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When to E-File Proposed Orders

Proposed orders created at the express request of a Judge should **not** be E-Filed. Instead, they should be emailed to the requesting judge as a Word document attachment. This is because these orders do not require a filing fee, and the E-Filing System will normally charge a filing fee for a proposed order. Note that all Orders processed in E-Filing are referred to as Proposed Orders.

Acceptable Document Formats

Unlike other filings, proposed orders are ordinarily **not** filed as searchable PDF documents, but must be submitted as Word documents. This allows the proposed order to be modified by a judge prior to signing.



There are a few exceptions to the general rule that proposed orders must be submitted in Word. Proposed Consent Orders that require the original signature of non-E-Filers, such as *pro se* parties or law enforcement officers, cannot be filed as Word documents and must be scanned as image-based PDFs.



In E-Filing there are three Proposed Orders that fall under this category:

- Proposed Order/Consent Order
- Proposed Order/Consent Order Fast Track Jury Trial & Appoint Special Officer
- Proposed Order/Forfeiture Consent Order

When these consent orders do not require the signature of non-E-Filers, such as a Proposed Order/Consent Order signed only by counsel, they should be submitted as Word documents.

When to Include the Electronic Order Coversheet

When filing a Proposed Order without a corresponding motion, you must **always** include an electronic order cover sheet. You do not have to create a document to file the cover sheet, as that portion of the process is entirely electronic. If you neglect to include the electronic cover sheet, the E-filing System will prevent the submission of your document when you reach the Review and Submit page.

When filing the proposed order along with a corresponding Motion, an electronic cover sheet should **not** be included. When filing more than one Proposed Order simultaneously, a separate electronic cover sheet or corresponding motion must be submitted for each Proposed Order; otherwise, the submission may be rejected or partially rejected by the Clerk of Court.

When filing a Proposed Order to Restore for cases ended under Rule 40J, use the Action of Order/Order to Restore Cover Sheet. Otherwise, use the Action of Order/Order Cover Sheet \$25.

Filing the Proposed Order



The screenshot shows the 'Add a Document' screen in the E-Filing South Carolina Courts Filer Interface. The case information is: Case Number: 2010CP4300547, Case Caption: Residential Credit Solutions VS Philip Brown Jr, County: Sumter, Court Agency: Common Pleas, Case Type: Common Pleas, Case Subtype: (420) Foreclosure. The form fields are: Action Type: Order (1), Action: Proposed Order/Continuance (2), Document Location: C:\Users\cyon\Desktop\User Training Documents\Word\Order of Continua (3), and Add to Submission: Add (4).

1. On the Add a Document screen, choose the **Action Type** of **Order**.
2. Using the **Action** dropdown, select the **Proposed Order** description, or the one that best describes the proposed order you are filing.
3. Click **Browse** to locate and select your proposed order which has been saved as a Word document.
4. Click **Add**.




The screenshot shows the 'Add a Document' screen after the document has been added. The document 'Proposed Order/Continuance' is listed in the table below the form. The 'On Behalf of' dropdown is highlighted with a circled 5, and the 'Add' button is also highlighted with a circled 5.

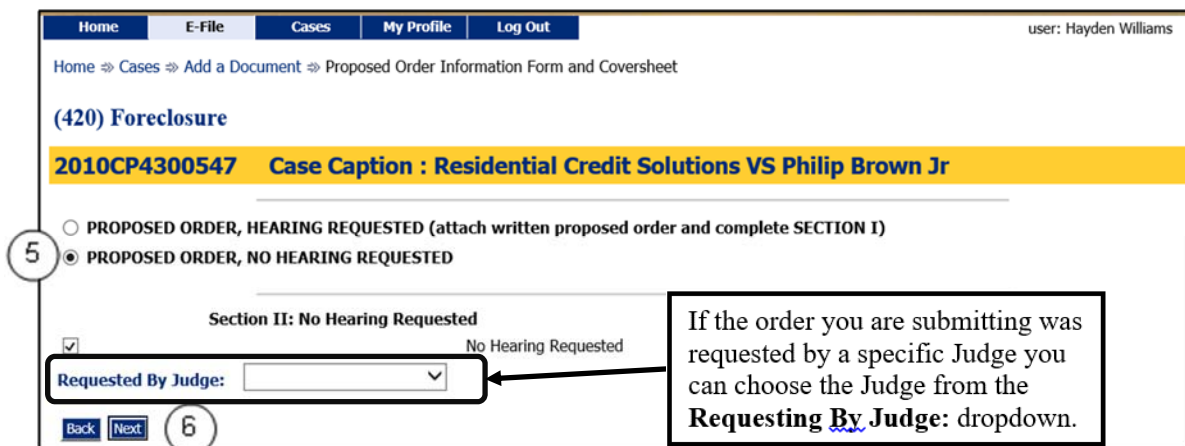
Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Proposed Order/Continuance	Order of Continuance.docx	Residential Credit Solutions X	Show/Hide Participants	0.02 MB	

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

Filing the Electronic Order Cover Sheet



1. Choose Action Type of Filing.
2. Using the Action dropdown, choose the appropriate order cover sheet (Order/Order Cover Sheet \$25.00, or Order/Order to Restore Cover Sheet).
3. Since no document is required, you will not have to click **Browse** to locate a cover sheet. That field is grayed out.
4. Click **Add** and you will be directed to the Proposed Order Information Form and Coversheet screen.



5. Choose the radio button for **PROPOSED ORDER, NO HEARING REQUESTED**.
6. Click **Next**.



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

Home ⇒ Cases ⇒ Add a Document

Case Number: 2010CP4300547 Case Caption : Residential Credit Solutions VS Philip Brown Jr

County: Sumter Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (420) Foreclosure

Action Type:

Action *:

Document Location:

Add to Submission:

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
Proposed Order/Continuance	Order of Continuance.docx	Show/Hide Participants <input type="text"/> <input type="button" value="Add"/>		0.02 MB	<input type="button" value="X"/>
Order/Order Cover Sheet \$25.00		Show/Hide Participants <input type="text"/> <input type="button" value="Add"/> Residential Credit Solutions <input type="button" value="X"/>	<input type="button" value="7"/>	0.0 MB	<input type="button" value="X"/>
				Total Size: 0.02 MB	

- Using the **On Behalf of** dropdown, select the correct parties for each document and click **Add**.
- When you have completed adding documents and each document specifies an **On Behalf of**, click **Next** to continue to the Review and Submit page.

After reviewing and submitting your filing, you will be directed to the payment processing screens, since fees will generally be associated with a Proposed Order.

You will receive a notification from the Clerk's office that the filing has been received. However, you will not be notified of any action taken on your proposed order until it has been signed and accepted by the court.

Filing a Signed Order of Protection from Court Appearance

Attorneys cannot file signed orders with the exception of an Order of Protection from Court Appearance. You may have the judge traditionally sign the order and then upload it to all your cases using the action Order/Signed Order/Protection from Court Appearance.