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### Note

The purpose of this guide is to detail the process of filing on behalf of an indigent client for whom you will be submitting a Certification of Indigent Representation. It is not intended to address self-represented litigants who may be filing an *Informa Pauperis* Motion and Affidavit.

## Indigent Plaintiffs

This guide assumes the reader is already familiar with how to initiate a case and file to an existing case. If additional information regarding this subject is required, please refer to the video or reference guide entitled *Initiating a Case* and the video or reference guide *Filing to an Existing Case*.

### Initiate the Case



**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  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
<input checked="" type="checkbox"/>	Barbara R. Adams	Main	PLAINTIFF/APPELLANT/TRANSFEREE	Doe
<input checked="" type="checkbox"/>	Martha Dempsey Jones	Main	DEFENDANT/RESPONDENT/TRANSFEROR	

Back Save to Draft Next **1**

1. After adding your basic case information and the names of your Plaintiff(s) and Defendant(s), click **Next** to continue to the Add a Document screen.

## Add Initiating Document to the Filing



The screenshot shows the E-Filing South Carolina Courts Filer Interface. The breadcrumb trail is: Home » County » Case Type » Case Subtype » Case Initiation » Add a Document. The current session is for County: Georgetown, Court Agency: Common Pleas, Case Type: Common Pleas, and Case Subtype: (320) Motor Vehicle Accident. The user is John E. Doe.

The form fields are as follows:

- Action Type:** Filing (1)
- Action \*:** Summons & Complaint (2)
- Acceptable File Format(s):** pdf;
- Document Location:** C:\E-Filing Documents\Summons and Complaint.pdf (3) Browse...
- Add to Submission:** Add (4)

Below the form is a table showing the document being added:

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Case Data	form.xml			0.01 MB	
			Total Size: 0.0 MB		

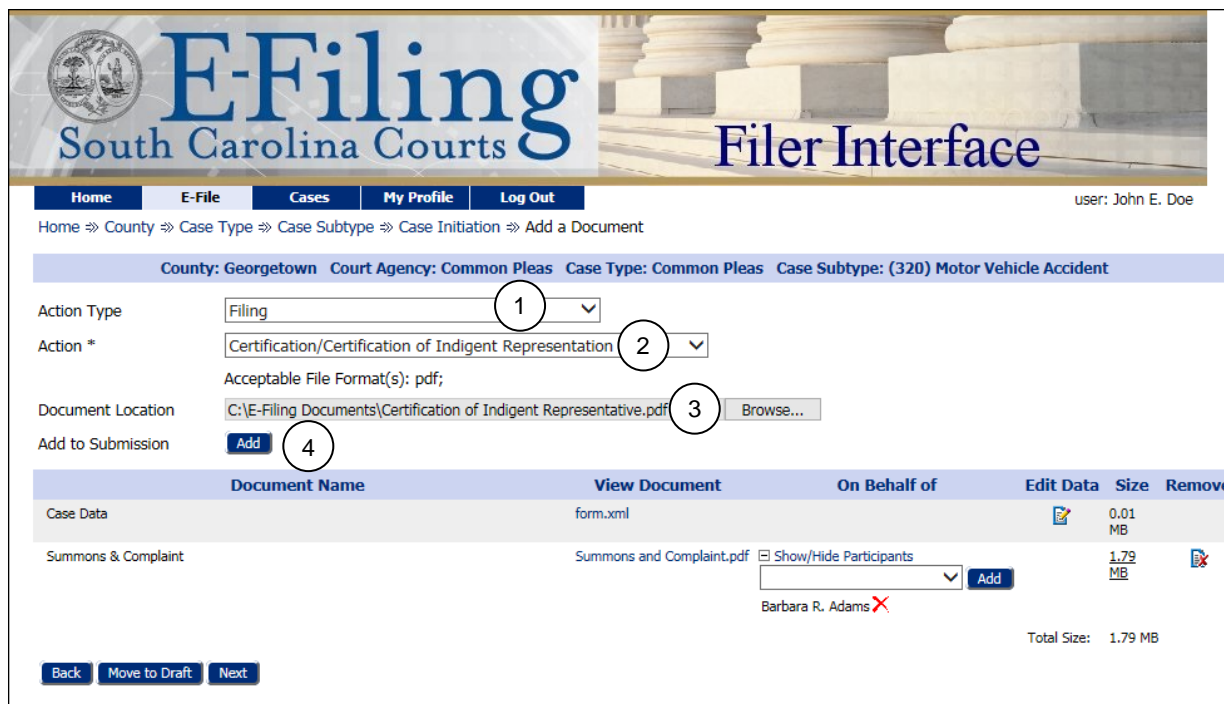
At the bottom of the interface are buttons for Back, Move to Draft, and Next.

1. Select an **Action Type**.
2. Select an **Action**.
3. Click **Browse** to locate your document.
4. Click the **Add** button, and the document is placed in the grid.



5. 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 case parties are added to this filing.
6. Click the **Add** button to add the case party name(s).

## Add the Certification of Indigency



The screenshot shows the E-Filing South Carolina Courts Filer Interface. The user is logged in as John E. Doe. The breadcrumb trail is: Home » County » Case Type » Case Subtype » Case Initiation » Add a Document. The current case details are: County: Georgetown, Court Agency: Common Pleas, Case Type: Common Pleas, Case Subtype: (320) Motor Vehicle Accident. The Action Type is set to Filing (1). The Action \* is set to Certification/Certification of Indigent Representation (2). The Document Location is C:\E-Filing Documents\Certification of Indigent Representative.pdf (3). The Add to Submission button is highlighted (4). The document list table shows the following documents:

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Case Data	form.xml			0.01 MB	
Summons & Complaint	Summons and Complaint.pdf	Barbara R. Adams	Show/Hide Participants	1.79 MB	

Total Size: 1.79 MB

Buttons: Back, Move to Draft, Next

1. Select the **Action Type** of **Filing**.
2. Select the **Action** description **Certification/Certification of Indigent Representation**. It is very important that you select only this Action Type and Action when filing a Certification of Indigent Representation.
3. Click **Browse** to locate your document.
4. Click the **Add** button, and you will be directed to the Indigent Status page.



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

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

**(320) Motor Vehicle Accident**

Please select the party requesting In Forma Pauperis or Certificate of Indigent Representation status:

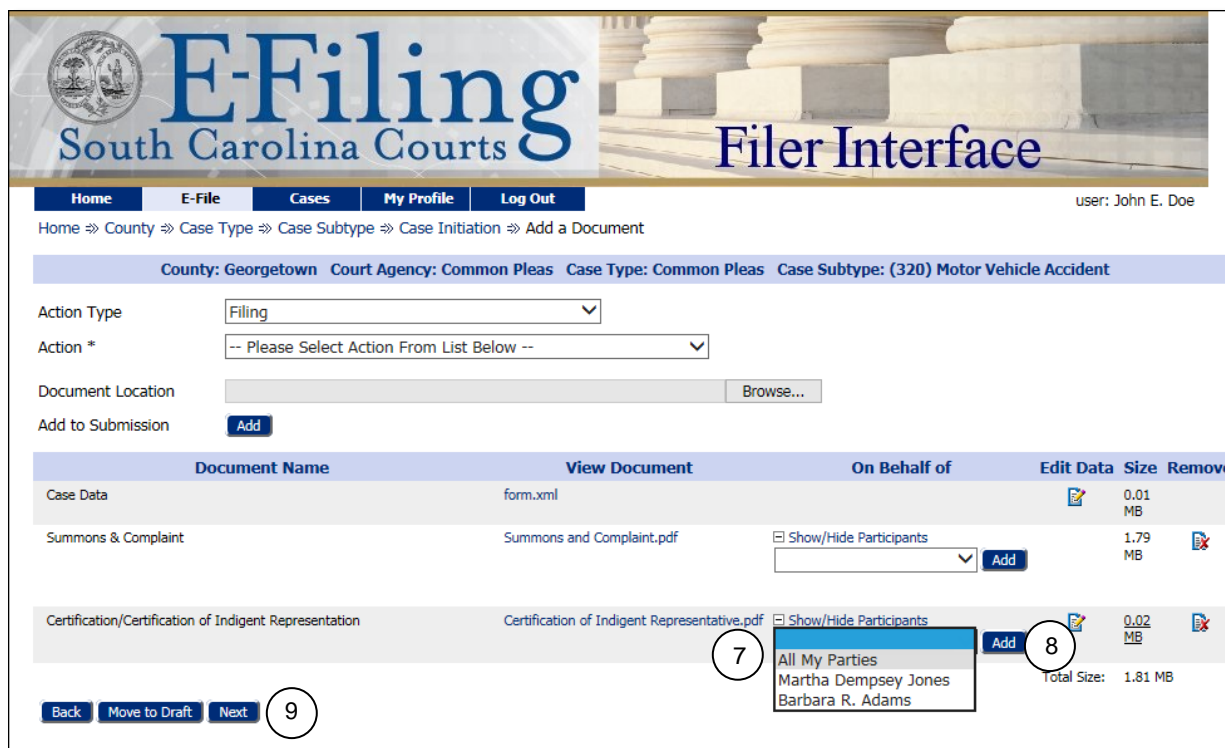
For	Participant Name	Current Role	Attorney(s) for Party
<input checked="" type="radio"/>	Barbara R. Adams	PLAINTIFF/APPELLANT/TRANSFeree	
<input type="radio"/>	Martha Dempsey Jones	DEFENDANT/RESPONDENT/TRANSFEROR	

Back   Next

5. Select the party for whom you are filing the Certification of Indigent Representation.
6. Click **Next** to return to the Add a Document page.

**Note**

If you are representing multiple indigent plaintiffs (for example, a husband and wife) you **MUST** upload a Certification of Indigent Representation for each of them—even if both parties are included on the original document. In such a situation you would upload the same document and file it on behalf of each of the named parties.



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. The breadcrumb trail is: Home » County » Case Type » Case Subtype » Case Initiation » Add a Document. The current case information is: County: Georgetown, Court Agency: Common Pleas, Case Type: Common Pleas, Case Subtype: (320) Motor Vehicle Accident.

The form includes the following fields:

- Action Type: Filing
- Action \*: -- Please Select Action From List Below --
- Document Location: [Text Field] Browse...
- Add to Submission: Add

Below the form is a table of documents:

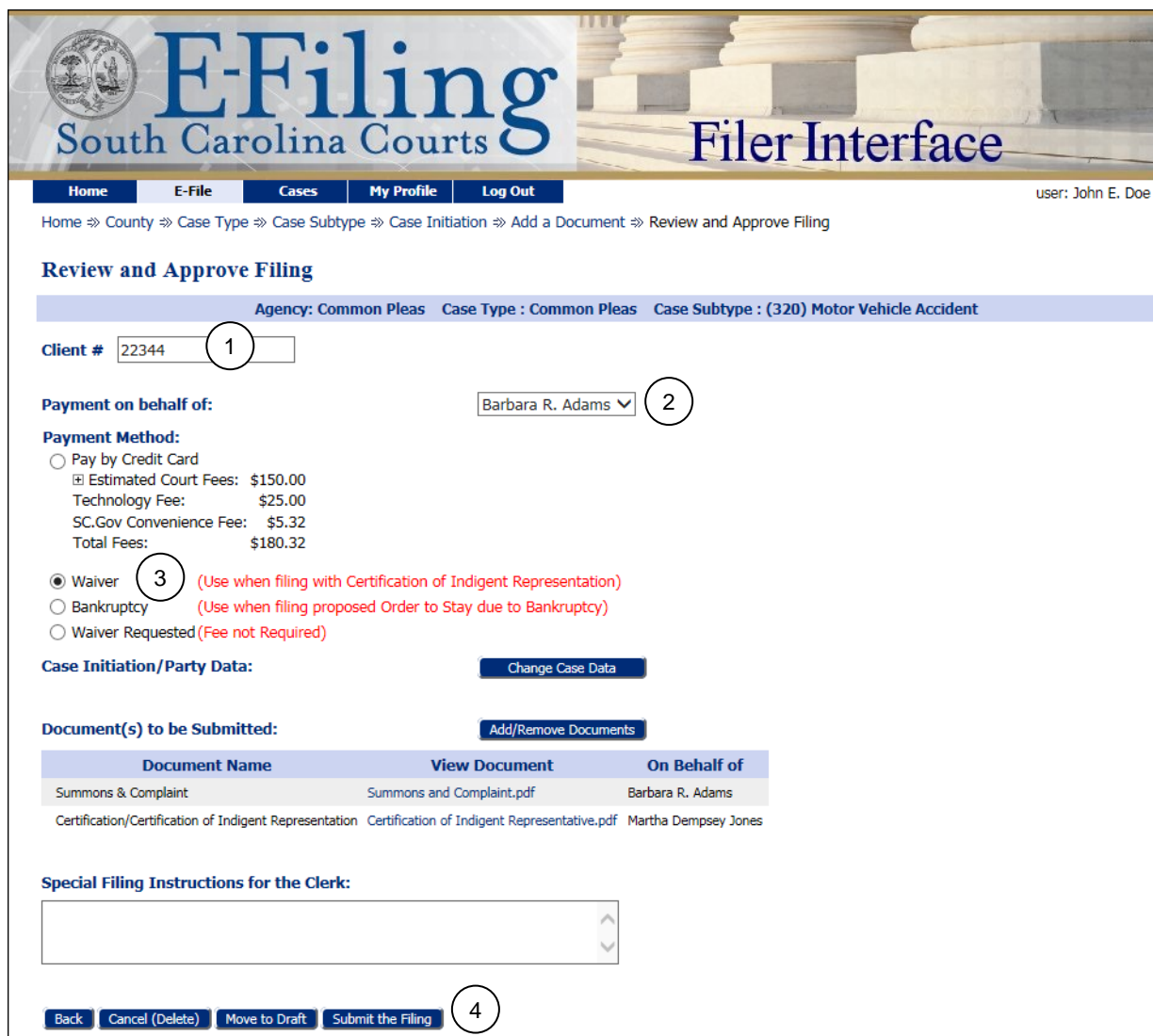
Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Case Data	form.xml			0.01 MB	
Summons & Complaint	Summons and Complaint.pdf	Show/Hide Participants [Dropdown]	Add	1.79 MB	
Certification/Certification of Indigent Representation	Certification of Indigent Representative.pdf	Show/Hide Participants [Dropdown]	Add	0.02 MB	

At the bottom left, there are buttons: Back, Move to Draft, Next, and a circled '9'. A dropdown menu is open for the 'On Behalf of' field of the 'Certification of Indigent Representative.pdf' document, showing options: All My Parties, Martha Dempsey Jones, and Barbara R. Adams. A circled '7' is next to the dropdown, and a circled '8' is next to the 'Add' button. The total size of the documents is 1.81 MB.

7. Select the case party that this document is being filed **On Behalf of**.
8. Click the **Add** button to add the case party name(s).
9. Click **Next** to proceed to the Review and Approve page.

## Review, Approve and Select Waiver

On the Review and Approve page, you will see that the standard fees have been assessed. This is because the E-Filing System cannot automatically "approve" your client's indigency status. That activity is the responsibility of the Clerk of Court when approving your filing. To request a waiver for indigency and submit the filing, perform the following steps:



**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 » Review and Approve Filing

**Review and Approve Filing**

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

Client #  1

Payment on behalf of:  2

**Payment Method:**

Pay by Credit Card

Estimated Court Fees: \$150.00  
Technology Fee: \$25.00  
SC.Gov Convenience Fee: \$5.32  
Total Fees: \$180.32

Waiver 3 (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:**

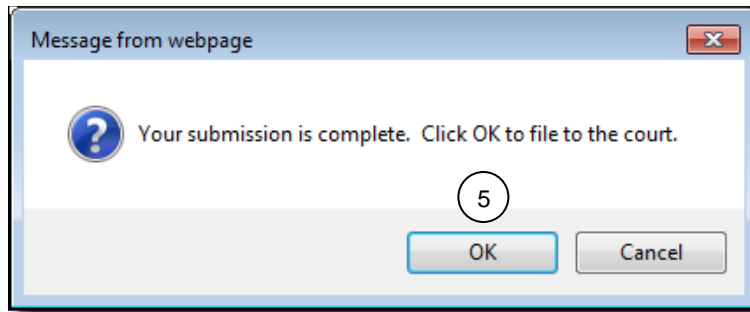
**Document(s) to be Submitted:**

Document Name	View Document	On Behalf of
Summons & Complaint	Summons and Complaint.pdf	Barbara R. Adams
Certification/Certification of Indigent Representation	Certification of Indigent Representative.pdf	Martha Dempsey Jones

**Special Filing Instructions for the Clerk:**

4

1. Add a **Client #** (optional). This number is not used by the court but will assist you in tracking your filings.
2. Select the **On Behalf of** case party. Even though you are requesting a waiver of payment, you must still choose one of your clients in this On Behalf of field so the waiver can be properly recorded in the Case Management System.
3. Click the **Waiver** radio button that is notated "Use when filing with Certification of Indigent Representation". This is the only waiver selection that results in your client being flagged as indigent throughout the life of the case.
4. Click **Submit the Filing**, and a message prompt opens.



5. Click **OK** to continue. Because you have selected a waiver button, the usual payment screens will not open. You will be immediately taken to the Submission Confirmation page.

Once your filing has been received and accepted by the Clerk, your designated client (or clients) for whom you filed a Certification of Indigent Representation will be flagged as indigent throughout the life of the case. It will not be necessary to request a waiver for future motions or other actions which would normally require a fee, as no fee will be assessed. Please note that this is on a case-by-case basis only, and if you represent the same client in multiple cases, you must file the Certification and request a waiver in each case.

## Indigent Defendants

### Access the Case

When representing an indigent client who is a defendant in a case, you will very likely file the Certification of Indigent Representation together with your Notice of Appearance or first responsive document. Since you will not yet be a named party to the case, you will need to click **Cases** on the E-filing Home page. The Cases page will open.

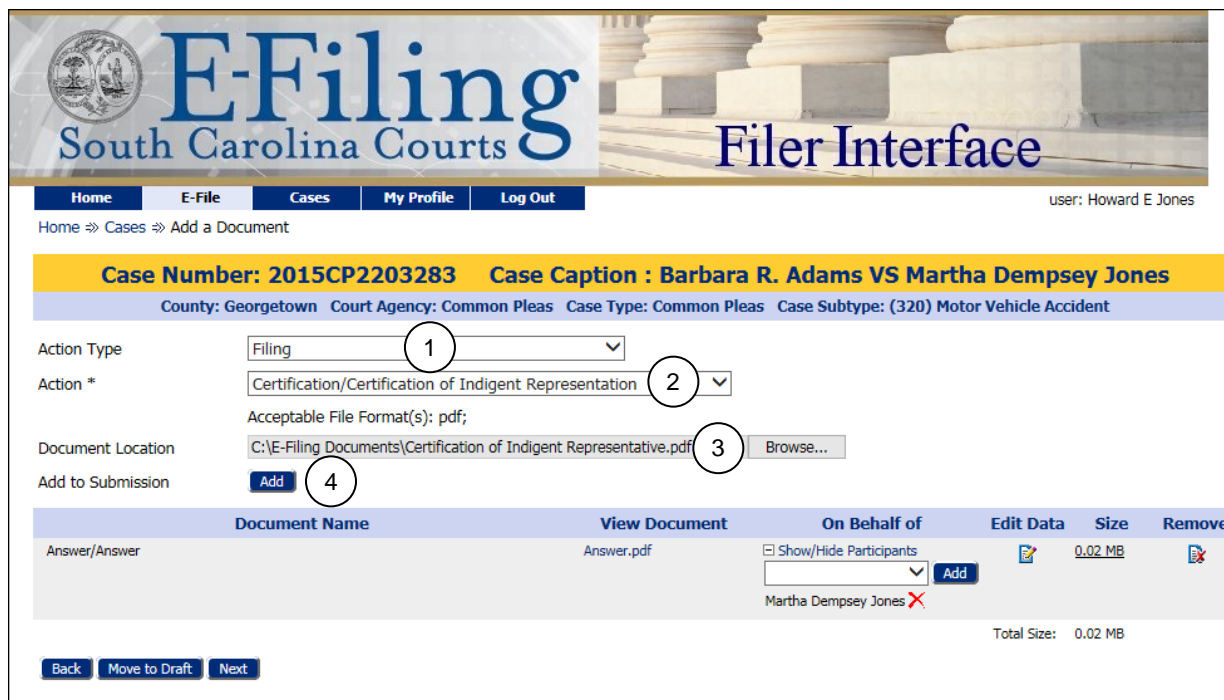


1. On the Cases page, enter the full **Case Number**.
2. Select the **County** the case is filed in from the County dropdown.
3. Select the **Court Agency** from the Court Agency dropdown.
4. Click **E-File** to proceed to the Add a Document page.



## Upload First Responsive Document

On the Add a Document page, add and upload your first responsive document as you normally would. (You may refer to the video entitled *E-Filing to an Existing Case* or the reference guide entitled *Filing Initial Responsive Pleadings* for further information, if required.) You may also file any other motions, memos, and letters (etc.) that may be required. You must add and upload a Certification of Indigent Representation at some point in the process.



1. Select the **Action Type** of **Filing**.
2. Select the **Action** description **Certification/Certification of Indigent Representation**. It is very important that you select only this Action Type and Action when filing a Certification of Indigent Representation.
3. Click **Browse** to locate your document.
4. Click the **Add** button, and you will be directed to the Indigent Status page.



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

Home » Cases » Add a Document » Indigent Status

(320) Motor Vehicle Accident

**2015CP2203283 Case Caption : Barbara R. Adams VS Martha Dempsey Jones**

Please select the party requesting In Forma Pauperis or Certificate of Indigent Representation status:

For	Participant Name	Current Role	Attorney(s) for Party
<input type="radio"/>	Barbara R. Adams	PLAINTIFF/APPELLANT/TRANSFEREE	Doe
<input checked="" type="radio"/>	Martha Dempsey Jones	DEFENDANT/RESPONDENT/TRANSFEROR	

Back Next

5. Select the party for whom you are filing the Certification of Indigent Representation.
6. Click **Next** to return to the Add a Document page.

## Note

If you are representing multiple indigent defendants (for example, a husband and wife) you **MUST** upload a Certification of Indigent Representation for each of them—even if both parties are included on the original document. In such a situation you would upload the same document and file it on behalf of each of the named parties.



**E-Filing**  
South Carolina Courts

**Filer Interface**

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

Home » Cases » Add a Document

**Case Number: 2015CP2203283 Case Caption : Barbara R. Adams VS Martha Dempsey Jones**

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

Action Type: Filing

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

Document Location: Browse...

Add to Submission: Add

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Answer/Answer	Answer.pdf	Show/Hide Participants Add		0.02 MB	
Certification/Certification of Indigent Representation	Certification of Indigent Representative.pdf	Show/Hide Participants Add		0.02 MB	

Back | Move to Draft | Next

7. Select the case party that this document is being filed **On Behalf of**.
8. Click the **Add** button to add the case party name(s).
9. Click **Next** to proceed to the Review and Approve page.

## Review, Approve and Select Waiver

On the Review and Approve page, you will see that the standard fees have been assessed. This is because the E-Filing System cannot automatically approve your client's indigency status. That activity is the responsibility of the Clerk of Court when approving your filing. To request a waiver for indigency and submit the filing, perform the following steps:



**E-Filing**  
South Carolina Courts

**Filer Interface**

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

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

**Review and Approve Filing**

**Case Number : 2015CP2203283 Case Caption : Barbara R. Adams VS Martha Dempsey Jones**

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

Client #  (1)

Payment on behalf of:  (2)

Payment Method:

Pay by Credit Card  
Estimated Court Fees: \$0.00  
Technology Fee: \$10.00  
SC.Gov Convenience Fee: \$1.25  
Total Fees: \$11.25

Waiver (3) (Use when filing with Certification of Indigent Representation)  
 Bankruptcy (Use when filing proposed Order to Stay due to Bankruptcy)  
 Waiver Requested (Fee not Required)

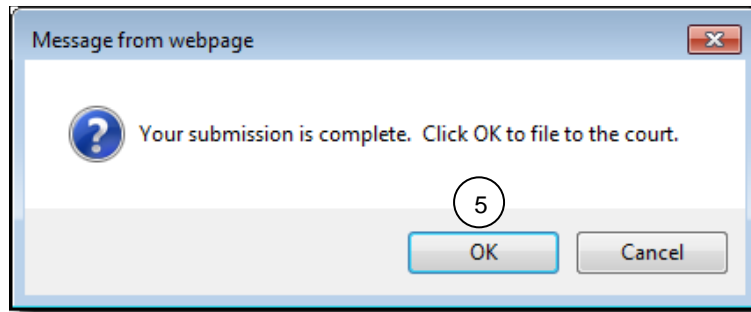
Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document	On Behalf of
Answer/Answer	Answer.pdf	Martha Dempsey Jones
Certification/Certification of Indigent Representation	Certification of Indigent Representative.pdf	Martha Dempsey Jones

Special Filing Instructions for the Clerk:

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#) (4)

1. Add a **Client #** (optional). This number is not used by the court but will assist you in tracking your filings.
2. Select the **On Behalf of** case party. Even though you are requesting a waiver of payment, you must still choose one of your clients in this On Behalf of field so the waiver can be properly recorded in the Case Management System.
3. Click the **Waiver** radio button that is notated "Use when filing with Certification of Indigent Representation". This is the only waiver selection that results in your client being flagged as indigent throughout the life of the case.
4. Click **Submit the Filing** and a message prompt opens.



5. Click **OK** to continue. Because you have selected a waiver button, the usual payment screens will not open. You will be immediately taken to the Submission Confirmation page.

Once your filing has been received and accepted by the Clerk, your designated client (or clients) for whom you filed a Certification of Indigent Representation will be flagged as indigent throughout the life of the case. It will not be necessary to request a waiver for future motions or other actions which would normally require a fee, as no fee will be assessed. Please note that this is on a case-by-case basis only, and if you represent the same client in multiple cases, you must file the Certification and request a waiver in each case.