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Initiate a Case as a Defense Attorney in E-Filing

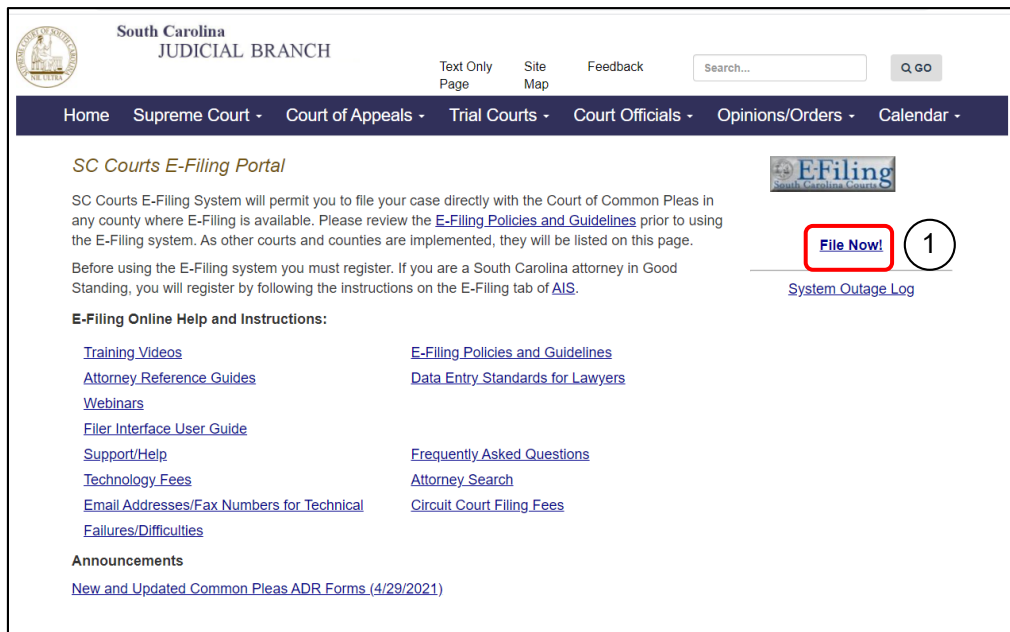
There are only three Case Subtypes that can be initiated by a defense attorney:

- (700) Death Settlement
- (730) Minor Settlement
- (790) Incap Adult Settlement (Note: “Incap” represents Incapacitated)

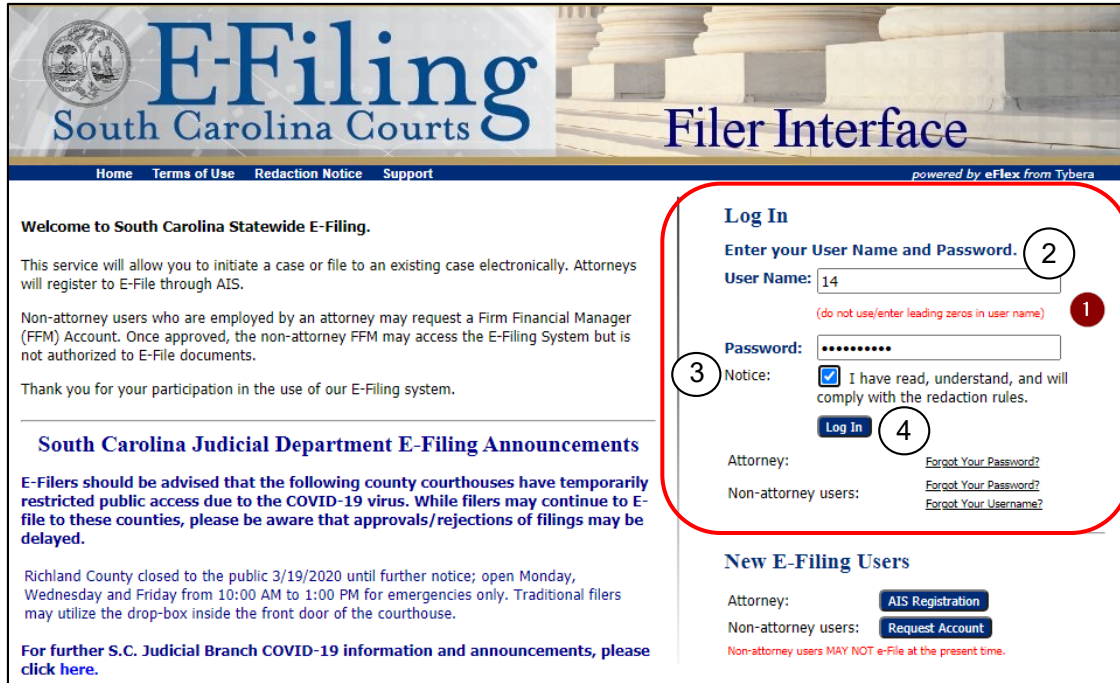
Note

You must have the plaintiff attorney’s last name and bar number to file.

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.

Add a New Case



1. The **Home** page appears.



2. Click the **New Case** button (2a) on the **Home** screen or click on **E-File** and choose “**New Case**” (2b) from the drop-down menu.



3. The **County** screen appears. Select the **County** (3a) where you will be filing and click **Next** (3b).



4. The **Case Type** screen (4a) appears. Select “Common Pleas” (4b).

Please note that initiation of a case by defense counsel can only be done on three **Nature of Actions (NOAs)**: (700) Death Settlement, (730) Minor Settlement and (790) Incap Adult Settlement.

(In this example, a “Common Pleas (730) Minor Settlement” will be filed.)



5. The **Case Subtype** screen (5a) appears. Click to select the **Case Subtype** which in this example is “(730) Minor Settlement” (5b).



- The **Case Initiation** screen (6a) opens for adding a plaintiff and a defendant. The **Add a Plaintiff** and **Add a Defendant** buttons (6b) appear greyed out.



- Click to select the **Jury Demand** option.
- Once you mark the **Plaintiff(s)** or **Defendant(s)** radio button (8a), the **Add a Plaintiff** and **Add a Defendant** buttons (8b) become enabled.



E-Filing South Carolina Courts Filer Interface

Home | E-File | Cases | My Profile | Log Out | user: Lynn Mathews

County » Case Type » Case Subtype » Case Initiation

County: Georgetown | Court Agency: Common Pleas | Case Type: Common Pleas | Case Subtype: (730) Minor Settlement

Case Initiation

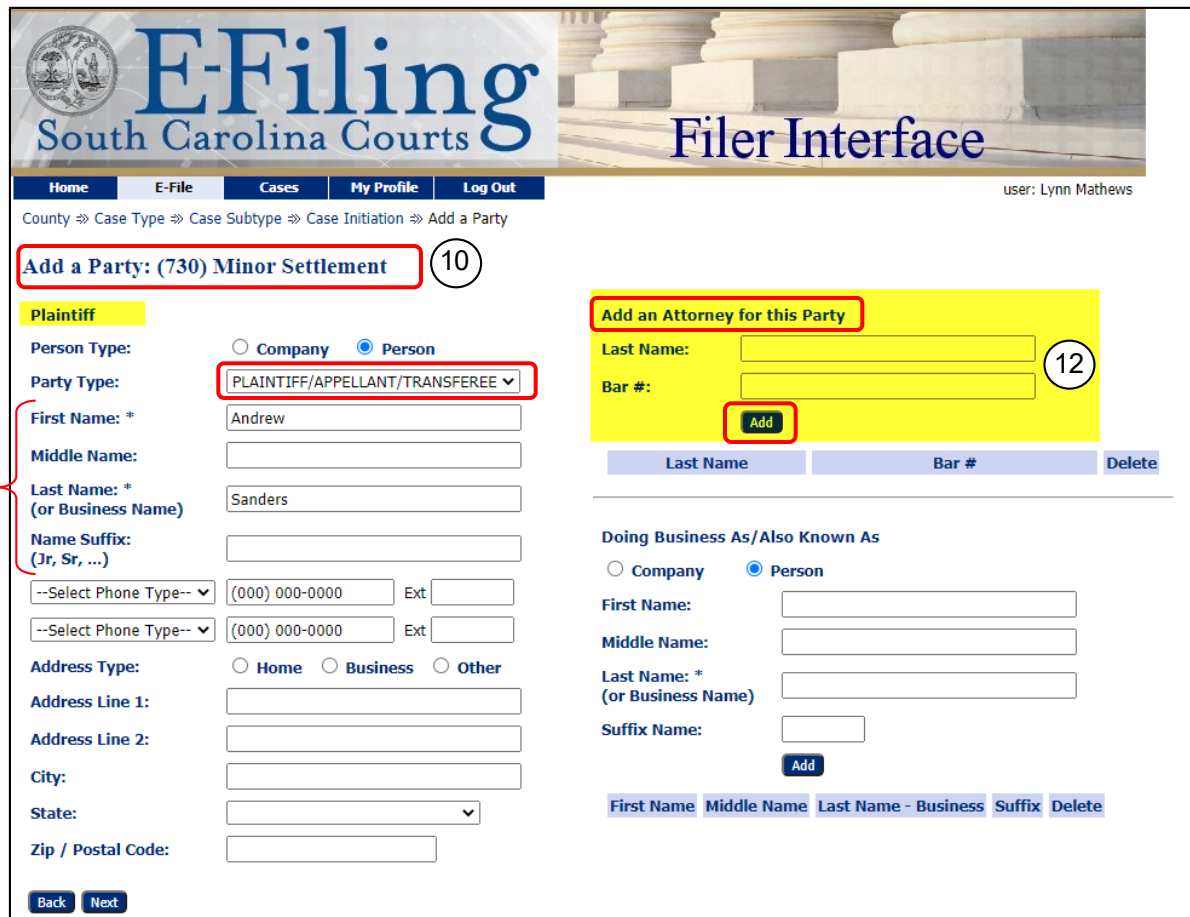
Jury Demand Yes No (9b)

Case Participants **Add a Plaintiff** **Add a Defendant** I represent the Plaintiff(s) Defendant(s) (9a)

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

Back | Save to Draft | Next

- To add a plaintiff, mark the **Defendant(s)** radio button (9a) and click the **Add a Plaintiff** button (9b).



E-Filing South Carolina Courts Filer Interface

Home | E-File | Cases | My Profile | Log Out | user: Lynn Mathews

County » Case Type » Case Subtype » Case Initiation » Add a Party

Add a Party: (730) Minor Settlement (10)

Plaintiff

Person Type: Company Person

Party Type: PLAINTIFF/APPELLANT/TRANSFEREE (11)

First Name: * Andrew (11)

Middle Name: _____

Last Name: * (or Business Name) Sanders

Name Suffix: (Jr, Sr, ...)

--Select Phone Type-- (000) 000-0000 Ext _____

--Select Phone Type-- (000) 000-0000 Ext _____

Address Type: Home Business Other

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____

Zip / Postal Code: _____

Back | Next

Add an Attorney for this Party (12)

Last Name: _____

Bar #: _____

Add

Last Name	Bar #	Delete
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Doing Business As/Also Known As

Company Person

First Name: _____

Middle Name: _____

Last Name: * (or Business Name) _____

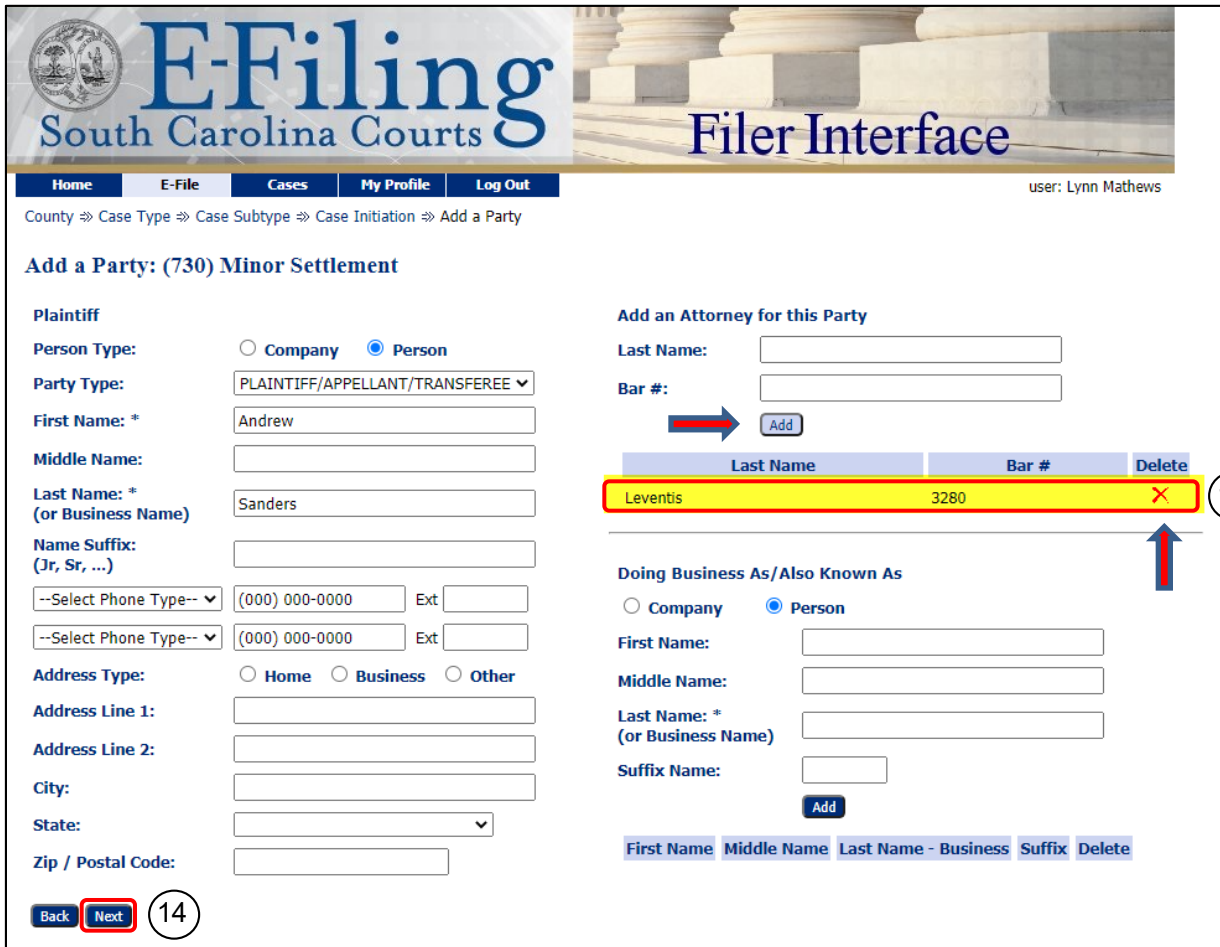
Suffix Name: _____

Add

First Name	Middle Name	Last Name - Business	Suffix	Delete
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- The **Add a Party: (730) Minor Settlement** screen appears.

11. Enter the plaintiff's name.
12. When adding the plaintiff to the case, you are required to enter his/her attorney's last name and bar number and click the **Add** button.



E-Filing
South Carolina Courts

Filer Interface

Home E-File Cases My Profile Log Out user: Lynn Mathews

County » Case Type » Case Subtype » Case Initiation » Add a Party

Add a Party: (730) Minor Settlement

Plaintiff

Person Type: Company Person

Party Type: PLAINTIFF/APPELLANT/TRANSFeree

First Name: * Andrew

Middle Name:

Last Name: * (or Business Name) Sanders

Name Suffix: (Jr, Sr, ...)

--Select Phone Type-- (000) 000-0000 Ext:

--Select Phone Type-- (000) 000-0000 Ext:

Address Type: Home Business Other

Address Line 1:

Address Line 2:

City:

State:

Zip / Postal Code:

Back Next 14

Add an Attorney for this Party

Last Name:

Bar #:

Add

Last Name	Bar #	Delete
Leventis	3280	X

Doing Business As/Also Known As

Company Person

First Name:

Middle Name:

Last Name: * (or Business Name)

Suffix Name:

Add

First Name Middle Name Last Name - Business Suffix Delete

13. The attorney name and bar number will appear in a grid below the **Add** button and have a **Delete** option indicated by the red X. Your screen should appear similar to the one above.
14. Click **Next** to proceed.



E-Filing South Carolina Courts Filer Interface

Home | E-File | Cases | My Profile | Log Out | user: Lynn Mathews

County: Georgetown | Court Agency: Common Pleas | Case Type: Common Pleas | Case Subtype: (730) Minor Settlement

Case Initiation

Jury Demand Yes No (15b)

Case Participants I represent the Plaintiff(s) Defendant(s)

Remove	Participant Name	Sequence	Type	Attorney(s) for Party
X	Andrew Sanders (15a)	Main	PLAINTIFF/APPELLANT/TRANSFEREE (15a)	Leventis

15. The system returns you to the **Case Initiation** screen. Note the plaintiff's name (15a) appears in the grid. Click the **Add a Defendant** button (15b) to enter the defendant(s) on the case.



E-Filing South Carolina Courts Filer Interface

Home | E-File | Cases | My Profile | Log Out | user: Lynn Mathews

County: Georgetown | Case Type: Common Pleas | Case Subtype: (730) Minor Settlement | Add a Party

Add a Party: (730) Minor Settlement (16)

Defendant

Person Type: Company Person

Party Type: DEFENDANT/RESPONDENT/TRANSFEROR (17a)

First Name: * Candice

Middle Name:

Last Name: * (or Business Name) Winters

Name Suffix: (Jr, Sr, ...)

Address Type: Home Business Other

Address Line 1:

Address Line 2:

City:

State:

Zip / Postal Code:

(18)

Add an Attorney for this Party

Last Name:

Bar #:

Last Name	Bar #	Delete
Mathews	14	(17b)

Doing Business As/Also Known As

Company Person

First Name:

Middle Name:

Last Name: * (or Business Name)

Suffix Name:

First Name | Middle Name | Last Name - Business | Suffix | Delete

16. The **Add a Party: (730) Minor Settlement** screen appears.

17. Enter the defendant's name (17a). Note that your name and bar number (17b) will automatically populate the screen.

18. Click **Next**.

Add Documents to the Filing



1. The **Add a Document** screen appears.
2. Choose an **Action Type** of “Filing” or leave the **Action Type** value set to “- - Please Select Action From List Below - -” (2a). This will allow all actions to appear in the **Action *** drop-down field.

Action * “Petition/Filing Fee Required” (2b) is required for all three **NOA**’s: (700) **Death Settlement**, (730) **Minor Settlement** and (790) **Incap Adult Settlement**.

3. Click **Browse** or **Choose File** to locate your document.

Note:

The **Action Type** field was designed to act as a filter. Leaving it set to “- - Please Select Action From List Below - -” filters the list of **Actions** that appear in the **Action *** drop-down. While this can be helpful, the filter does not clear itself after you add an **Action** (a known issue). If you change the **Action Type**, you may not be able to find the **Action** you need in the drop-down. You will still see what was in the drop-down for the first **Action Type** selected. The way to avoid this issue is to leave the **Action Type** blank or have the “- - Please Select Action From List Below - -” choice selected in the drop-down.



- Click **Add (4a)** and the document **(4b)** will be placed in the grid. (The form.xml **(4c)** file is automatically generated and contains code needed by the E-Filing System.)



- Select the case party or parties that this document is being filed **On Behalf of (5a)**. For multiple parties, you can select "All My Parties" **(5b)**, and all your case parties are added to this filing.
- Click **Add** to add the case party name(s).



Home E-File Cases My Profile Log Out user: Lynn Mathews

County » Case Type » Case Subtype » Case Initiation » **Add a Document**

County: Georgetown Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (730) Minor Settlement

Action Type -- Please Select Action Type From List Below --

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

Document Location Choose File No file chosen

Add to Submission **Add**

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Case Data	form.xml			0.01 MB	
Petition/Filing Fee Required	Bond Form BC35.pdf	Show/Hide Participants [Dropdown] Add		0.1 MB	
		Candice Winters X			

Total Size: 0.1 MB

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- In the example, Candice Winters was selected and appears in the grid with a red X next to her name.
- Click **Next**.

Payment and Case Status



E-Filing
South Carolina Courts

Filer Interface

Home | E-File | Cases | My Profile | Log Out

County » Case Type » Case Subtype » Case Initiation » Add a Document » Review and Approve Filing

Review and Approve Filing 1

County: Georgetown Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (730) Minor Settlement

Client #

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 - Indigency (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: [Change Case Data](#)

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

Document Name	View Document	On Behalf of
Petition/Filing Fee Required	Bond Form BC35.pdf	Candice Winters

Special Filing Instructions for the Clerk:

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

1. The **Review and Approve Filing** screen appears.
2. Select the name of the person on whose behalf the payment is being made. (In this case, it is Candice Winters.)



Home E-File Cases My Profile Log Out user: Ly

County ⇒ Case Type ⇒ Case Subtype ⇒ Case Initiation ⇒ Add a Document ⇒ Review and Approve Filing

Review and Approve Filing

County: Georgetown Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (730) Minor Settlement

Client #

Payment on behalf of:

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 - Indigency (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
Petition/Filing Fee Required	Bond Form BC35.pdf	Candice Winters

Special Filing Instructions for the Clerk:

3

3. Click **Submit the Filing** button.