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Initiate a Case in E-Filing



1. Log into E-Filing using your AIS **User Name** and **Password**. Click to acknowledge you have read, understand and will comply with the redaction rules.



2. Click the **New Case** button on the Home screen.



3. Select the **County** where you will be filing and click **Next**.



4. Select the **Case Type**. In this example, a Common Pleas (320) Motor Vehicle Accident will be filed.

Note

See the Attorney Reference Guide entitled *Actions and Documents* for a complete listing of case types and subtypes.



E-Filing
South Carolina Courts

Filer Interface

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

Home » County » Case Type » Case Subtype

County: Georgetown Court Agency: Common Pleas Case Type: Common Pleas

Case Subtype

Description

- (100) Constructions
- (110) Debt Collections
- (120) Employment
- (130) General Contract
- (140) Breach of Contract
- (199) Contract/Other
- (200) Dental Malpractice
- (210) Legal Malpractice
- (220) Medical Malpractice
- (299) Malpractice/Other
- (300) Assault/Slander/Libel
- (310) Conversion
- (320) Motor Vehicle Accident** 5
- (330) Premises Liability
- (340) Products Liability

5. Click to select the **Case Subtype**, which in this example is (320) Motor Vehicle Accident. The Case Initiation screen opens for adding a plaintiff and defendant.



E-Filing
South Carolina Courts

Filer Interface

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

Home » County » Case Type » Case Subtype » Case Initiation

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

Case Initiation

Jury Demand 6 Yes No

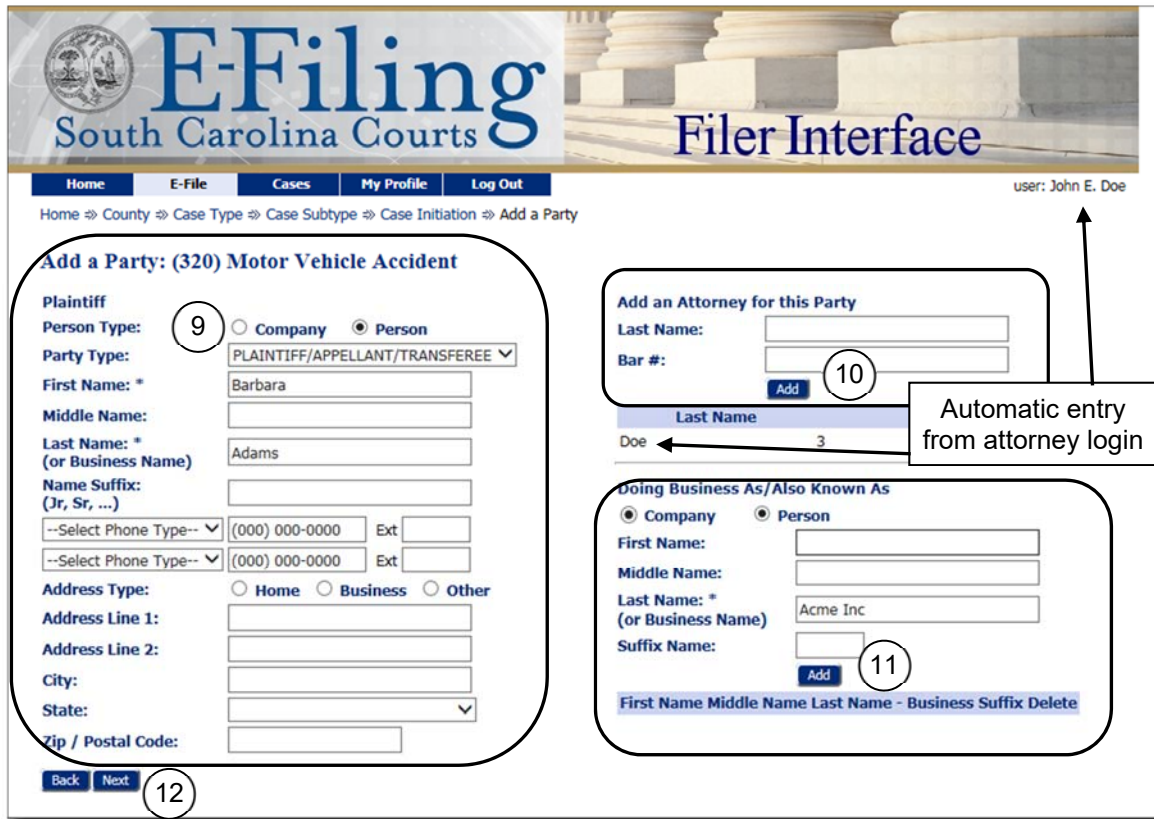
Alternative Dispute Resolution (ADR) Arbitration Mediation Exempt 7

Case Participants **Add a Plaintiff** **Add a Defendant**

Remove	Participant Name	Sequence	Type	Attorney(s) for Party
8				

Back **Save to Draft** **Next**

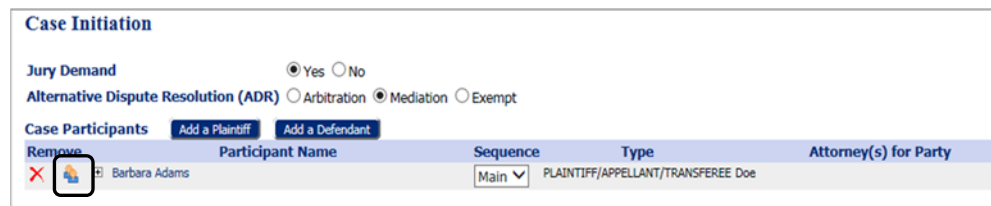
6. Click to select the **Jury Demand** option.
7. Click to choose the appropriate **ADR** option.
8. Click **Add a Plaintiff** and the Add a Party window opens.



9. Choose the appropriate **Person Type** (Company or Person). You must enter data for the fields designated with an asterisk. These required fields are **First Name** and **Last Name or Business Name**.
10. Add any additional attorneys, such as co-counsel, if needed. Enter the last name and the attorney's bar number, then click **Add**.
11. Add additional information on this plaintiff for indexing purposes, if needed. For example, if the named plaintiff is Barbara Adams d/b/a Acme, Inc., enter Acme Inc as shown.
12. Click **Next**, and the Case Initiation screen reopens.

For a filing with multiple plaintiffs, you can now add a new plaintiff, or use the **Clone** icon to add a new plaintiff with the same last name and contact information.

Note





13. Click **Add a Defendant** to enter the defendant(s) on the case.

Notes

1. It is the attorney's responsibility to enter all plaintiffs and defendants contained in the pleading.
2. The **Save to Draft** button appears on several screens and allows you to save the information you have entered on your submission to this point. If you use the **Back** button, the information entered on the current screen is deleted.

Drafts are saved in the E-Filing System for 90 days. After 90 days, a draft is permanently removed.



14. Choose the appropriate **Person Type** (Company or Person). You must enter data for the fields designated with an asterisk. The required fields are **First Name** and **Last Name** or **Business Name**.
15. Click **Next** when all information has been entered. The Case Initiation screen reopens.



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

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

County: Georgetown | Court Agency: Com

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
	Barbara Adams	Main	PLAINTIFF/APPELLANT/TRANSFEREE	Doe
	Darlene Daniels	Main	DEFENDANT/RESPONDENT/TRANSFEROR	

[Back](#) [Save to Draft](#) [Next](#) 16

16. Click **Next** to continue to the Add a Document screen.

Add Documents to the Filing



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

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

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

Action Type **1**

Action *

Acceptable File Format(s): pdf;

Document Location **2**

Add to Submission **3**

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

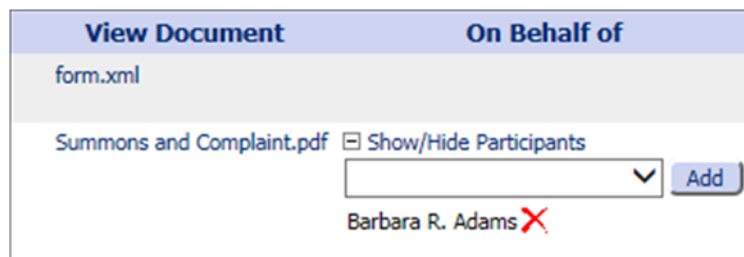
Total Size: 0.0 MB

1. Select an **Action Type** and an **Action**. It is very important to select the correct Action Type and Action. See the Attorney Reference Guide entitled *Initial Actions* or Training Video entitled *Case Types, Subtypes and Initial Actions* for more information.
2. Click **Browse** to locate your document.
3. Click **Add** and the document is placed in the grid. (The form.xml file is automatically generated and contains code needed by the E-Filing System.)



4. Select the case party or parties that this document is being filed **On Behalf of**. For multiple plaintiffs, you can select **All My Parties**, and all your case parties are added to this filing.
5. Click **Add** to add the case party name(s).

Note



Click +/- to **Show/Hide Participants** information. Click the red **X** to remove an **On Behalf of** case party. You can then select another case party.

6. Click **Next**, and the Review and Approve Filing screen opens.



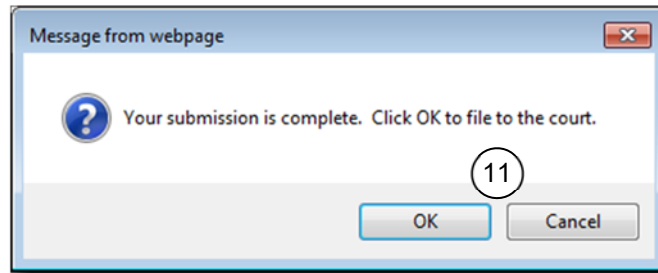
Click the hyperlink to preview the document and ensure you have attached the correct one.

7. Add a **Client #** (optional). This number is not used by the court, but will assist you in tracking your filings.
8. Select the **Payment on behalf of** case party. Payments must be made on behalf of one of the case parties.

Note

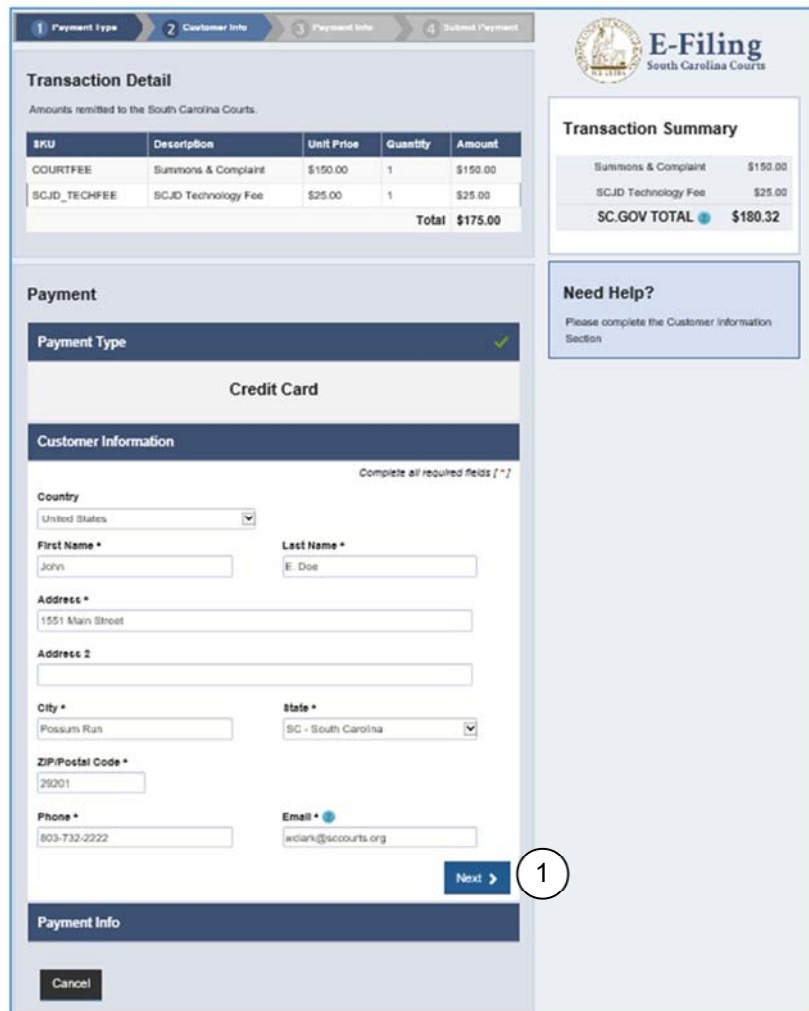
You must indicate the case party on whose behalf you are making the payment. If you represent multiple plaintiffs, you can only choose one of the plaintiffs in this field, even though you are filing on behalf of all of them. There is no legal effect from this; it is simply required by the trial court case management system and used by the clerk of court to record your payment.

9. Cover letters are no longer needed, if you need to communicate with the clerk you can utilize the **Special Filing Instructions for the Clerk** text box.
10. Click **Submit the Filing**, and a message prompt opens.



11. Click **OK** to continue and open the first payment screen. If you click **Cancel**, the Review and Approve Filing screen remains open. You can make changes as needed and click **Submit the Filing** when you are ready to continue.

Payment and Case Status



SKU	Description	Unit Price	Quantity	Amount
COURTFEE	Summons & Complaint	\$150.00	1	\$150.00
SCJD_TECHFEE	SCJD Technology Fee	\$25.00	1	\$25.00
Total				\$175.00

Transaction Summary	
Summons & Complaint	\$150.00
SCJD Technology Fee	\$25.00
SC.GOV TOTAL	\$180.32

Customer Information

Country: United States

First Name: John, Last Name: E. Doe

Address: 1551 Main Street

City: Pottam Run, State: SC - South Carolina

ZIP/Postal Code: 29201


Phone: 803-732-2222, Email: jwclark@sccourts.org

1. Verify the information is correct, and click **Next**.

Transaction Detail

Amounts remitted to the South Carolina Courts.

SKU	Description	Unit Price	Quantity	Amount
COURTFEE	Summons & Complaint	\$150.00	1	\$150.00
SCJD_TECHFEE	SCJD Technology Fee	\$25.00	1	\$25.00
Total				\$175.00



Transaction Summary

Summons & Complaint	\$150.00
SCJD Technology Fee	\$25.00
SC.GOV TOTAL	\$180.32

Payment

Payment Type ✓

Credit Card


Customer Information ✓

[Edit](#)

Address	Phone
John E. Doe 1551 Main Street Possum Run, SC 29201	803-732-2222
Country	Email Address
United States	wdark@sccourts.org

Payment Info

Complete all required fields [*]

Credit Card Number * ? <input style="width: 95%;" type="text"/>	Credit Card Type 
Expiration Month * <input type="text" value="Select a Month"/>	Expiration Year * <input type="text" value="Select a Year"/>
Security Code * <input style="width: 80%;" type="text"/> ?	
Name on Credit Card * <input style="width: 95%;" type="text"/>	

Next >

Cancel

Need Help?


You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

2. Enter credit card information.
3. Click **Next**.

Transaction Detail

Amounts remitted to the South Carolina Courts.

SKU	Description	Unit Price	Quantity	Amount
COURTFEE	Summons & Complaint	\$150.00	1	\$150.00
SCJD_TECHFEE	SCJD Technology Fee	\$25.00	1	\$25.00
Total				\$175.00



Transaction Summary

Summons & Complaint	\$150.00
SCJD Technology Fee	\$25.00
SC.GOV TOTAL	\$180.32

Payment

Payment Type ✓

Credit Card

Customer Information ✓ Edit

Address	Phone
John E. Doe 1551 Main Street Possum Run, SC 29201	803-732-2222
Country	Email Address
United States	wdark@sccourts.org

Payment Info ✓ Edit

Credit Card	Name on Credit Card
Visa ****1111 Exp. 02/2019	John E. Doe

Cancel
Submit Payment

Need Help?

Your payment has NOT been completed. Please review the payment information below and select Submit Payment.

4. Click **Submit Payment**.

Payment Receipt Confirmation

Your payment was successfully authorized.

5
Print

Receipt Contact Information

Contact Name {Insert Partner Contact Name or Agency}

Transaction Summary

Description	Amount
Court eFiling SC.GOV TOTAL	\$180.32

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	John E. Doe	Receipt Date	7/14/2017
Local Reference ID	F_518003_129	Receipt Time	12:44:12 PM EDT

Payment Info

Payment Type	Credit Card	Credit Card Number	*****1111
Credit Card Type	VISA	Order ID	23430854
		Name on Credit Card	John E. Doe

Billing Information

Billing Address	1551 Main Street	Phone Number	803-732-2222
Billing City, State	Possum Run, SC		
ZIP/Postal Code	29201	This receipt has been emailed to the address below.	
Country	US	Email Address	wclark@sccourts.org

6
Continue

5. Review the Payment Receipt Confirmation screen. **Print** the receipt for your files, if needed.
6. Click **Continue** to return to E-Filing.



The screenshot shows the E-Filing South Carolina Courts Filer Interface. At the top, there is a navigation bar with links for Home, E-File, Cases, My Profile, and Log Out. The user is identified as John E. Doe. Below the navigation bar, the text reads "My Filings ⇒ Submission Confirmation".

Your Filing has been submitted

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

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 90 days.

Case Caption	Client #	Court Case #	Description	Date	Account	Authorization Code	Fees	Technology Fee	Convenience Fee	Total Charge
New Case			Summons & Complaint	07-14-2017 12:45:52 PM	*1111	23430854	\$150.00	\$25.00	\$5.32	\$180.32

Below the table, there is a "Filing Status" button with a circled number 7 next to it.

Note

The Submission Confirmation screen shows the date and time your payment was submitted along with the Authorization Code for the payment received. An email will be sent to your AIS email addresses.

The payment is not charged to the credit card until the filing has been accepted by the court.

7. Click **Filing Status** to check the status of your filing, and the My Filings window opens.



E-Filing
South Carolina Courts

Filer Interface

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

My Filings

My Filings
John E. Doe Filings
Report Criteria:
View Filings Between: 07/31/2015 AND 07/31/2015
Filing ID: Court Case #: Client #: Status: All

Go Clear Search

My Filings Between 06/08/2015 and Today

Delete Filings per page: 50

Filing ID	Client #	Case Caption	Court Case #	Date Submitted	Action	Court Agency	County	Status	NEF	Additional
8916	2015-881945			07-31-2015 03:47:38 PM	Summons & Complaint	Common Pleas	Georgetown	Packaged		
8914	2015-91774	New Case: Prichard, Matthews		07-31-2015 03:39:17 PM	Summons & Complaint	Common Pleas	Georgetown	Awaiting Approval		
8911	2015-881265	New Case: Pruitt, McFarlin		07-31-2015 03:26:16 PM	Summons & Complaint	Common Pleas	Georgetown	Awaiting Approval		

Number of Filings: 3

Note that Filing 8916 has been packaged to send to the court. Filings 8914 and 8911 have been received by the court but have not yet been accepted.

To check on the latest status of your filing, refresh the page by clicking **Go**.