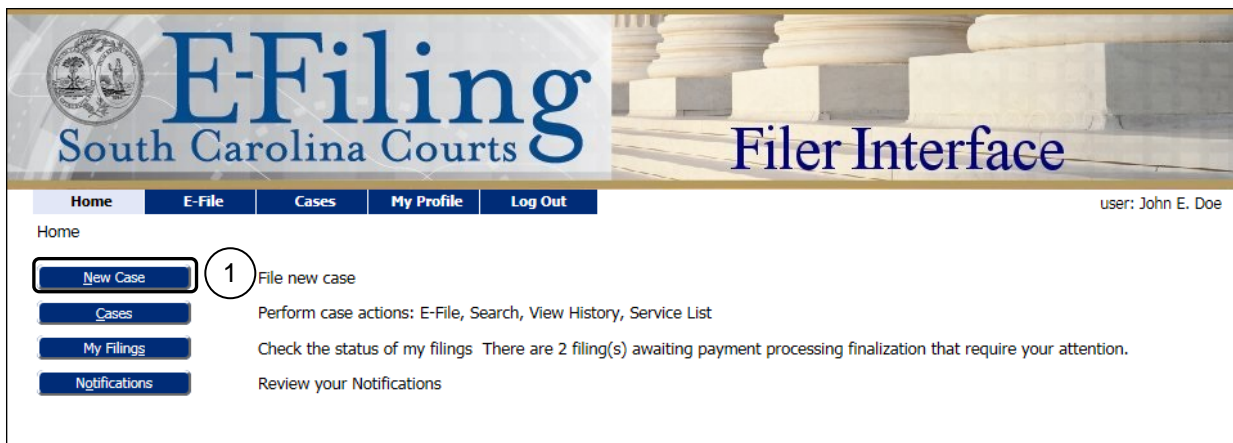


Reference Guide Contents:

- ❖ File a Lis Pendens..... 1
- ❖ File a Lis Pendens with a Common Pleas Case 6
- ❖ File a Common Pleas Case When a Lis Pendens Already Exists 13

File a Lis Pendens



1. Start at the Home screen and click the **New Case** button.



2. Select the **County** and click **Next**.



3. Select **Lis Pendens** as the Case Type, and the Case Subtype window opens.



4. Select the **Lis Pendens (\$10)** subtype, and the Case Initiation screen opens.



5. Click the **Add** button to enter tax map information.



6. Enter the **Tax Map Number** and **Description** and click the **Add** button. Add additional tax map information as needed.



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: Lis Pendens Case Subtype: Lis Pendens (\$10)

Case Initiation

Delete Tax Map Number: 0559070111600 Tax Map Description: Lot 52, Dunwoody, Phase I, Section 6

Add (7)

Case Participants

Remove	Participant Name	Sequence	Type	Attorney(s) for Party
<input type="checkbox"/>	<input type="checkbox"/> Pauline Prazier	Main	PLAINTIFF/APPELLANT/TRANSFEEE	Doe
<input type="checkbox"/>	<input type="checkbox"/> Debra Dankus	Main	DEFENDANT/RESPONDENT/TRANSFEROR	

(8)

7. Enter all the plaintiffs and all the defendants.
8. Click **Next**, and the Add a Document screen opens.



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 » Add a Document

County: Georgetown Court Agency: Common Pleas Case Type: Lis Pendens Case Subtype: Lis Pendens (\$10)

Action Type: (9)

Action *: (10)

Acceptable File Format(s): pdf;

Document Location:

Add to Submission (11)

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

Total Size: 0.0 MB

9. Enter the **Action Type** of **Filing**.
10. Select the **Action** of **Lis Pendens (\$10.00)**.
11. **Browse** to locate the document to file and click **Add** to attach the document to the filing.



12. Select and **Add** the **On Behalf of** case party. When there are multiple case parties, designate any or all case parties in the On Behalf of dropdown.
13. Click **Next** and the Review and Approve screen opens.

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

File a Lis Pendens with a Common Pleas Case



1. Start at the Home screen and click the **New Case** button.



2. Select the **County** and click **Next**.



3. Select **Common Pleas** as the Case Type, and the Case Subtype window opens.



4. Select **Foreclosure**, and the Case Initiation screen opens.



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: (420) Foreclosure

Case Initiation

Jury Demand Yes No

Lis Pendens(LP) Has prior LP Create LP No

Lis Pendens Case Information:
 Case Type:
 Case Subtype:

Delete Tax Map Number	Tax Map Description
<input type="button" value="Add"/>	

Case Participants

Remove	Participant Name	Sequence	Type	Attorney(s) for Party

5. Select **No** for the Jury Demand option.
6. Select **Create LP**, and additional fields open for defining the Lis Pendens.



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: (420) Foreclosure

Case Initiation

Jury Demand Yes No

Lis Pendens(LP) Has prior LP Create LP No

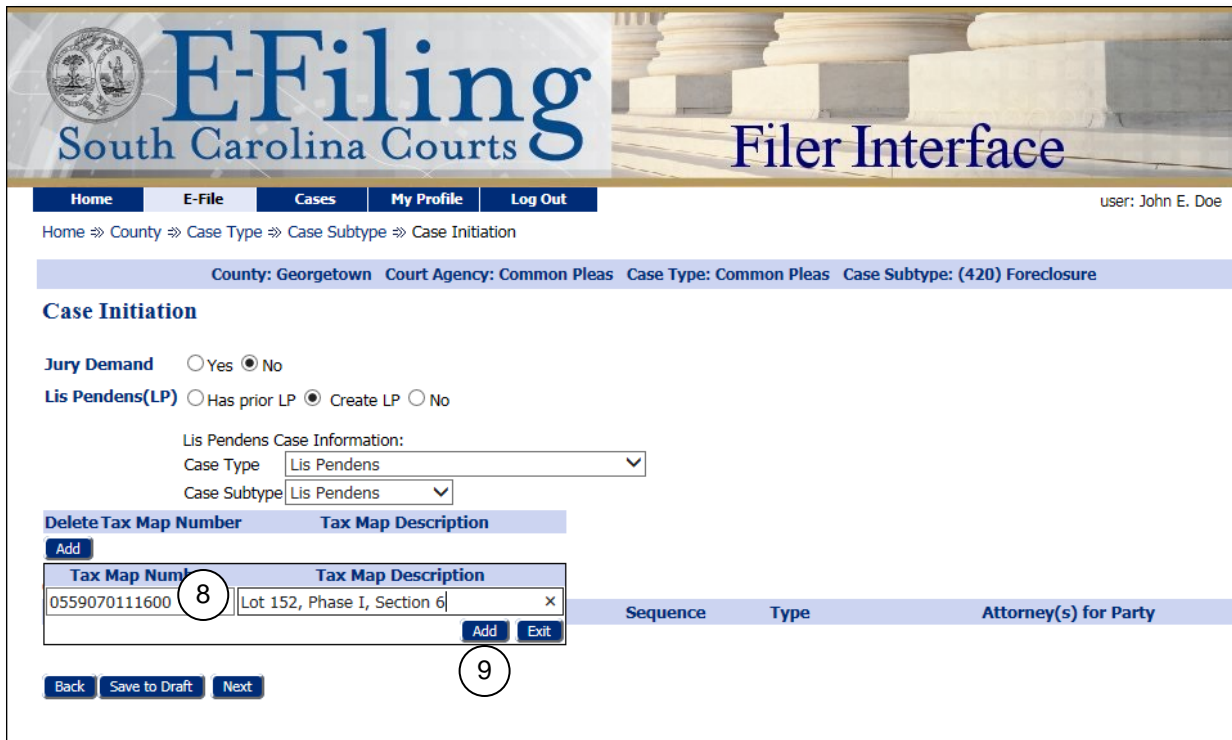
Lis Pendens Case Information:
 Case Type:
 Case Subtype:

Delete Tax Map Number	Tax Map Description
<input type="button" value="Add"/>	

Case Participants

Remove	Participant Name	Sequence	Type	Attorney(s) for Party

7. Select **Lis Pendens** for both the **Case Type** and **Case Subtype**.



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: (420) Foreclosure

Case Initiation

Jury Demand Yes No

Lis Pendens(LP) Has prior LP Create LP No

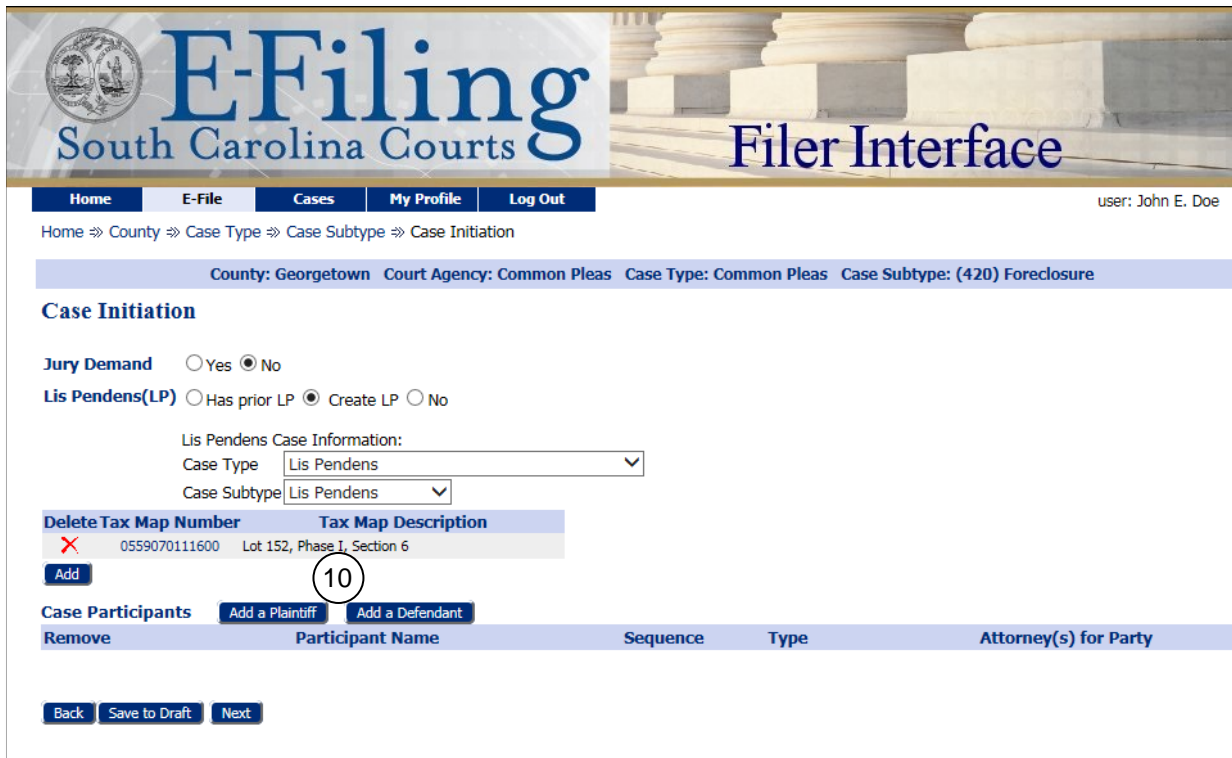
Lis Pendens Case Information:
Case Type: Lis Pendens
Case Subtype: Lis Pendens

Delete Tax Map Number	Tax Map Description
0559070111600	Lot 152, Phase I, Section 6

Sequence Type Attorney(s) for Party

Back Save to Draft Next

8. Add the **Tax Map** information.
9. Click **Add**.



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: (420) Foreclosure

Case Initiation

Jury Demand Yes No

Lis Pendens(LP) Has prior LP Create LP No

Lis Pendens Case Information:
Case Type: Lis Pendens
Case Subtype: Lis Pendens

Delete Tax Map Number	Tax Map Description
X 0559070111600	Lot 152, Phase I, Section 6

Add

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

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

Back Save to Draft Next

10. Add all the plaintiffs and all the defendants.



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: (420) Foreclosure

Case Initiation

Jury Demand Yes No

Lis Pendens(LP) Has prior LP Create LP No

Lis Pendens Case Information:
 Case Type:
 Case Subtype:

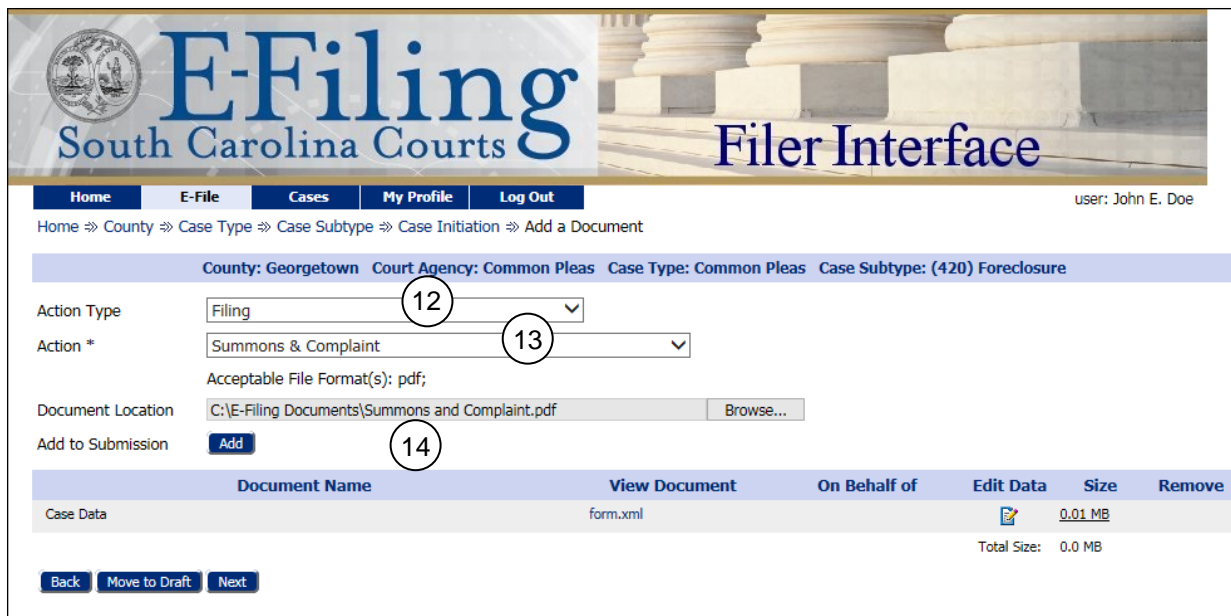
Delete Tax Map Number	Tax Map Description
<input checked="" type="checkbox"/> 0559070111600	Lot 152, Phase 1, Section 6

Case Participants

Remove	Participant Name	Sequence	Type	Attorney(s) for Party
<input checked="" type="checkbox"/>	<input type="checkbox"/> Robert Parker	Main	PLAINTIFF/APPELLANT/TRANSFEEE	Doe
<input checked="" type="checkbox"/>	<input type="checkbox"/> Darlene Davis	Main	DEFENDANT/RESPONDENT/TRANSFEROR	

11

11. Click **Next**.



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 » Add a Document

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

Action Type: 12

Action *: 13

Acceptable File Format(s): pdf;

Document Location:

Add to Submission: 14

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Case Data	form.xml		<input type="checkbox"/>	0.01 MB	<input type="checkbox"/>

Total Size: 0.0 MB

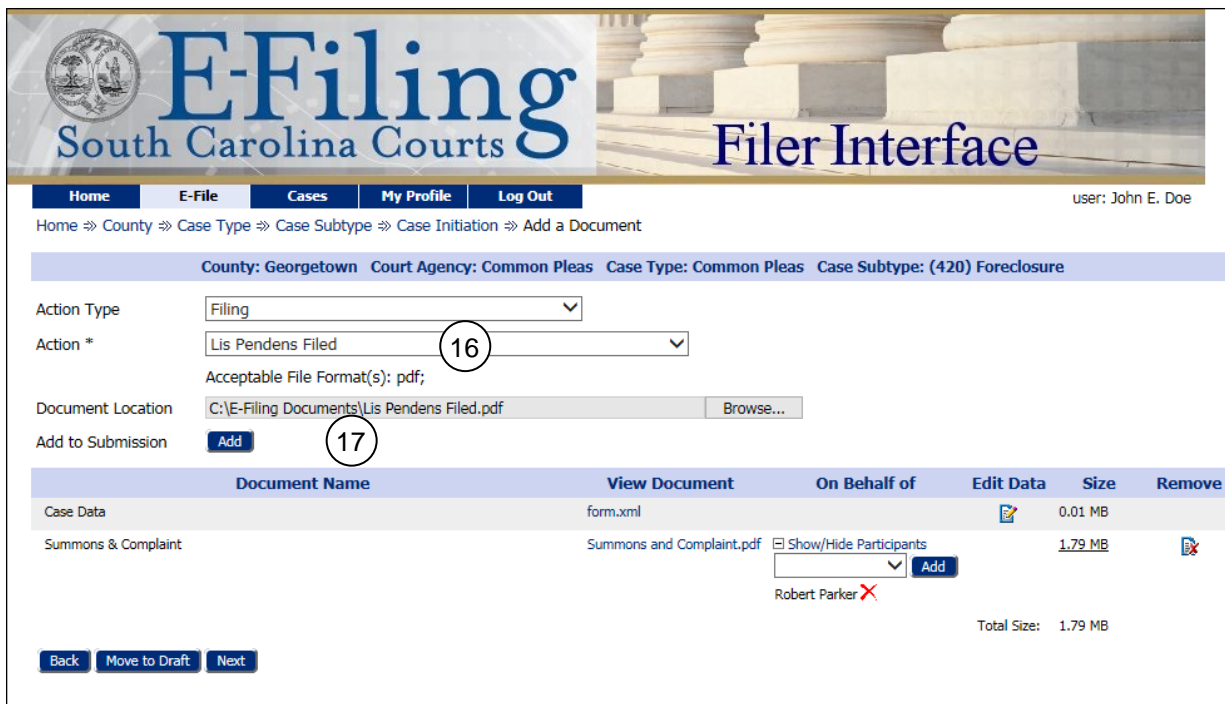
12. Select the **Action Type** of **Filing**

13. Select the **Action** of **Summons and Complaint**.

14. **Browse** to locate the document to file and click **Add** to attach the document to the filing.

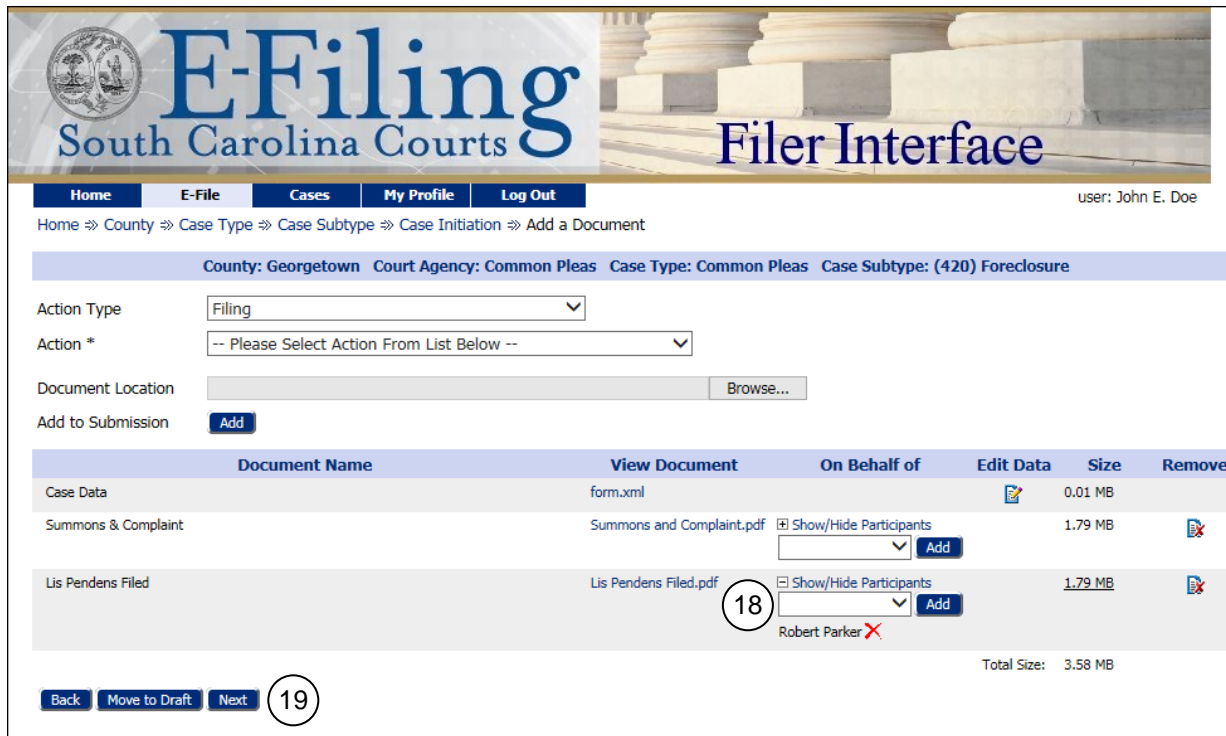


15. Select the **On Behalf of** case party.



16. Next, choose the **Action of Lis Pendens Filed**.

17. **Browse** to attach the Lis Pendens document to the filing. Click **Add**.



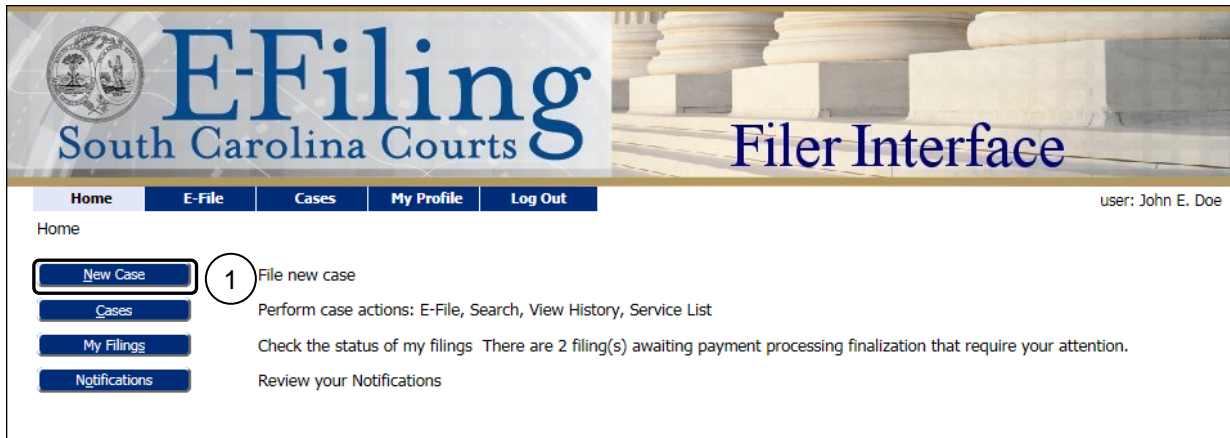
18. Select the **On Behalf of** case party.

19. Click **Next**.

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

File a Common Pleas Case When a Lis Pendens Already Exists

These instructions pertain to situations in which a Common Pleas case is filed after the Lis Pendens.



1. Start at the Home screen and click the **New Case** button.



2. Select the **County** and click **Next**.



3. Select **Common Pleas** as the **Case Type**, and the Case Subtype screen opens.



4. Select **Foreclosure**, and the Case Initiation screen opens.



5. Click to select **No** for Jury Demand.
6. Click to select **Has prior LP**, and a Case Number field opens for entering the Lis Pendens number.
7. Enter the **Tax Map** information.
8. Add all the plaintiffs and all the defendants.
9. Click **Next**.

Continue by adding the Summons and Complaint filing and selecting the On Behalf of case party.

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