP2203284	Common Pleas	Georgetown	09-08-2015
5212	Exhibit/Filing of Exhibits was filed by or on behalf of Howard E Jones Documents: Exhibit/Filing of Exhibits - E-Filing/Additional Parts - E-Filing/Additional Parts - E-Filing/Additional Parts	Ernestina Freeman VS Smithson Asbestos Company	2015CP2203284	Common Pleas	Georgetown	09-08-2015

Note: Upon the next entry to the Notifications page, the envelope icon will be changed to an open envelope if the notification has been viewed.

6. After the notification has been viewed and related documents have been downloaded, the notification can be deleted by selecting the checkbox to the left of the notification and clicking the Delete button. The page will refresh, and the deleted notification will no longer appear on the list.

To Search Notifications:

Notifications can be searched and displayed using one of the following parameters:

- All (the E-Filing system defaults to this parameter)
- Notification ID
- Description
- Case Title
- Case Number
- Court Agency

1. Select the parameter from the “Search By” dropdown.
2. Enter the text (alpha or numeric) in the “Search By” box.

Note: The E-Filing system will perform a search if only a portion of the text is entered. For example, if the user wants to search for a “Retraction Notice”, the system will perform the search if only a few letters, such as “retr” are entered in the text box.

Figure 93: Search by Parameters

user: Howard E Jones

Notifications

Notifications for Howard E Jones

Search By: Filing Description Value: retr (Search single word values only)

Go Clear Search

Delete Mark As Read Mark As Unread

Notifications per page: 50

Notification Id	Document(s) filed by...	Case Caption	Case Number	Court Agency	County	File Date
5067	Retraction Notice: Affidavit/Affidavit of filed by or on behalf of Howard E. Jones was rejected	Frederick Woodard VS Christina Bolton	2015CP2203328	Common Pleas	Georgetown	07-29-2015
5058	Retraction Notice: Notice/Notice of Foreclosure Intervention filed by or on behalf of Howard E. Jones was rejected	Capitol Mortgage Company VS John Harrison	2015CP2203496	Common Pleas	Georgetown	07-28-2015

1

3. Click **Go**. The page will refresh and display only the notifications that fit the search parameter.
4. Click **Clear Search** and then **Go** to refresh the page and display all notifications.

To Delete Notifications:

Note: Notifications are not permanent. They are deleted after a period of time determined by the court, generally 90 days. Please refer to the South Carolina Rules of Civil Procedure and the E-Filing Policies and Guidelines for more information about Traditional Service in E-Filing cases.

The user has the ability to delete notifications if they are deemed no longer necessary. This is a permanent action so prudence is recommended when deleting a notification.

1. Check the box next to the notification to be deleted.

Note: Multiple notifications can be deleted at the same time by checking the box next to each notification to be deleted.

Figure 94: Deleting a Notification

The screenshot shows the 'Notifications' section for user 'Howard E Jones'. It includes a search bar and a table of notifications. The 'Delete' button is highlighted with a red box, and a red arrow points to the checkbox in the first row of the table.

Notification Id	Document(s) filed by...	Case Caption	Case Number	Court Agency	County	File Date
<input type="checkbox"/> 5221	Order/Order Cover Sheet \$25.00 was filed by or on behalf of Howard E Jones Documents: Order/Order Cover Sheet \$25.00 Proposed Order/Referred to Master	Capitol Mortgage Company VS John Harrison	2015CP2203496	Common Pleas	Georgetown	09-24-2015
<input type="checkbox"/> 5219	Answer/Answer was filed by or on behalf of John E. Doe Documents: Answer/Answer	Nathan Alexander VS Charles May	2015CP2203274	Common Pleas	Georgetown	09-16-2015
<input type="checkbox"/> 5217	Notice/Notice of Appearance was filed by or on behalf of John E. Doe	Nathan Alexander VS Charles May	2015CP2203274	Common Pleas	Georgetown	09-16-2015
<input checked="" type="checkbox"/> 5214	Order/Summary Judgment was filed by or on behalf of Cleo C Lambert Documents: Order/Summary Judgment	First Carolina Bank VS Richard Smith	2015CP2201756	Common Pleas	Georgetown	09-09-2015
<input type="checkbox"/> 5213	Exhibit/Filing of Exhibits was filed by or on behalf of Howard E Jones Documents: Exhibit/Filing of Exhibits	Ernestina Freeman VS Smithson Asbestos Company	2015CP2203284	Common Pleas	Georgetown	09-08-2015
<input type="checkbox"/> 5212	Exhibit/Filing of Exhibits was filed by or on behalf of Howard E Jones Documents: Exhibit/Filing of Exhibits - E-Filing/Additional Parts - E-Filing/Additional Parts - E-Filing/Additional Parts	Ernestina Freeman VS Smithson Asbestos Company	2015CP2203284	Common Pleas	Georgetown	09-08-2015

2. Click Delete.
3. A warning box will appear asking for confirmation of the deletion. Click OK to continue. The page will refresh and the notification(s) that were checked for deletion will no longer display.

Note: All notifications can be deleted at one time by checking the box at the top of the column and selecting delete. When this box is checked, all notifications will be checked. This is a permanent action so prudence is recommended when deleting all notifications.

To Mark Notifications as Read/Unread:

The user has the ability to mark a notification as “read” or “unread” as a means of organization and efficiency. For example, if a user does not want to open all notifications that are “Proposed Orders” but wants them to remain on the list, he or she can do so by using the following process to accomplish that objective.

1. Check the box next to the “unread” notification to be marked as read.

Note: Multiple notifications can be marked as read at the same time by checking the box next to each notification to be marked.

Figure 95: Marking a Notification as Read

Notifications for Howard E Jones

Search By: All Value: (Search single word values only)

Go Clear Search

Delete Mark As Read Mark As Unread

Notifications per page: 50

Notification Id	Document(s) filed by...	Case Caption	Case Number	Court Agency	County	File Date
5211	Order/Order Cover Sheet \$25.00 was filed by or on behalf of Howard E Jones	Capitol Mortgage Company VS John Harrison	2015CP2203496	Common Pleas	Georgetown	09-24-2015
<input checked="" type="checkbox"/> 5219	Answer/Answer was filed by or on behalf of John E. Doe	Nathan Alexander VS Charles May	2015CP2203274	Common Pleas	Georgetown	09-16-2015
<input checked="" type="checkbox"/> 5217	Notice/Notice of Appearance was filed by or on behalf of John E. Doe	Nathan Alexander VS Charles May	2015CP2203274	Common Pleas	Georgetown	09-16-2015
<input type="checkbox"/> 5214	Order/Summary Judgment was filed by or on behalf of Cleo C Lambert	Fst Carolina Bank VS Richard Smith	2015CP2201756	Common Pleas	Georgetown	09-09-2015
<input checked="" type="checkbox"/> 5213	Exhibit/Filing of Exhibits was filed by or on behalf of Howard E Jones	Ernestina Freeman VS Smithson Asbestos Company	2015CP2203284	Common Pleas	Georgetown	09-08-2015
<input type="checkbox"/> 5212	Exhibit/Filing of Exhibits was filed by or on behalf of Howard E Jones	Ernestina Freeman VS Smithson Asbestos Company	2015CP2203284	Common Pleas	Georgetown	09-08-2015

2. Click **Mark As Read**. The page will refresh and the envelope icon will now show “open” indicating that the notification was read.
3. To mark a notification as “unread”, check the box next to a “read” notification.
4. Click **Mark as Unread**. The page will refresh and the envelope icon will now show “closed” indicating that the notification has not been read.

To Sort Notifications using Column Headers:

The E-Filing system allows the user the means to sort notifications using the data in the different columns displayed on the “Notifications” page. This feature is provided for ease in searching for a notification.

The following columns on the “Notifications” page can be sorted:

- Notification ID
- Document(s) filed by...
- Case Caption

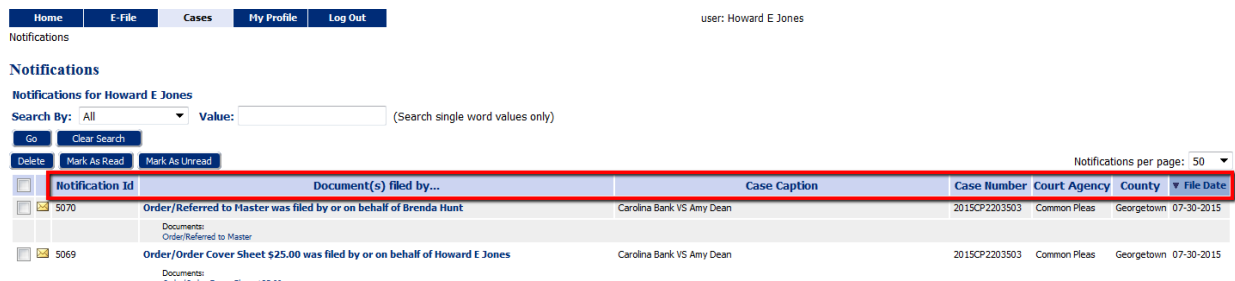
- Case Number
- Court Agency
- County
- File Date

Note: The default sort for the “Notifications” page is the “File Date” with the oldest notification at the bottom of the list.

Because the column sort feature is the same for each column, only one example of sorting will be given in this section.

1. Click on the header of the column to be sorted (Notification ID, Case Number, etc.). The column will sort in descending order.

Figure 96: Notifications – Column Sort Default



Note: Column sorting will sort the data either alphabetically or numerically, depending on the data in the column. For example, clicking "Case Caption" will sort alphabetically while “Case Number” will sort numerically.

Figure 97: Notifications – Column Sort Arrow



- Click the same column header to sort in ascending order.

Note: The first time the column header is clicked, the data will be sorted in descending order. For example, clicking "Case Caption" will sort the column in reverse alphabetical order while "Case Number" will sort with the highest number listed first.

Filing Charges

Some documents require court fees. Before a submission is filed to the court, the final step is to review the data and documents in the submission (see the section titled "To Submit the Initial Filing"). If one of the documents requires a court fee, the filer will be prompted to enter credit card information prior to submitting the filing. When payments are made, E-Filing records the payments and keeps track of charges associated with each case. Payments made are tracked for a twelve month period.

Note: Because a third party vendor is used for payments, E-Filing does not store any credit card information.

To View Filing Charges:

- Select **Cases > Filing Charges** from the menu at the top of any page.

Note: The default setting for the filing charges will be the current month.

Figure 98: Filing Charges

Case Caption	Client #	Court Case #	Court Agency	County	Description	Date	Account Authorization Code	Fees	Technology Fee	Convenience Fee	Total Charge
Nathan Alexander VS Charles May		2015CP2203274	Common Pleas	Georgetown	Summons & Complaint	07-07-2015 02:52:21 PM	*1111 13379378	\$175.00	\$25.00	\$5.94	\$205.94
Barbara R. Adams VS Martha Dempsey Jones	23432	2015CP2203283	Common Pleas	Georgetown	(320) Motor Vehicle Accident	07-08-2015 01:51:43 PM	WR	\$0.00	\$0.00	\$0.00	\$0.00
Ernestina Freeman VS Smithson Asbestos Company		2015CP2203284	Common Pleas	Georgetown	(600) Environmental	07-08-2015 03:10:28 PM	WR	\$0.00	\$0.00	\$0.00	\$0.00
Soca Banking VS John Moore		2015CP2203243	Common Pleas	Georgetown	Proposed Order/Referred to Master	07-09-2015 11:18:29 AM	*1111 13434584	\$25.00	\$5.00	\$1.74	\$31.74
Soca Banking VS John Moore	Moore, John	2015CP2203243	Common Pleas	Georgetown	Answer/Answer	07-15-2015 01:52:05 PM	*1111 13125464	\$25.00	\$10.00	\$1.86	\$36.86
Soca Banking VS John Moore		2015CP2203243	Common Pleas	Georgetown	Proposed Order/Compel	07-15-2015 01:54:04 PM	*1111 13342228	\$25.00	\$5.00	\$1.74	\$31.74
Brent Cronkite VS Walker Beltr	7726	2015CP2203227	Common Pleas	Georgetown	Summons & Complaint	07-16-2015 10:13:07 AM	*1111 13688866	\$190.00	\$25.00	\$5.32	\$180.32
Frederick Woodard VS Christina Bolton	2222	2015CP2203238	Common Pleas	Georgetown	Summons & Complaint	07-16-2015 10:13:12 AM	*1111 13627440	\$150.00	\$25.00	\$5.32	\$180.32
Plaintiff Conserv v. Jdeidif, et al VS Defendant Company , defendant, et al		2015CP2203237	Common Pleas	Georgetown	(420) Foreclosure	07-17-2015 03:54:43 PM	JP	\$0.00	\$0.00	\$0.00	\$0.00
Commerce Bank Of Beverly Hills VS Jededah Clampett , defendant, et al		2015CP2203477	Common Pleas	Georgetown	Summons & Complaint	07-17-2015 02:30:43 PM	*1111 13690502	\$150.00	\$25.00	\$5.32	\$180.32
Milton Drisdale VS Jane Hathaway		2015CP2203478	Common Pleas	Georgetown	(199) Contract/Other	07-17-2015 02:48:28 PM	JP	\$0.00	\$0.00	\$0.00	\$0.00
		2015CP2203478	Common Pleas	Georgetown	(199) Contract/Other	07-17-2015 02:52:33 PM	JP	\$0.00	\$0.00	\$0.00	\$0.00
Michael J Altman VS Holly James	Altman v. James	2015CP2203488	Common Pleas	Georgetown	Summons & Complaint	07-22-2015 02:18:10 PM	*1111 13828002	\$150.00	\$25.00	\$5.32	\$180.32
Commerce Bank Of Beverly Hills VS Jededah Clampett , defendant, et al		2015CP2203477	Common Pleas	Georgetown	(110) Debt Collections	07-23-2015 09:14:23 AM		\$0.00	\$0.00	\$0.00	\$0.00
Commerce Bank Of Beverly Hills VS Jededah Clampett , defendant, et al		2015CP2203477	Common Pleas	Georgetown	Service/Adnowledgment Of Service	07-23-2015 09:21:45 AM	*1111 13823696	\$25.00	\$5.00	\$1.74	\$31.74
New Case			Common Pleas	Georgetown	(120) Employment	07-23-2015 09:40:09 AM	WR	\$0.00	\$0.00	\$0.00	\$0.00
Capital Mortgage Company VS John Harrison		2015CP2203496	Common Pleas	Georgetown	Summons & Complaint	07-24-2015 03:35:59 PM	*1111 13841028	\$190.00	\$25.00	\$5.32	\$180.32
Capital Mortgage Company VS John Harrison		2015CP2203496	Common Pleas	Georgetown	Order/Order Cover Sheet \$25.00	07-24-2015 01:45:30 PM	*1111 13841060	\$25.00	\$5.00	\$1.74	\$31.74
Capital Mortgage Company VS John Harrison		2015CP2203496	Common Pleas	Georgetown	Order/Order Cover Sheet \$25.00	07-24-2015 02:15:32 PM	*1111 13841214	\$25.00	\$5.00	\$1.74	\$31.74
		2015CP2203328	Common Pleas	Georgetown	(320) Motor Vehicle Accident	07-29-2015 11:55:00 AM	JP	\$0.00	\$0.00	\$0.00	\$0.00
Barbara R. Adams VS Martha Dempsey Jones		2015CP2203283	Common Pleas	Georgetown	(320) Motor Vehicle Accident	07-29-2015 11:57:42 AM	JP	\$0.00	\$0.00	\$0.00	\$0.00
Carolina Bank VS Amy Dean		2015CP2203503	Common Pleas	Georgetown	Summons & Complaint	07-30-2015 09:18:31 AM	*1111 13879346	\$150.00	\$25.00	\$5.32	\$180.32
Carolina Bank VS Amy Dean		2015CP2203503	Common Pleas	Georgetown	Order/Order Cover Sheet \$25.00	07-30-2015 09:30:08 AM	*1111 13879422	\$25.00	\$5.00	\$1.74	\$31.74
Totals:								\$1,250.00	\$215.00	\$50.16	\$1,515.16

- Select the month to view by changing the "Report Month" dropdown. Information about each payment made during that month, including the case number, case title, method of payment, and the amount, is displayed.

- Submissions incurring court fees but filed with a waiver are listed on the Filing Charges table. However, the fees associated with the submission as well as the total charges for the submission all read as a zero amount, and no dollar amount is included in the total charges listed at the bottom of the table.

To Sort Filing Charges using Column Headers:

The E-Filing system allows the user the means to sort filing charges using the data in the different columns displayed on the “Filing Charges” page. This feature is provided for ease in searching filing charges for a given month.

The following columns on the “Filing Charges” page can be sorted:

- Case Caption
- Client #
- Court Case #
- Court Agency
- County
- Description
- Date
- Account
- Authorization Code
- Fee
- Technology Fee
- Convenience Fee
- Total Charge

Note: The default sort for the “Filing Charges” page is the “Date” with the oldest filing charge at the top of the list.

Because the column sort feature is the same for each column, only one example of sorting will be given in this section.

Figure 99: Filing Charges – Column Sort Default

Case Caption	Client #	Court Case #	Court Agency	County	Description	Date	Account Authorization Code	Fees	Technology Fee	Convenience Fee	Total Charge
Barbara R. Adams VS Martha Dempsey Jones	23432	2015CP2203283	Common Pleas	Georgetown	(220) Motor Vehicle Accident	07-08-2015 01:51:43 PM	WR	\$0.00	\$0.00	\$0.00	\$0.00
Ernestina Freeman VS Smithson Asbestos Company		2015CP2203284	Common Pleas	Georgetown	(600) Environmental	07-08-2015 03:10:28 PM	WR	\$0.00	\$0.00	\$0.00	\$0.00
Soca Banking VS John Moore		2015CP2203243	Common Pleas	Georgetown	Proposed Order/Referred to Master	07-09-2015 11:18:29 AM	*1111 13434584	\$25.00	\$5.00	\$1.74	\$31.74

- Click on the header of the column to be sorted (Case Caption, Description, etc.). The column will sort in descending order.

Note: Column sorting will sort the data either alphabetically or numerically, depending on the data in the column. For example, clicking "Case Caption" will sort alphabetically while "Date" will sort numerically.

Figure 100: Filing Charges – Column Sort Arrow

The arrow next to the activated column header indicates the ascending or descending sort as well as upon which information the table list is based. The list in this screen shot is based on "Client #" and is in descending alphabetic and then numeric order.

Case Caption	Client #	Court Case #	Court Agency	County	Description	Date	Account	Authorization Code	Fees	Technology Fee	Convenience Fee	Total Charge
Plaintiff Idwo Elko3-15 , plaintiff, et al VS Defendant One Elko3.15 , defendant, et al	3.18	2015CP1400511	Common Pleas	Clarendon	(440) Partion	09-15-2015 03:10:37 PM			\$0.00	\$0.00	\$0.00	\$0.00
George Morris , plaintiff, et al VS All Health Corporation Of America , defendant, et al	2015-99MorrisG	2015NI1400008	Common Pleas	Clarendon	Order/Order Cover Sheet \$25.00	09-28-2015 05:14:22 PM	**1111	14310008	\$25.00	\$5.00	\$1.74	\$31.74
Test Test VS Test Test		2015CP1000285	Common Pleas	Charleston	Summons & Complaint	09-28-2015 10:50:45 AM	**1111	14308538	\$150.00	\$25.00	\$5.32	\$180.32
Carssa Gilbert VS Mary Mcmurtrey		2015CP1400524	Common Pleas	Clarendon	Summons & Complaint	09-25-2015 02:11:53 PM	**1111	14297302	\$150.00	\$25.00	\$5.32	\$180.32

Note: The first time the column header is clicked, the data will be sorted in descending order. For example, clicking "Case Caption" will sort the column in reverse alphabetical order while "Case Number" will sort with the highest number listed first.

2. Click the same column header to sort in ascending order.

My Profile

My Profile

User accounts for Attorneys are provided by the South Carolina Judicial Department. To request an account, please visit the Attorney Information System. As a courtesy, a link to their website has been provided on the Login page of the E-Filing portal (see section titled "To Request an Account – Attorneys").

Most profile information for South Carolina Attorneys must be updated through the AIS website. However, attorneys can set a Default County and E-Filing email preferences via the user profile in the E-Filing system.

User accounts for Firm Financial Managers are requested through the E-Filing portal (see section titled "To Request an Account – Non-Attorneys").

To View a User Profile – Attorneys:

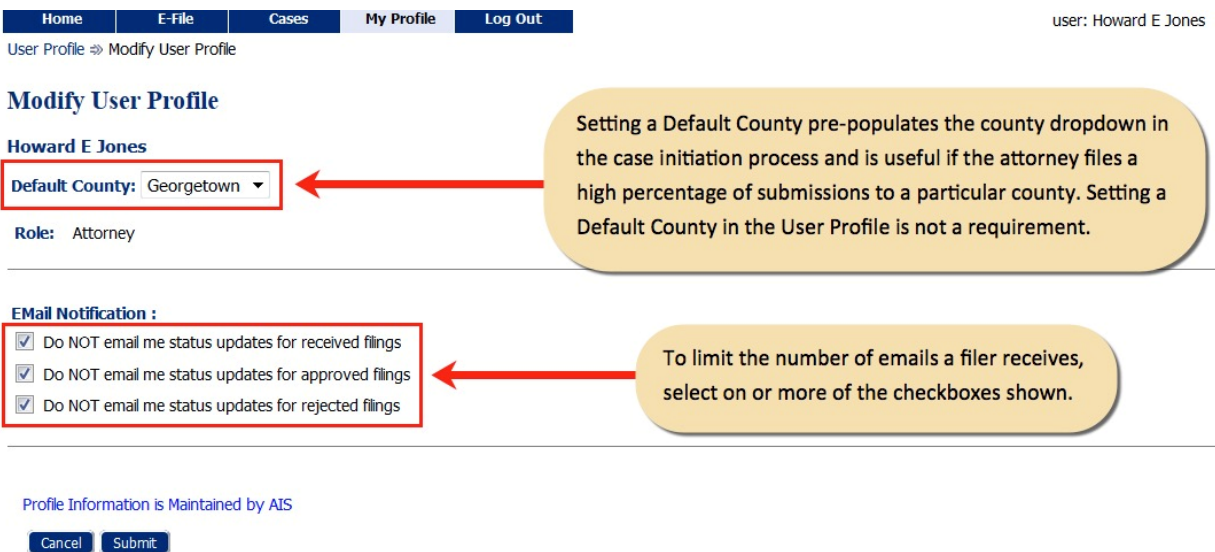
1. Select **My Profile** > **My Profile** from the menu bar at the top of any page. The "User Profile" page will appear and display the information entered when the user account was created.

Figure 101: Attorney – My User Profile



2. To change the Default County or email preferences in the user profile, click the Modify User Profile button to cause the “Modify User Profile” page to appear.

Figure 102: Attorney – Modify User Profile



3. Optional: Select the default county from the “Default County” dropdown.

Note: Selecting a default county will list the selected county as the first option on the county dropdown in the Case Initiation filing process.

4. Optional: Select the “Email Notifications” to be received.

Note: Checking a box next to an “Email Notification” will stop the emails from going to any email listed in AIS.

5. Click **Submit** to save modifications.

Note: It is required that the email addresses associated with an account be kept up to date. If a user creates a new email address and does not record the new email information in AIS, the Notices of Electronic Filings will not be received at the new email address. However, notifications can still be viewed through the “Notifications” page.

To View a User Profile – Firm Financial Manager:

The Firm Financial Manager will have the ability to modify all settings in his or her “User Profile” after the profile has been approved.

In addition, the Firm Financial Manager has the ability to edit the three required security questions. These questions will be used if the Firm Financial Manager needs help desk support.

1. Select **My Profile** > **My Profile** from the menu bar at the top of any page. The “User Profile” page will appear and display the information entered when the user account was created.

Figure 103: Firm Financial Administrators – My User Profile

Home E-File Cases **My Profile** Log Out user: Srl2 Test

User Profile

User Profile

Srl2 Test

User Name: FFM-SRL2Test [View Security Questions](#)

Organization: TYBERA TESTING

Bar Number:

User Identifier:

Phone:

Phone:

Email: none@noemail.com

1st Alternate Email:

Address: 563 East 770 North
Orem, UT 84097
US

Role: Financial Administrator - Attorney Firm

Date Approved: 2015-04-02 09:26:04.840

[Modify User Profile](#) [Change Password](#)

2. **Optional:** Click **View Security Questions** to see the three security questions that were selected when the account was created.

3. To change the information in the user profile, click the **Modify User Profile** button to cause the “Modify User Profile” page to appear.

Figure 104: Firm Financial Administrator – Modify User Profile

Home
E-File
Cases
My Profile
Log Out

user: Srl2 Test

User Profile » Modify User Profile

Modify User Profile

Srl2 Test

Default County:

Role: Financial Administrator - Attorney Firm

Security Questions: *

Question	Answer
What is your father's middle name?	▼ Timothy
What is your mother's middle name?	▼ Jean
What is/was your maternal grandmother's first name?	▼ LaPriel

Email Notification :

Do NOT email me status updates for received filings

Do NOT email me status updates for approved filings

Do NOT email me status updates for rejected filings

User Name: FFM-SRL2Test

First Name: *

Middle Name:

Last Name: *

Suffix Name:

Organization: TYBERA TESTING

User Identifier:

Home Phone: **Bus. Phone:**

EMAIL: *

Confirm EMAIL: *

1st Alternate EMAIL:

Use My Address

Address Line 1: *

Address Line 2:

Address Line 3:

City: *

State: *

Postal Code: *

Country: *

4. Selecting a Default County has associated functionality for attorneys. The Default County has no functionality for non-filing users.
5. **Optional:** Edit answers for already selected Security Questions or select new “Security Questions” from the available dropdowns. Enter the “Answer” in the textbox provided.
6. Non-filing users will not be receiving emails with status updates. The email settings are for filers.
7. **Optional:** Make any changes to the “Profile” by entering the new data in the text boxes provided.
8. Click **Submit** to save modifications and return to the “User Profile” page.

Note: The alternate email address is not in use on the SC E-Filing System.

Change Password

Each user account includes an associated profile. Attorney profiles, including passwords, are established and maintained through the South Carolina AIS system. Attorneys needing to change a password must do so through the AIS system.

Users with a Firm Financial Manager account can update the E-Filing password as described below. As part of this feature, all users have the ability to change their passwords as frequently as needed.

To Change a Password:

1. Select **My Profile > Change Password** from the menu bar at the top of the page or from the “User Profile” page, click the **Change Password** button.

Note: The user will not be able to see the current password.

Figure 105: Change Password Screen

Home E-File Cases My Profile Log Out user: Srl2 Test

User Profile » Change Password

Change Password

*Required Fields

Password: *

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.

New Password: *

Confirm New Password: *

Cancel Submit

2. Enter the new password in the “New Password” field.

Note: A password will be a minimum of 6 characters and can include alpha or numeric characters. At least one symbol other than a letter or number must be included. The password CANNOT be the same as the username.

3. Enter the new password in the “Confirm New Password” field. The “New Password” and the “Confirm New Password” must match to proceed.
4. Click **Submit** to set the new password and be returned to the “User Profile” page.

Login History

The “Login History” shows the successful and failed login attempts and helps in monitoring unauthorized login attempts.

If an account has too many login failures, the system will automatically suspend the account. If an account is suspended, contact the E-Filing Help Desk to have the account reinstated. Changing a password on a regular basis can help avoid unauthorized access to an account.

Viewing Login History

1. Select **My Profile > View Login History** from the menu bar at the top of any page to open the “Login History” page.

Figure 106: Login History

Home E-File Cases My Profile Log Out

Login History

Login History

Howard E Jones Log In History

Employee Account Status: Active Entries per page: 50 ▼

Date Logged In	Log In Result	Requesting IP Address
07-30-2015 05:31:12 PM	Succeeded	172.20.6.18
07-30-2015 03:59:12 PM	Succeeded	172.20.6.18
07-30-2015 02:37:56 PM	Succeeded	172.20.6.18
07-30-2015 02:00:33 PM	Succeeded	172.20.6.18
07-30-2015 01:18:42 PM	Succeeded	172.20.6.18
07-30-2015 12:54:03 PM	Succeeded	172.20.6.18
07-30-2015 12:48:19 PM	Succeeded	172.20.6.18
07-30-2015 12:47:57 PM	Denied	172.20.6.18
07-30-2015 12:47:39 PM	Succeeded	172.20.6.18
07-30-2015 10:58:08 AM	Succeeded	172.20.6.18
07-30-2015 09:10:50 AM	Succeeded	172.20.6.18

Note: In addition to showing successful logins, the list shows the failed login attempts along with the date and IP address of the requesting machine.

2. **Optional:** Use the “Entries per page” dropdown to limit the number of entries displayed on the “Login History” page.

Appendix A: PDF and Other Documents

PDF Basics

PDF (Portable Document Format) is a popular format created by Adobe Systems Incorporated. Documents using this format can be read by Adobe Reader®, a free application available from the Adobe website. This type of document is considered a final form document because it is not designed to be edited. It is fixed and appears the same on nearly every machine using Adobe Reader. Because the document looks the same regardless of the machine, the court’s policy is to send documents as PDF documents except for specifically identified documents such as “Proposed Orders.” A PDF document has the extension “.pdf” appended to the file name.

Creating Documents

To create original documents a word processing application, such as Microsoft Word, WordPerfect, or another word processor will be needed. Standard fonts should be used when creating the original document. Selecting standard fonts helps ensure that the document formatting converts to PDF correctly.

Note: All documents eventually will be converted to a PDF file. “Proposed Orders” must be submitted in Microsoft Word format and will be converted to PDF by the court later in the E-Filing process.

If a user is working in Microsoft 2007 or newer version of Microsoft Word, there is a built in Acrobat pdf creator included, generally located on the File > Save As > Save As Type dropdown list. There are some free PDF printer drivers as well as products available for purchase.

Proposed Orders must be submitted in Microsoft Word format (.docx or .doc). When the court is finished editing the document the court will convert from the Microsoft Word format to PDF.

Including Paper Exhibits

There may be times when copies of paper documents, such as a copy of a contract or a copy of a bounced check need to be including in the submission. These paper documents need to be scanned and saved as a PDF document; an option which is found on today’s scanners.

Please note the court requirements for file size, color, and resolution. It is recommended that all scans use black-and-white settings with a low resolution (300 dpi) resulting in 25 to 50 KB per page in size. Using color adds to the size of the file, so

color scans should only be used when color is a vital element of the exhibit. If the scan includes color, lower the resolution enough to reduce the file size but not destroy the ability to view the image (see the scanner's user documentation for more information).

Note: Many newer scanners, especially those that are also color copiers, come with a default setting to scan in color. Even if the document being scanned is black and white, the scanner still scans as if the document was a 4-color scan. This default setting is at a resolution higher than desirable for E-Filing purposes.