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Overview

Typically, case parties and the attorneys for the parties—with the exception of attorneys for defendants—are entered at the time a case is initiated. The Case Initiation screen provides tabs for the entry of plaintiffs (or appellants or transferors) and defendants (or respondents or transferees). In a few situations, there are provisions in the E-Filing system for the entry of additional parties after the case has been initiated. These parties include third party plaintiffs and defendants (not already named on the case), and intervenors. In October 2017, System changes were made to allow and "other" parties such as insurance companies in underinsured (UIM) and uninsured (UM) motorist situations, or a third party bidder in a foreclosure action when a writ of assistance is filed to add a party to file on behalf of. Co-Counsel and Guardians ad Litem may also be added by the E-Filer. ***New parties introduced into the case will be approved or rejected by the Clerk of Court.*** You may only add a party that you represent, such as, for instance, a UIM carrier that needs to appear and answer in a case.

You may NOT add parties where Court approval is required. Examples of action types that may result in the addition of parties to the case, and which you may not use the Add A Party function to add a new case party, include, but are not limited to:

- Amended Summons and Complaint
- Motion/Substitute Parties
- Motion/Add a Party

The Clerk of Court is solely responsible for the entry of parties such as Receivers, Witnesses, Mediators, Arbitrators, Special Referees, and Court Reporters.

Improperly indicating that a new party should be added to a case may result in the rejection of your submission.

If you are filing a pleading that seeks to add a new party to a case, the best practice is to include the information in the **Special Filing Instructions for the Clerk** on the Review and Approve Filing page to draw attention to this matter.



E-Filing
South Carolina Courts

Filer Interface

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

Cases » Add a Document » Review and Approve Filing

Review and Approve Filing

Case Number : 2015CP4301752 **Case Caption : George Morris , plaintiff, et al VS All Heal**

Agency: Common Pleas Case Type : Common Pleas Case Subtype : (220) Medical

Client #

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

Document Name	View Document	On Behalf of
Amended/Amended Summons And Complaint	Amended Summons and Complaint.PDF	George Morris Prudence Morris

Special Filing Instructions for the Clerk:

Please note that amended pleading names three new defendants.

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

Third Party Plaintiffs and Defendants

This section of the guide will demonstrate the correct procedure to file a document that adds a Third Party Defendant to a case in the E-Filing system. Please note that neither the E-Filing system nor CMS recognize fourth, fifth, or subsequent parties to a case. All additional parties are treated as "Third Parties" and should generally be identified as defendants.

You may add third party defendants to a case through the use of either of two filings: (1) Summons/Third Party Summons and (2) Complaint or Answer/Answer and Third Party Summons and Complaint.



1. On the Add a Document screen, choose the **Action Type** of **Filing**.
2. Using the **Action** dropdown, select the **Third Party** action description that best describes the document you are filing.
3. Click **Browse** to locate and select your saved .pdf document.
4. Click **Add**.

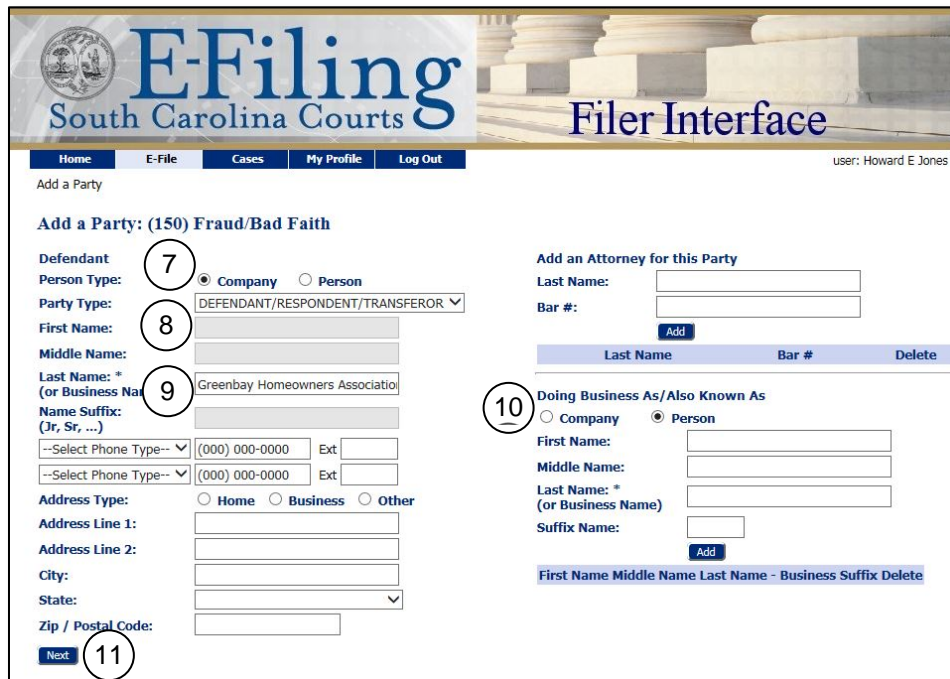


5. On the Case Participants page, click **Add a Defendant**. The Add a Party window will open.



By default, the E-Filing system assumes you are representing any parties you may be adding. Since this is not true, you will need to delete yourself as the attorney for the new defendant.

6. Click **Delete**.



7. Select the **Company** or **Person** radio button.
8. Optional, depending on whether Company or Person was selected, enter a **First Name**.
9. Enter the Last or Business Name.
10. Optional, add a Doing Business As or Also Known As name for your third party.
11. Click **Next**.



12. Back on the Case Participants page, you may continue to add additional Third Party Defendants as described above, or click **Next** to return to the Add a Document page.



E-Filing South Carolina Courts Filer Interface

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

Add a Document

Case Number: 2015CP1400524 Case Caption : Clarissa Gilbert VS Mary McMurtrey

County: Clarendon Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (150) Fraud/Bad Faith

Action Type:

Action *:

Document Location:

Add to Submission:

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Answer/Answer and Third Party Summons and Complaint	Answer.PDF	<input type="text" value="Show/Hide Participants"/> <input type="button" value="Add"/> Mary McMurtrey <input type="text" value="X"/>	<input type="button" value="Edit Data"/>	0.05 MB	<input type="button" value="Remove"/>

Total Size: 0.05 MB

13. Using the **On Behalf of** dropdown, select the correct parties and click **Add**.

14. Click **Next** when you have finished adding documents to this submission. You will be advanced to the Review and Approve Filing page.

Intervenors

This section will explain the process of filing a Motion to Intervene.



E-Filing South Carolina Courts Filer Interface

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

Cases Number of cases displayed per page: 50

Ex: 2013CP0100001

Case Caption	Case Number	E-File	Case Subtype	Judge	Court Agency	County	Service List	Inactive
George Morris , plaintiff, et al VS All Health Corporation Of America , defendant, et al	2015NI1400008	E-File	(230) Notice of Intent/Medical Malpractice	Clerk Of Court C P, G S, And Family Court	Common Pleas	Clarendon	Service List	<input type="checkbox"/>
Charles Ingram Lumber Co., Inc VS Quaker Transportation Inc , defendant, et al	2015CP4301761	E-File	(110) Debt Collections	Clerk Of Court C P, G S, And Family Court	Common Pleas	Sumter	Service List	<input type="checkbox"/>

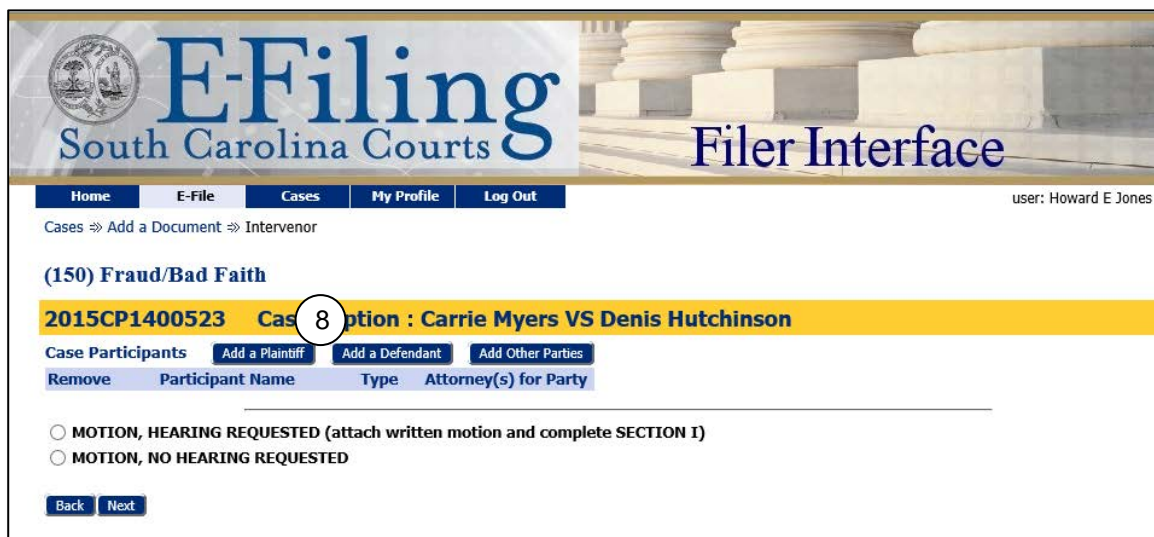
To access a case for the first time:

1. Enter the **Case Number**.
2. Select the appropriate **County** from the County dropdown.
3. Click E-File.

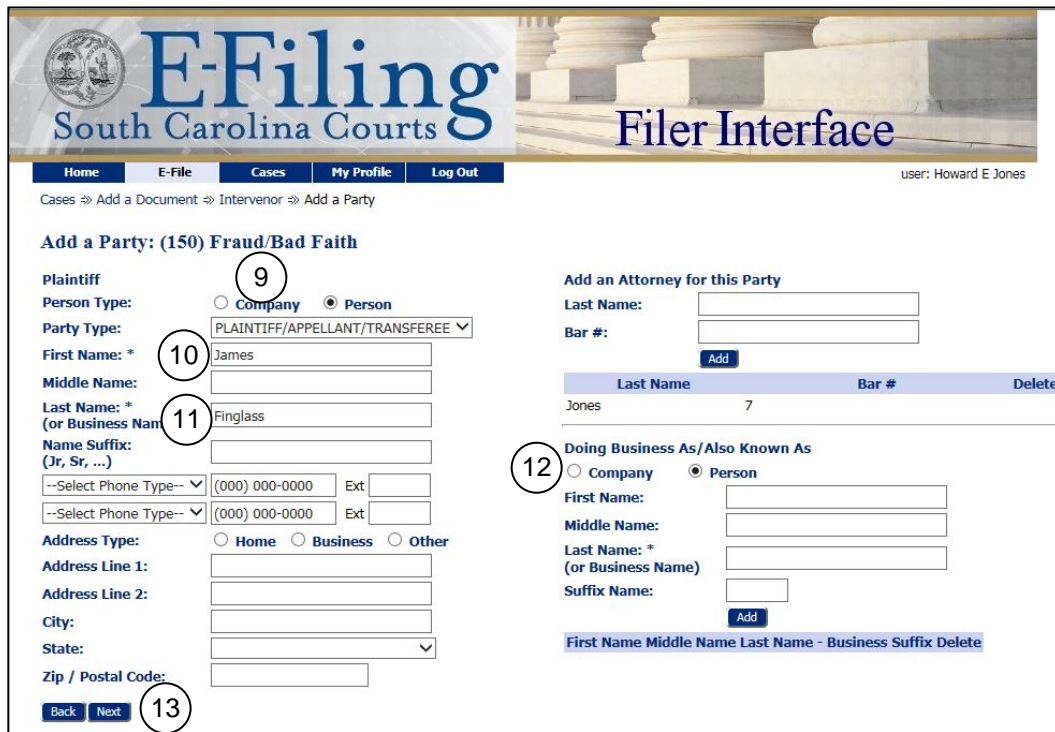
This process will direct you to the Add a Document page.



4. On the Add a Document screen, choose the **Action Type** of **Motion**.
5. Using the **Action** dropdown, select **Motion/Intervene**.
6. Click **Browse** to locate and select your saved .pdf document.
7. Click **Add**. An Intervenor page will open.

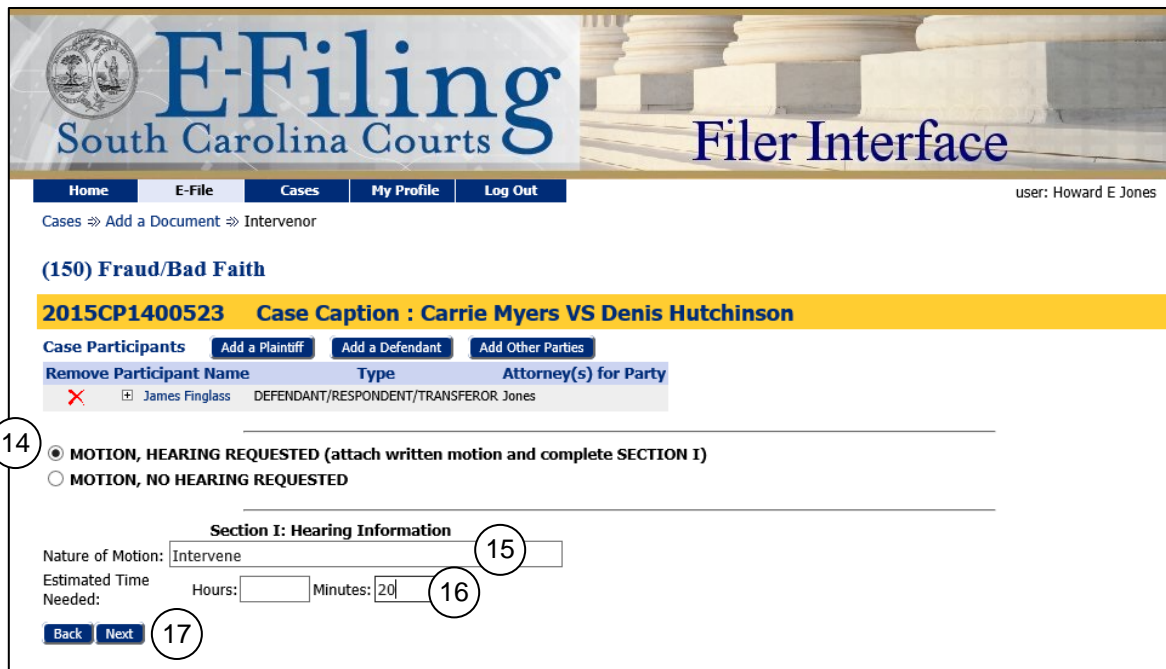


8. On the Intervenor page, select **Add a Plaintiff** or **Add a Defendant**, depending upon how the intervening party plans to proceed in the case. The Add a Party page will be displayed.



The screenshot shows the 'E-Filing South Carolina Courts Filer Interface' with a navigation menu (Home, E-File, Cases, My Profile, Log Out) and a user profile (user: Howard E Jones). The main heading is 'Add a Party: (150) Fraud/Bad Faith'. The form is divided into two main sections: 'Plaintiff' and 'Doing Business As/Also Known As'. The 'Plaintiff' section includes fields for 'Person Type' (Company/Person), 'Party Type' (dropdown), 'First Name', 'Middle Name', 'Last Name', 'Name Suffix', two phone number fields, 'Address Type' (Home/Business/Other), 'Address Line 1', 'Address Line 2', 'City', 'State', and 'Zip / Postal Code'. The 'Doing Business As/Also Known As' section includes 'Last Name', 'Bar #', and 'Add' buttons. A table below shows one entry: 'Jones' with '7' in the 'Bar #' column. At the bottom are 'Back' and 'Next' buttons. Numbered callouts 9 through 13 point to specific form elements: 9 (Person type radio), 10 (First Name), 11 (Last Name), 12 (Doing Business As radio), and 13 (Next button).

9. Select the **Company** or **Person** radio button.
10. Optional, depending on whether Company or Person was selected, enter a **First Name**.
11. Enter the Last or Business Name.
12. Optionally, add a **Doing Business As** or **Also Known As** name for your third party.
13. Click **Next** to return to the Intervenor page.



E-Filing
South Carolina Courts

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

Cases ⇒ Add a Document ⇒ Intervenor

(150) Fraud/Bad Faith

2015CP1400523 Case Caption : Carrie Myers VS Denis Hutchinson

Case Participants Add a Plaintiff Add a Defendant Add Other Parties

Remove Participant Name	Type	Attorney(s) for Party
X James Finglass	DEFENDANT/RESPONDENT/TRANSFEROR	Jones

MOTION, HEARING REQUESTED (attach written motion and complete SECTION I)

MOTION, NO HEARING REQUESTED

Section I: Hearing Information

Nature of Motion: Intervene

Estimated Time Needed: Hours: Minutes: 20

Back Next

14. If a hearing is needed, click the **Motion, Hearing Requested** radio button. A section for **Hearing Information** will open.
15. Enter the Nature of Motion.
16. Enter the **Estimated Time Needed** (Hours and/or Minutes).
17. Click **Next**.



E-Filing
South Carolina Courts

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

Cases ⇒ Add a Document

Case Number: 2015CP1400523 Case Caption : Carrie Myers VS Denis Hutchinson

County: Clarendon Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (150) Fraud/Bad Faith

Action Type: Motion

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
Motion/Intervene	Motion to Intervene.PDF	James Finglass	0.05 MB		

Back Move to Draft Next

18. Using the **On Behalf of** dropdown, select the parties on whose behalf you are intervening, and click **Add**.
19. To submit your filing to the court, click **Next**. You will be advanced to the Review and Approve Filing page. Continue through the payment process, as for any other motion.

Other Case Parties

This section will explain the process of filing to a case and adding an "other" case party, such as an insurance company or a third party bidder.



The screenshot shows the E-Filing Filer Interface for South Carolina Courts. 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 Howard E Jones. Below the navigation bar, there is a search form for cases. The search form has the following fields and controls:

- Case Number:** A text input field containing "2016CP1400584" with a "1" circled next to it. Below the field is the text "Ex: 2013CP010000".
- Court:** A dropdown menu with "CIRCUIT COURT" selected.
- County:** A dropdown menu with "Clarendon" selected, with a "2" circled next to it.
- Court Agency:** A dropdown menu with "Common Pleas" selected, with a "3" circled next to it.
- Buttons:** "E-File", "History", and "Service List".
- Search Button:** "Search Cases" with the text "Search applies to cases listed below only, not the court's entire database" in red.
- Number of cases displayed per page:** A dropdown menu set to "50".
- Filters:** Radio buttons for "Show Active" (selected), "Show Inactive", and "Show Bo".

Below the search form is a table of cases:

Case Caption	Case Number	E-File	Case Subtype	Judge	Court Agency	County	Service List	Inactiv
Frankie'S Fine Fish VS State Of South Carolina	2016CP1400594	E-File	(130) General Contract	Clerk Of Court C P, G S, And Family Court	Common Pleas	Clarendon	Service List	<input type="checkbox"/>

To access a case for the first time:

1. Enter the **Case Number**.
2. Select the appropriate **County** from the County dropdown.
3. Click E-File.

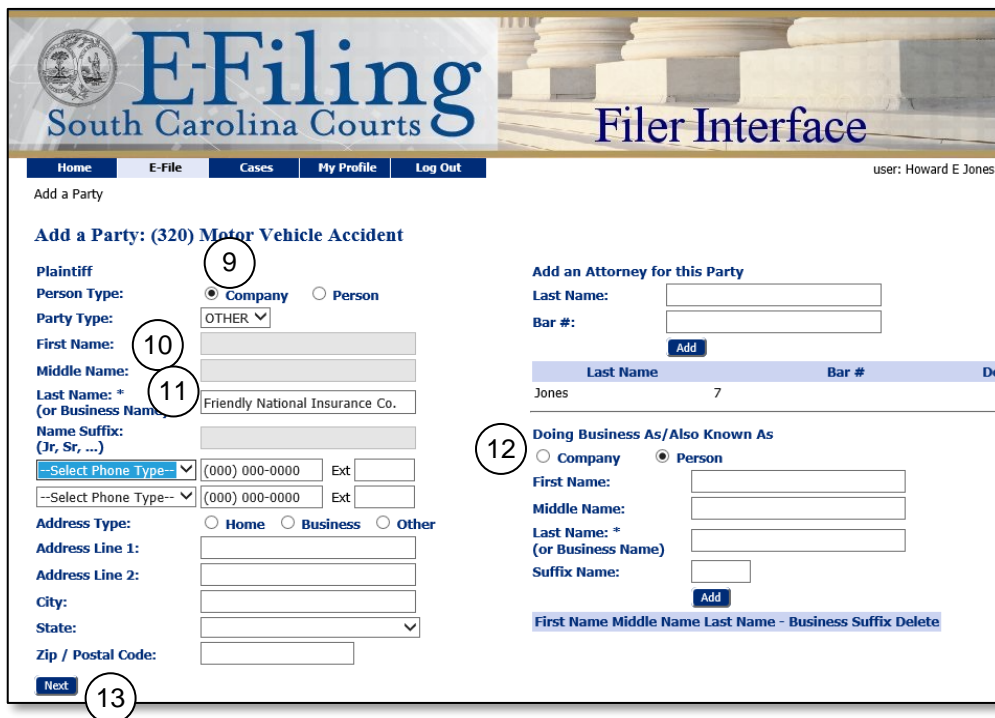
This process will direct you to the Add a Document page.



4. On the Add a Document screen, choose the **Action Type** of **Filing**.
5. Using the **Action** dropdown, select the **Add Party to Case**.
6. Note that the **Browse** feature is protected. No document will be attached to this filing.
7. Click **Add**. A Select Party page will open.



8. On the Select Party page, select **Add Other Parties**. The Add a Party page will be displayed.



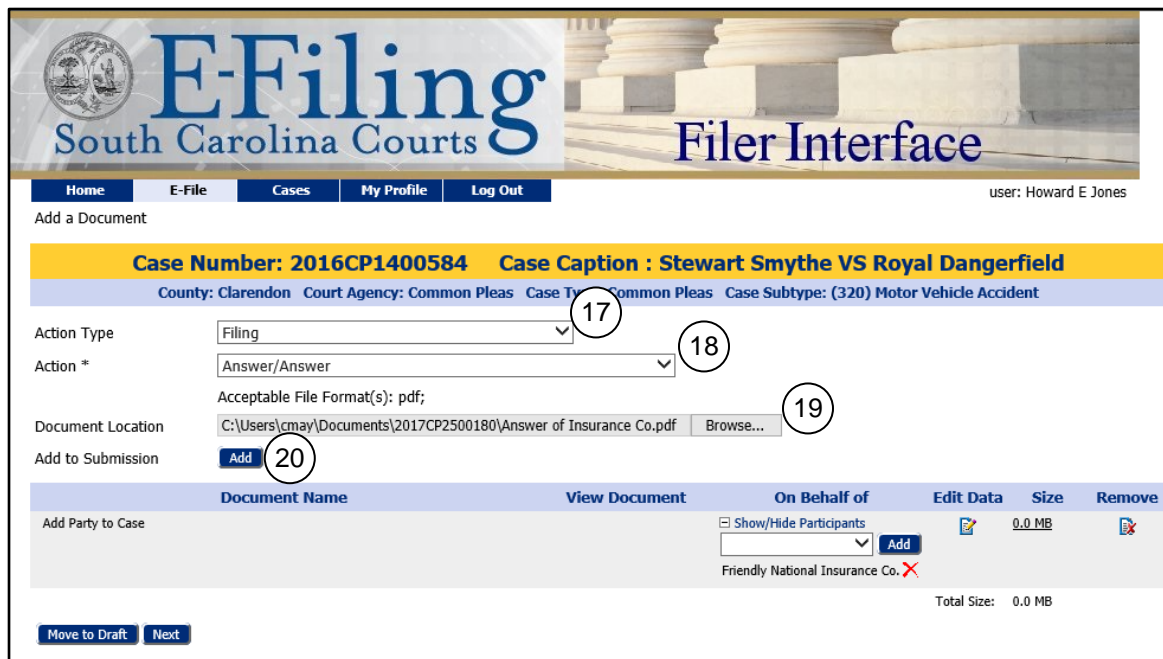
9. Select the **Company** or **Person** radio button.
10. Optional, depending on whether Company or Person was selected, enter a **First Name**.
11. Enter the Last or Business Name.
12. Optionally, add a **Doing Business As** or **Also Known As** name for your third party.
13. Click **Next** to return to the Select Party page.



14. Observe the red warning message: You must file a pleading together with the Add a Party Action, although that document will not attach directly to the Add a Party action. If you neglect to file an additional pleading, the Clerk of Court may reject your filing.
15. You may continue to add additional parties if necessary. When all parties have been added, click **Next**.



16. Using the **On Behalf of** dropdown, select the party Or parties on whose behalf you are filing, and click **Add**.



17. On the Add a Document screen, choose the **Action Type** of **Filing**.
18. Using the **Action** dropdown, select the **Third Party** action description that best describes the document you are filing.
19. Click **Browse** to locate and select your saved .pdf document.
20. Click **Add**.



The screenshot shows the 'E-Filing South Carolina Courts Filer Interface' for user Howard E Jones. The case details are: Case Number: 2016CP1400584, Case Caption: Stewart Smythe VS Royal Dangerfield, County: Clarendon, Court Agency: Common Pleas, Case Type: Common Pleas, Case Subtype: (320) Motor Vehicle Accident. The 'Action Type' is 'Filing'. The 'Document Location' is empty. The 'Add to Submission' button is circled with a '22'. Below this is a table of documents:

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Answer/Answer	Answer of Insurance Co.pdf	<input type="checkbox"/> Show/Hide Participants <input type="text"/> Add	<input type="checkbox"/> Show/Hide Participants <input type="text"/> Add	0.11 MB	
		Friendly National Insurance Co.			

At the bottom, there are buttons for 'Move to Draft', 'Next', and a circled '22'.

21. Using the **On Behalf of** dropdown, select the party Or parties on whose behalf you are filing, and click **Add**.
22. You may continue to add additional documents if necessary. When all documents have been included, click **Next**. You will be advanced to the Review and Approve Filing page. Continue through the payment process, if payment is required.

New and Co-Counsel

This section will explain the process of adding oneself as co-counsel, or as new counsel. The E-filing system allows an attorney to add other attorneys as co-counsel when a case is filed, when entering a Notice of Appearance, or filing a Motion to Intervene. However, new counsel or new (additional) co-counsel need to introduce themselves into the case by filing a Notice of Appearance.



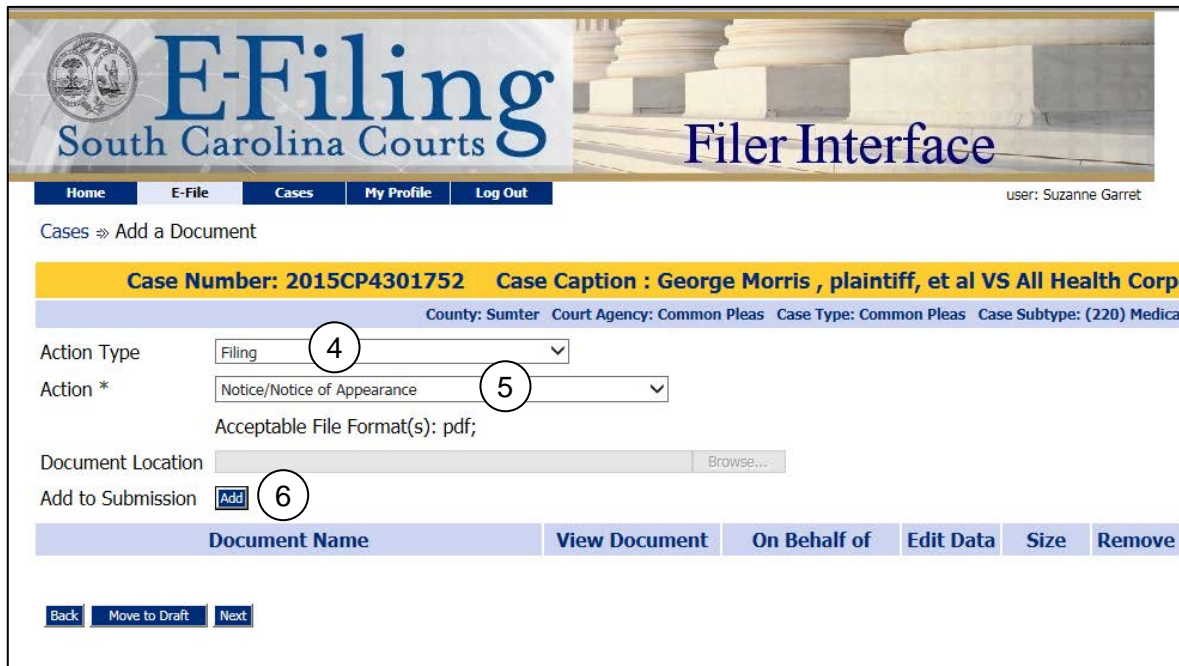
The screenshot shows the 'E-Filing South Carolina Courts Filer Interface' for user Suzanne Garret. The 'Cases' section has a search form with three circled numbers: 1 for 'Case Number', 2 for 'County', and 3 for 'E-File'. Below the search form is a table of cases:

Case Caption	Case Number	E-File	Case Subtype	Judge	Court Agency	County	Service List	Inactive
National Bank of South Carolina VS David Carter	2015CP1400542	E-File	(420) Foreclosure	Clerk Of Court C P, G S, And Family Court	Common Pleas	Clarendon	Service List	<input type="checkbox"/>

To access a case for the first time:

1. Enter the **Case Number**.
2. Select the appropriate **County** from the **County** dropdown.
3. Click **E-File**.

This process will direct you to the Add a Document page.



E-Filing
South Carolina Courts

Filer Interface

Home E-File Cases My Profile Log Out user: Suzanne Garret

Cases » Add a Document

Case Number: 2015CP4301752 Case Caption : George Morris , plaintiff, et al VS All Health Corp

County: Sumter Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (220) Medical

Action Type 4

Action * 5

Acceptable File Format(s): pdf;

Document Location Browse...

Add to Submission 6

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
---------------	---------------	--------------	-----------	------	--------

On the Add a Document Page:

4. Select the Action Type of Filing.
5. Select the Action of Notice/Notice of Appearance.
6. Click **Add**. The Notice of Appearance page will display.



Home E-File Cases My Profile Log Out user: Suzanne Garret

Cases ⇒ Add a Document ⇒ Notice Of Appearance

(220) Medical Malpractice

2015CP4301752 Case Caption : George Morris , plaintiff, et al VS All Health Corporation Of America ,

Notice of Appearance

Attorneys entering appearance:

<input type="checkbox"/>	Last Name	Bar #	Type
<input type="checkbox"/>	Garret	5	DEFENDANT ATTORNEY

Delete Add Co-Counsel

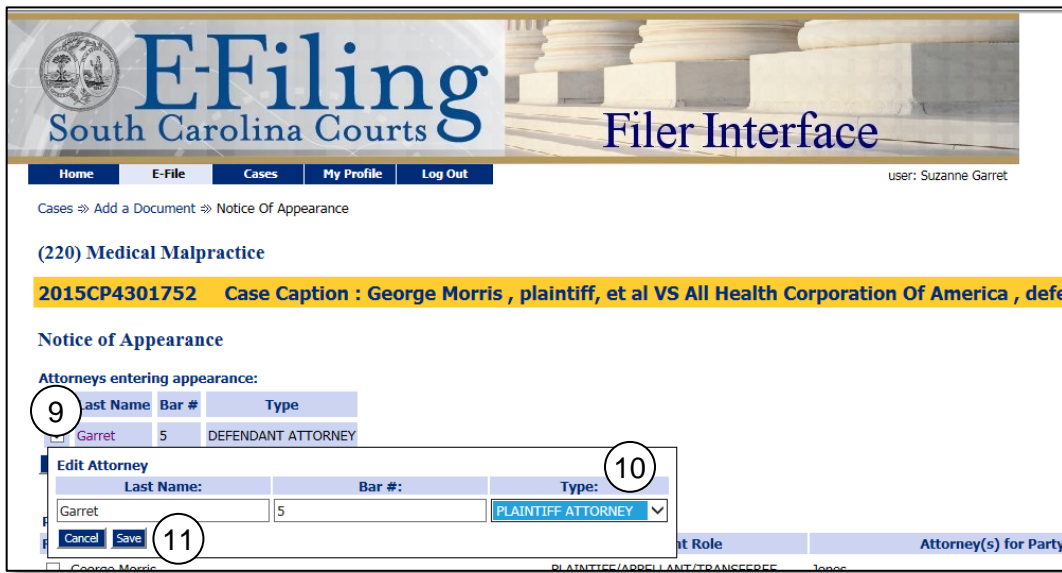
Please check the parties for which you are appearing:

For	Participant Name	Current Role	Attorney(s) for
<input type="checkbox"/>	George Morris	PLAINTIFF/APPELLANT/TRANSFeree	Jones
<input type="checkbox"/>	Prudence Morris	PLAINTIFF/APPELLANT/TRANSFeree	Jones
<input type="checkbox"/>	All Health Corporation Of America	DEFENDANT/RESPONDENT/TRANSFEROR	Hunt
<input type="checkbox"/>	Dougie Howser, Md	DEFENDANT/RESPONDENT/TRANSFEROR	Hunt
<input type="checkbox"/>	Marcus Welby, Md	DEFENDANT/RESPONDENT/TRANSFEROR	Hunt
<input type="checkbox"/>	Mercy General Hospital	DEFENDANT/RESPONDENT/TRANSFEROR	Hunt

Back Next

By default, the E-filing system assumes that attorneys entering a Notice of Appearance will be counsel for defendants.

7. If you are entering Notice of Appearance for a defendant, click the **Check box** to the left of the name of the defendant or defendants you will be representing.
8. Click **Next** to return to the Add a Document page.



Home E-File Cases My Profile Log Out user: Suzanne Garret

Cases ⇒ Add a Document ⇒ Notice Of Appearance

(220) Medical Malpractice

2015CP4301752 Case Caption : George Morris , plaintiff, et al VS All Health Corporation Of America , defe

Notice of Appearance

Attorneys entering appearance:

Last Name	Bar #	Type
Garret	5	DEFENDANT ATTORNEY

9 [Last Name](#) Bar # Type


Garret 5 DEFENDANT ATTORNEY

10 Edit Attorney

Last Name:	Bar #:	Type:
Garret	5	PLAINTIFF ATTORNEY

Cancel Save **11** Current Role Attorney(s) for Party

9. If you are adding yourself as a Plaintiff's attorney, Guardian ad Litem for a Plaintiff or Guardian ad Litem for a Defendant, you will first need to click the **Last Name** hyperlink for your name. This opens an **Edit Attorney** dialogue box.
10. In the dropdown labeled Type, select Plaintiff Attorney, Guardian ad Litem for Plaintiff, or Guardian ad Litem for Defendant as applicable to the situation.
11. Click **Save**. This changes you from a Defendant Attorney to a Plaintiff Attorney or a Guardian ad Litem.



Home E-File Cases My Profile Log Out user: Suzanne Garret

Cases ⇒ Add a Document ⇒ Notice Of Appearance

(220) Medical Malpractice

2015CP4301752 Case Caption : George Morris , plaintiff, et al VS All Health Corporation Of America

Notice of Appearance

Attorneys entering appearance:

Last Name	Bar #	Type
<input checked="" type="checkbox"/> Garret	5	PLAINTIFF ATTORNEY

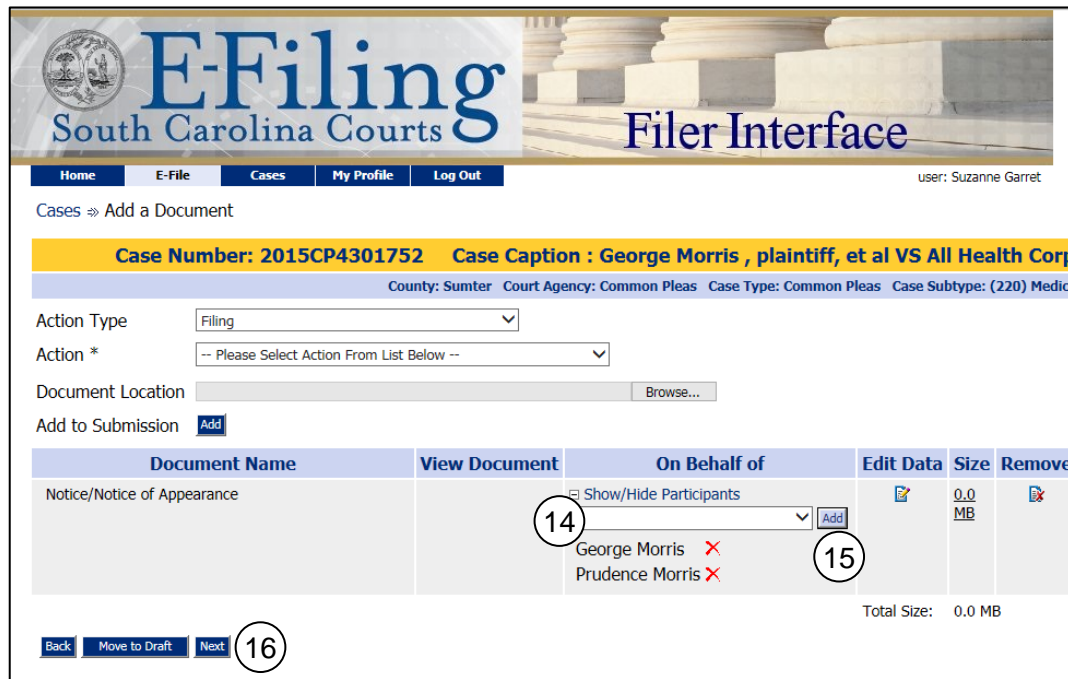
Delete Add Co-Counsel

Please check the parties for which you are appearing:

For	Participant Name	Current Role	Attorney(s) for
<input checked="" type="checkbox"/>	George Morris	PLAINTIFF/APPELLANT/TRANSFEREE	Jones
<input checked="" type="checkbox"/>	Prudence Morris	PLAINTIFF/APPELLANT/TRANSFEREE	Jones
<input type="checkbox"/>	All Health Corporation Of America	DEFENDANT/RESPONDENT/TRANSFEROR	Hunt
<input type="checkbox"/>	Dougie Howser, Md	DEFENDANT/RESPONDENT/TRANSFEROR	Hunt
<input type="checkbox"/>	Marcus Welby, Md	DEFENDANT/RESPONDENT/TRANSFEROR	Hunt
<input type="checkbox"/>	Mercy General Hospital	DEFENDANT/RESPONDENT/TRANSFEROR	Hunt

Back Next **12** **13**

12. If you are a Plaintiff's Attorney or a Guardian ad Litem for a plaintiff or plaintiffs, click the **Check box** to the left of the name of the plaintiff or plaintiffs you will be representing. If you are a Guardian ad Litem for a defendant or defendants, click the **Check box** to the left of the name of the defendant or defendants you will be representing.
13. Click **Next** to save the information and return to the Add a Document page.



Home E-File Cases My Profile Log Out user: Suzanne Garret

Cases ⇒ Add a Document

Case Number: 2015CP4301752 Case Caption : George Morris , plaintiff, et al VS All Health Corp

County: Sumter Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (220) Medical

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
Notice/Notice of Appearance		<input type="checkbox"/> Show/Hide Participants (14) [Dropdown Menu] Add		0.0 MB	
		George Morris ✕ Prudence Morris ✕	(15) Add		

Total Size: 0.0 MB

Back Move to Draft Next (16)

14. On the Add a Document page, select the Parties you are filing **On behalf of** from the dropdown. Because you connected yourself to your parties on the Notice of Appearance page, selecting **All My Parties** in the dropdown will correctly identify all your parties when multiple parties are represented.
15. Click **Add** to add the names of all your parties.
16. Click **Next** to continue to the Review and Approve Filings page, and submit your filing.