

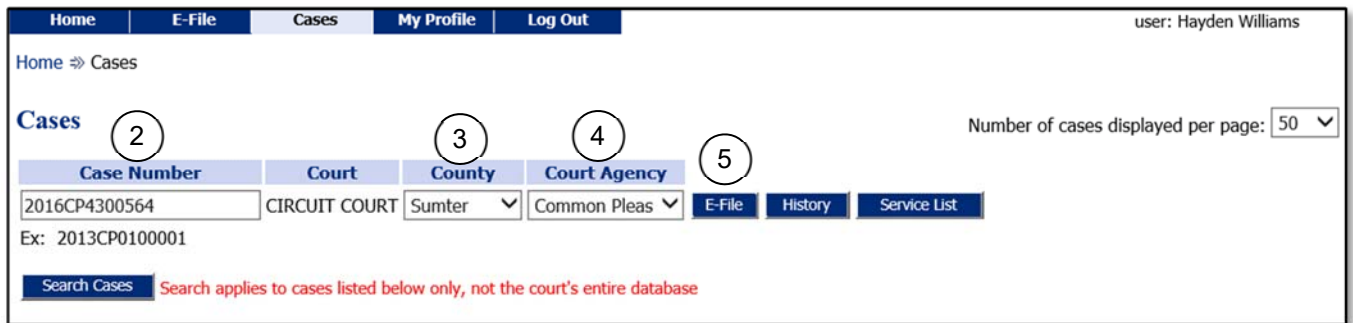
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Locate an Existing Case



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



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

Adding an Electronic Notice of Appearance

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

Note

Because this is the first time you are filing to an existing case, you must first file an electronic Notice of Appearance. The electronic Notice of Appearance may be filed *prior to* your first responsive pleading, or *together with* your first responsive pleading. If you file a Notice of Appearance on behalf of a defendant or defendants and later acquire another client defendant in this case, you will need to file a separate Notice of Appearance on behalf of that client in order to associate yourself with that defendant.



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 Hayden Williams. The main content area displays the case details: Case Number: 2016CP4300564, Case Caption: Casket Sales, Inc. VS Leroy James N/F, defendant, et al, County: Sumter, Court Agency: Common Pleas, Case Type: Common Pleas, and Case Subtype: (110) Debt Collections. The form includes the following fields and controls:

- Action Type:** A dropdown menu set to "Filing" (circled 1).
- Action *:** A dropdown menu set to "Notice/Notice of Appearance" (circled 2).
- Document Location:** A text input field with a "Browse..." button that is grayed out (circled 3).
- Add to Submission:** An "Add" button.
- Document Table:** A table with columns for Document Name, View Document, On Behalf of, Edit Data, Size, and Remove.
- Navigation:** "Back", "Move to Draft", and "Next" buttons at the bottom (circled 4).

1. Choose the **Action Type** of **Filing**.
2. Choose the **Action** of Notice/Notice of Appearance.
3. Note that the Document Location **Browse** button has been grayed out. You will not upload a document when filing your electronic Notice of Appearance.
4. Click **Add** to attach the electronic Notice of Appearance to your filing submission and advance to the Notice of Appearance page.



E-Filing
South Carolina Courts

Filer Interface

Home | E-File | Cases | My Profile | Log Out user: Hayden Williams

Home ⇒ Cases ⇒ Add a Document ⇒ Notice Of Appearance

(110) Debt Collections

2016CP4300564 Case Caption : Casket Sales, Inc. VS Leroy James N/F , defendant, et al

Notice of Appearance

Attorneys entering appearance: To change attorney type (i.e., defendant to plaintiff), click on the attorney name

<input type="checkbox"/>	Last Name	Bar #	Type
<input type="checkbox"/>	Williams	13	DEFENDANT ATTORNEY



Delete | Add Co-Counsel 5

Please check the parties for which you are appearing:

For	Participant Name	Current Role	Attorney(s) for Party
<input type="checkbox"/>	Casket Sales, Inc.	PLAINTIFF/APPELLANT/TRANSFEE	Davis
<input checked="" type="checkbox"/>	Leroy James, N/F	DEFENDANT/RESPONDENT/TRANSFEROR	
<input checked="" type="checkbox"/>	James Community Funeral Home	DEFENDANT/RESPONDENT/TRANSFEROR	

Back | Next 7

5. You may **Add Co-Counsel** if necessary.
6. Click the **For** checkbox for each party you will be representing in the case.
7. Click **Next** to associate yourself to your client(s) and return to the Add a Document page.

Home | E-File | Cases | My Profile | Log Out
user: Hayden Williams

Home ⇒ Cases ⇒ Add a Document

Case Number: 2016CP4300564 Case Caption : Casket Sales, Inc. VS Leroy James N/F , defendant, et al

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

Action Type

Action *

Document Location

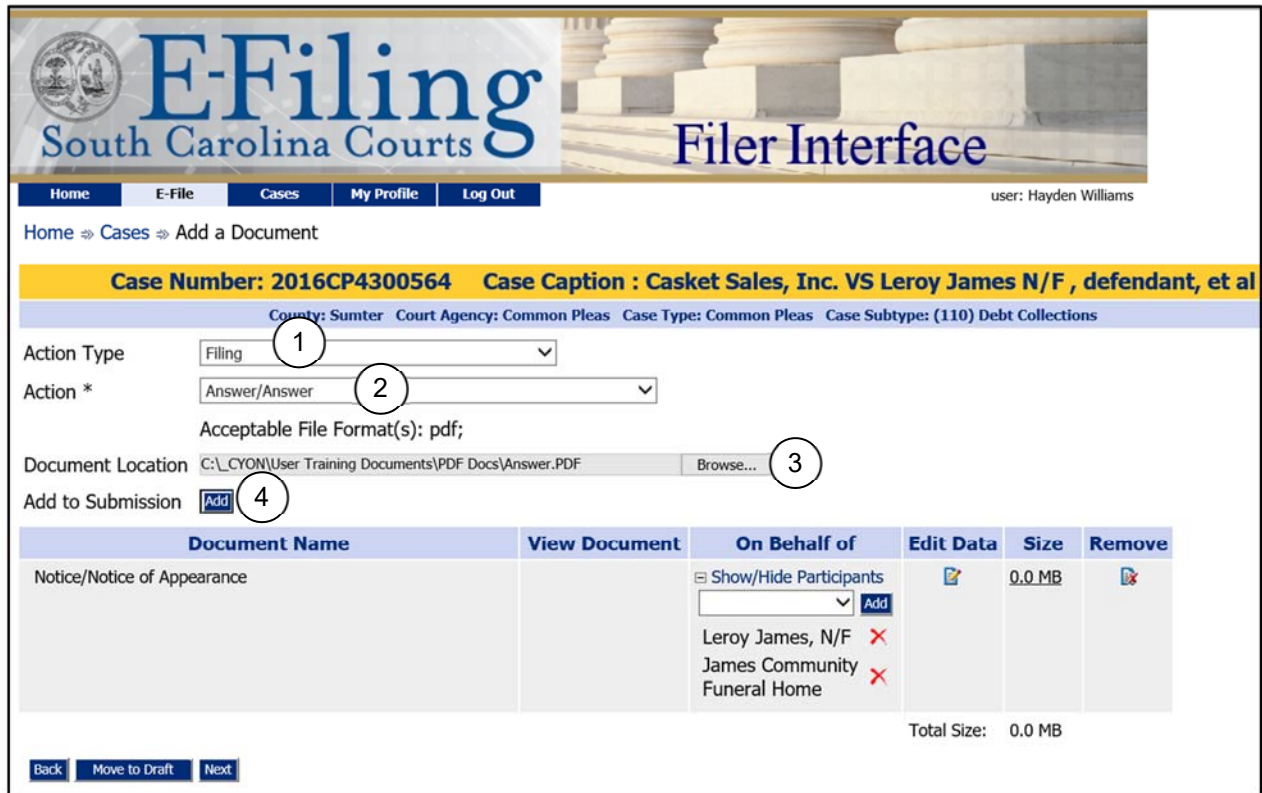
Add to Submission

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Notice/Notice of Appearance		<input type="checkbox"/> Show/Hide Participants <input type="text" value=""/> <input type="button" value="Add"/>		0.0 MB	
		Leroy James, N/F 8 <input type="button" value="Add"/> <input type="button" value="X"/>			
		James Community Funeral Home <input type="button" value="X"/>			

Total Size: 0.0 MB

8. Select the **On Behalf of** dropdown to identify the case party or parties being represented and click **Add**.

Add Actions and Upload Responsive Documents



Home E-File Cases My Profile Log Out user: Hayden Williams

Home » Cases » Add a Document

Case Number: 2016CP4300564 Case Caption : Casket Sales, Inc. VS Leroy James N/F , defendant, et al

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

Action Type 1

Action * 2

Acceptable File Format(s): pdf;

Document Location C:_CYON\User Training Documents\PDF Docs\Answer.PDF Browse... 3

Add to Submission 4

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Notice/Notice of Appearance		<input type="checkbox"/> Show/Hide Participants <input type="text" value=""/> <input type="button" value="Add"/> Leroy James, N/F <input type="checkbox"/> James Community Funeral Home <input type="checkbox"/>	<input type="button" value="Edit"/>	0.0 MB	<input type="button" value="Remove"/>

Total Size: 0.0 MB

1. Choose the **Action Type**.
2. Choose the **Action**.
3. Click **Browse** to locate the document on your computer.
4. Click **Add** to attach the document.

If you file a motion as your initial responsive pleading, such as a Rule 12(b) motion or a motion to set aside default, the **Motion and Order Information Form and Coversheet** page appears. The purpose of this page is to inform the court if you are requesting a hearing or not.

Note



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

Home » Cases » Add a Document » Motion and Order Information Form and Coversheet

(320) Motor Vehicle Accident

2015CP2203236 Case Caption : Darlene Smith VS Georgia Jones

MOTION, HEARING REQUESTED (attach written motion and complete SECTION I)
 MOTION, NO HEARING REQUESTED

Section II: No Hearing Requested

No Hearing Requested





Filer Interface

Home E-File Cases My Profile Log Out

user: Hayden Williams

Home » Cases » Add a Document

Case Number: 2016CP4300564 Case Caption : Casket Sales, Inc. VS Leroy James N/F , defendant, et al

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

Action Type

Action *

Document Location

Add to Submission

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Notice/Notice of Appearance		<input type="checkbox"/> Show/Hide Participants <input type="text"/> <input type="button" value="Add"/>		0.0 MB	
Answer/Answer	Answer.PDF	<input type="checkbox"/> Show/Hide Participants <input type="text"/> <input type="button" value="Add"/> <div style="margin-top: 5px;"> Leroy James, N/F 5 ✗ James Community Funeral Home ✗ </div>	<input type="button" value="Add"/>	0.08 MB	

Total Size: 0.08 MB

6

5. Select the **On Behalf of** dropdown to identify the case party or parties being represented and click **Add**.
6. Click **Next**.

Review, Edit and Approve Filings



E-Filing South Carolina Courts Filer Interface

Home E-File Cases My Profile Log Out user: Hayden Williams

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

Review and Approve Filing

Case Number : 2016CP4300564 Case Caption : Casket Sales, Inc. VS Leroy James N/F , defendant, et al

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

Client # 1

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

Document Name	View Document	On Behalf of
Notice/Notice of Appearance		Leroy James, N/F James Community Funeral Home
Answer/Answer	Answer.PDF	Leroy James, N/F James Community Funeral Home

Special Filing Instructions for the Clerk:

2

3

For filings with no fees:

1. Add a **Client #** (optional). This number is not used by the court, but will assist you in tracking your filings.
2. Include **Special Filing Instructions for the Clerk**, if applicable.
3. Click **Submit the Filing**.

Review and Approve Filing

Case Number : 2016CP4300564 Case Caption : Casket Sales, Inc. VS Leroy James N/F , defendant, et al

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

Client # 1

Payment on behalf of: 2

Payment Method:

Pay by Credit Card

Estimated Court Fees: \$25.00

Technology Fee: \$5.00 3

SC.Gov Convenience Fee: \$1.74

Total Fees: \$31.74

Waiver (Use when filing with Certificate of Indigent Representation)

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

Waiver Requested (Fee not Required)

4 (Use when filing with Certificate of Indigent Representation)

Document(s) to be Submitted: [Add/Remove Documents](#) 5

Document Name	View Document	On Behalf of
Notice/Notice of Appearance		Leroy James, N/F James Community Funeral Home
Motion/Change Venue	Motion Change of Venue.PDF	Leroy James, N/F James Community Funeral Home

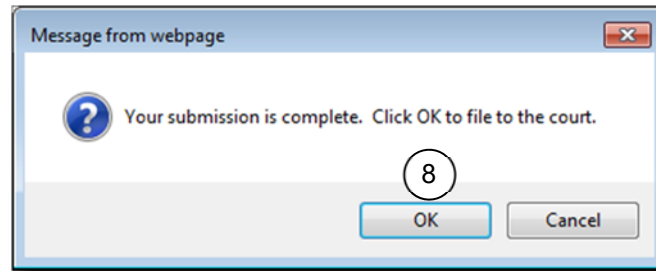
Special Filing Instructions for the Clerk:

6

7

For filings with fees:

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



8. Click **OK** to process.

If payment is required you will be directed to the SCGov payment page. After the payment has been applied, click **Continue** to return to the Submission Confirmation page.



9. Click **Filing Status** to view the status of your submission.



The screenshot shows the 'E-Filing South Carolina Courts Filer Interface' for user Hayden Williams. It includes a navigation menu (Home, E-File, Cases, My Profile, Log Out) and a search section for 'My Filings' with filters for date range, filing ID, court case number, client number, and status. A table lists one filing: Case 2016CP4300564, Status 'Awaiting Approval'.

Filing ID	Client #	Case Caption	Court Case #	Date Submitted	Action	Court Agency	County	Status	NEF	Additional
518890	2016-9188	Casket Sales, Inc. VS Leroy James N/F, defendant, et al	2016CP4300564	09-25-2017 02:30:34 PM	Notice/Notice of Appearance	Common Pleas	Sumter	Awaiting Approval		

Keep in mind that you will not receive any NEFs via email on a case until the clerk accepts your first responsive pleading. However, opposing counsel will be notified electronically, and the NEF can be accessed as proof of service on the My Filings page. For more information on E-Service and Notifications, refer to the training videos entitled *Filings, Notifications and Drafts* and *E-Service*.