

Reference Guide Contents:

- ❖ Special Referees 1
 - Logging In to E-Filing 1
 - Viewing a Case History in E-Filing 2
- ❖ Arbitrators and Mediators 4
 - Traditionally File or Email Submissions to the Clerk of Court 4
- ❖ Retired Active Judges 4

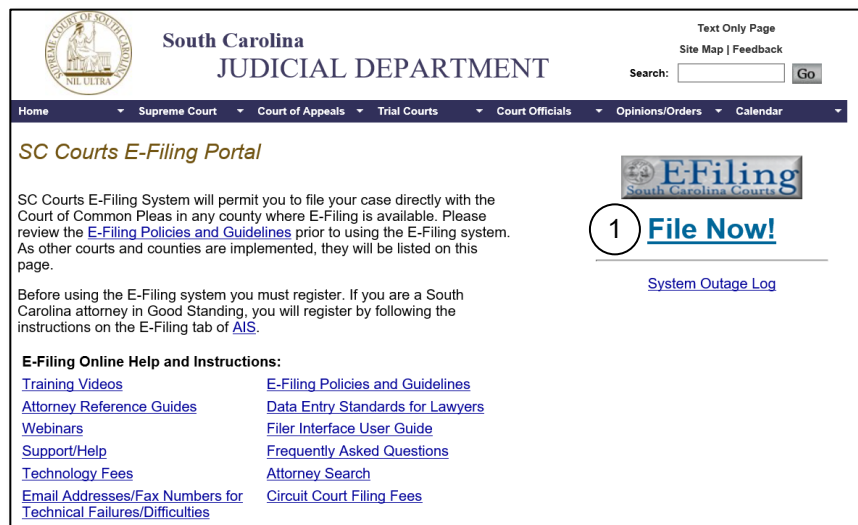
Special Referees

Orders signed and submitted by attorneys acting as special referees may NOT be E-Filed, but should be submitted by the special referee using a Traditional filing method, such as (1) submitting documents to the clerk of court directly or mailing the documents to the clerk; or (2) with advance permission of the clerk of court, via email. Special referees should physically hand-sign orders rather than use an electronic signature. Nevertheless, special referees will need to access E-Filing to see case records in cases where they are serving as special referees.

Note

Attorneys who are special referees should continue to E-File in cases where they are counsel for a party.

Logging In to E-Filing



1. From the E-Filing Portal located at <http://www.sccourts.org/efiling/>, click on **File Now!**



2. Log in using your **User Name** and **Password** from AIS.
3. Click the **Notice** checkbox to indicate you have read, understand and will comply with the redaction rules.
4. Click **Log In** to open the Filer Interface home page.

Viewing a Case History in E-Filing

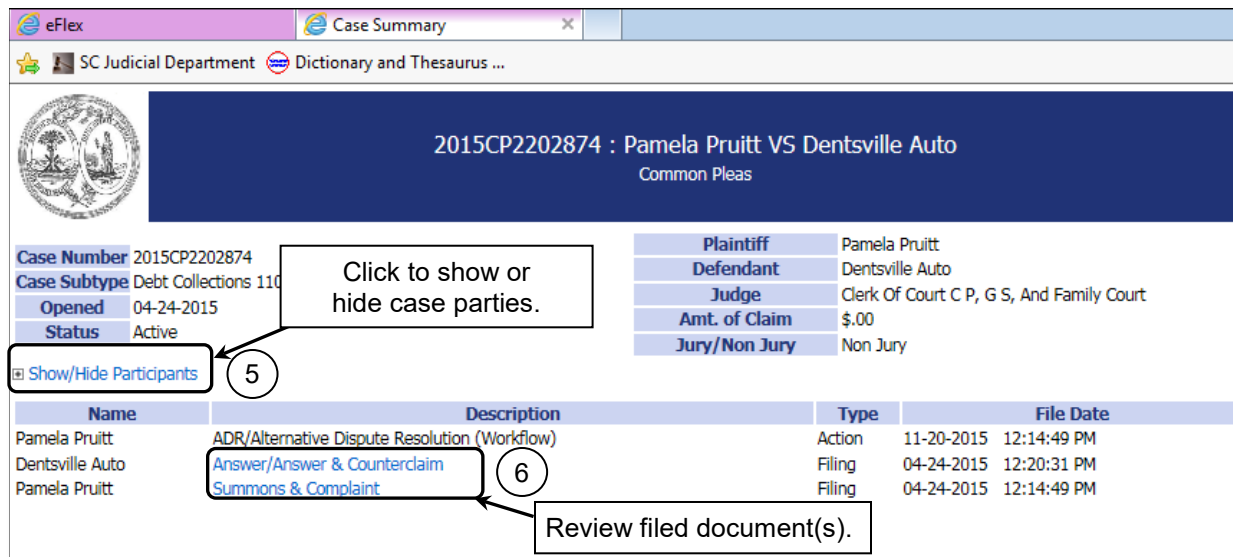
For counties which are live on the E-Filing System, case files are no longer available in the office of the Clerk of Court. All documents must be viewed from the Filer Interface by following the steps outlined below.



1. From the Home page click **Cases**.



2. Enter the Case Number (all 13 characters with no dashes or spaces).
3. Choose the correct **County** for the filing.
4. Click the **History** button to view the Filings and attached images.



5. Click "Show/Hide Participants" to view the case parties.
6. Click the blue hyperlinked name of the filing to view a document. The document displays in a new tab. After viewing, click to close that tab and return to the Filer Interface/Cases screen.

Arbitrators and Mediators

Arbitrators and Mediators who are not members of the SC Bar will not be able to sign in to the E-Filing System. Further, Arbitrators and Mediators who are not court-appointed, but who are selected by the parties, will generally not be associated to their cases in CMS until *after* filing their Arbitration/Mediation reports. Therefore, a different method will need to be utilized.

Traditionally File or Email Submissions to the Clerk of Court

Mediators or Arbitrators will need to submit Proof of ADR using a Traditional filing method, such as (1) submitting documents to the clerk of court directly or mailing the documents to the clerk; or (2) with advance permission of the clerk of court, via email. If emailing to the clerk, Arbitrators and Mediators must physically sign the Proof and scan to .pdf. The .pdf version of the report should then be attached to an e-mail directed to the Clerk of Court for the county to which the case belongs. The Clerk will then E-File the Proof of ADR.

Retired Active Judges

Retired, active Judges acting in the capacity of an Arbitrator, Mediator, or Special Referee may prefer to upload and sign documents through the Court Review Interface. For further information on filing as a Judge via the Court Review Interface, please refer to the Court Reference Guide entitled *CRG-07 Judicial Queues, "Add to Queue" instructions beginning on page 12.*