

## Reference Guide Contents:

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## File a Standard Motion

The first part of this reference guide pertains to filing a motion using one of the standard descriptions defined in the E-Filing System.

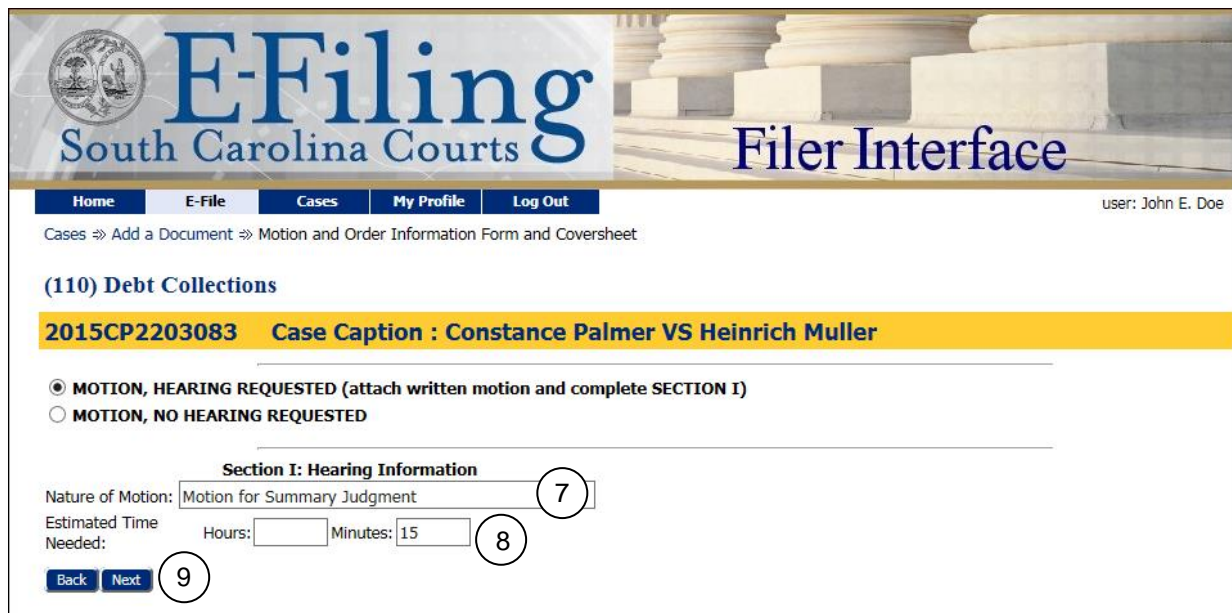


The screenshot shows the E-Filing Filer Interface for South Carolina Courts. At the top, there is a navigation bar with links for Home, E-File, Cases, My Profile, and Log Out. The user is identified as John E. Doe. Below the navigation bar, the current case information is displayed: Case Number: 2015CP2203083, Case Caption: Constance Palmer VS Heinrich Muller, County: Georgetown, Court Agency: Common Pleas, Case Type: Common Pleas, and Case Subtype: (110) Debt Collections. The main form area is titled 'Add a Document' and contains several fields: 'Action Type' (set to Motion), 'Action \*' (set to Motion/Summary Judgment), 'Document Location' (C:\E-Filing Documents\Motion for Summary Judgment.pdf), and 'Add to Submission' (with an 'Add' button). A table below the form lists document details with columns for Document Name, View Document, On Behalf of, Edit Data, Size, and Remove. At the bottom of the form, there are buttons for Back, Move to Draft, and Next. Numbered callouts 1 through 4 highlight the Action Type dropdown, the Action \* dropdown, the Browse... button, and the Add button, respectively.

1. On the Add a Document screen, choose the **Action Type** of **Motion**.
2. Using the **Action** dropdown, select one of the standard Motion descriptions, *or the one that best matches the motion you are filing*.
3. Click **Browse** to locate your saved Motion (.pdf) document.
4. Select the document and click **Add**. You will then be directed to the Motion Coversheet page.



5. Click the **Motion, Hearing Requested** or **Motion, No Hearing Requested** radio button, depending on the nature of your motion.
6. If you are *not* requesting a hearing, click **Next** and skip to step 9, below.



7. If you are requesting a hearing, enter the nature of your motion in the **Nature of Motion** field. (This is particularly important if your motion varies somewhat from the motion description you selected in step 2, above.)
8. Use the **Hours** and **Minutes** fields to indicate the length of the hearing being requested.
9. Click **Next** to return to the Add a Document page.



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

Cases ⇒ Add a Document

**Case Number: 2015CP2203083 Case Caption : Constance Palmer VS Heinrich Muller**

County: Georgetown Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (110) Debt Collections

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/Summary Judgment	Motion for Summary Judgment.pdf	<input type="checkbox"/> Show/Hide Participants Constance Palmer X		0.02 MB	

Total Size: 0.02 MB

Back Move to Draft Next

10. Using the **On Behalf of** dropdown, select the parties on whose behalf you are filing and click **Add**.
11. If you need to make a correction (e.g. — you chose "no hearing requested" and should have selected "hearing requested") click the **Edit Data** icon to return to the Motion Coversheet page.
12. Click **Next** to proceed to Review and Submit your filing.

## Note

If you represent more than one party in a case, the simplest way to select who you are filing **On Behalf Of** is to click **All My Parties** in this dropdown.

After reviewing and submitting your filing, you will be directed to the payment processing screens, since fees will generally be associated with a Motion. There are, however, exceptions to this general rule, and no motion fee, technology fee or processing fee will be charged under the following conditions:

- You are filing on behalf of an indigent client or clients.
- The motion you are filing is exempt from the usual fee (i.e. — Motion/Protection Court Appearance).



The screenshot shows the 'Review and Approve Filing' screen in the E-Filing Filer Interface. The case number is 2015CP2203083 and the caption is 'Constance Palmer VS Heinrich Muller'. The agency is 'Common Pleas' and the case type is 'Common Pleas'. The case subtype is '(110) Debt Collections'. The user is identified as 'John E. Doe'.

Key elements of the form include:

- Client #**: A text input field.
- Payment on behalf of**: A dropdown menu currently showing 'Constance Palmer'.
- Payment Method**:
  - Pay by Credit Card
    - Estimated Court Fees: \$25.00
    - Technology Fee: \$5.00
    - SC.Gov Convenience Fee: \$1.74
    - Total Fees: \$31.74
  - Waiver (Use when filing with Certificate of Indigent Representation)
  - Bankruptcy (Use when filing proposed Order to Stay due to Bankruptcy)
  - Waiver Requested (Fee not Required)
- Document(s) to be Submitted**: A table with columns for Document Name, View Document, and On Behalf of. One document is listed: 'Motion/Summary Judgment' (Motion for Summary Judgment.pdf) on behalf of 'Constance Palmer'.
- Special Filing Instructions for the Clerk**: A text area containing the instruction: 'Judge Parker requested that I prepare this motion for his signature.'

Annotations 13 and 14 are placed on the Waiver options and the Special Filing Instructions text area, respectively.

13. If special circumstances warrant a waiver of fees, indicate the type of waiver being requested.

14. Enter an explanation in the **Special Filing Instructions for the Clerk**.

**Note**

Even if you are requesting a waiver, you must indicate the party on whose behalf the waiver is being requested.

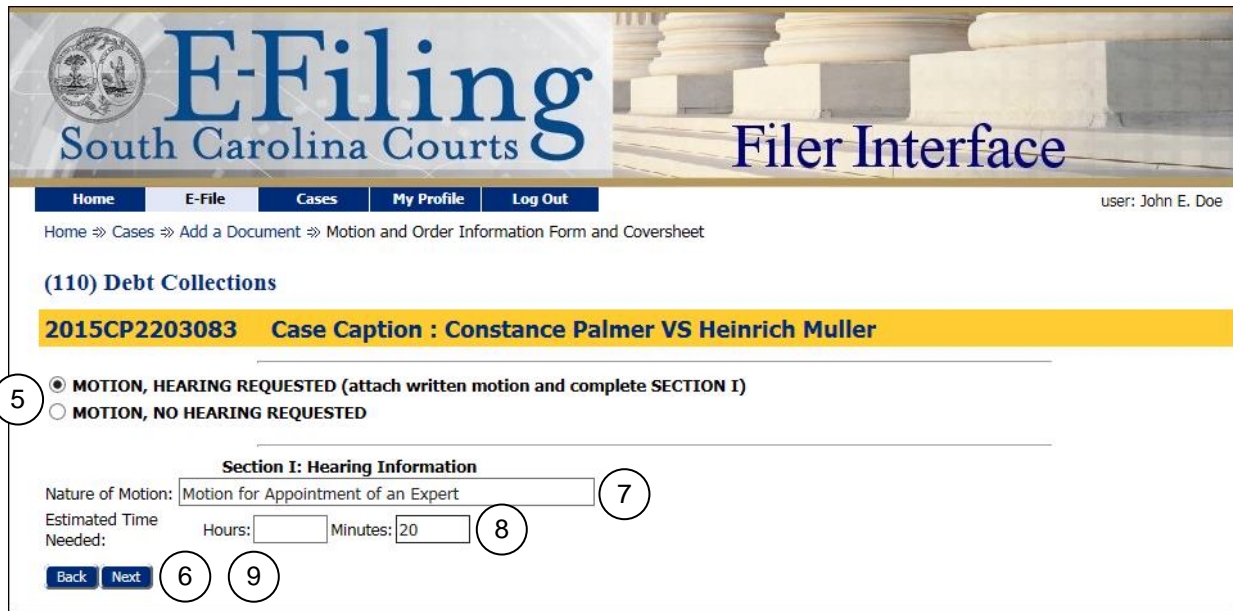
## File a Motion Using a Generic Description

This section of the reference guide pertains to filing a motion when one of the standard descriptions available in E-filing is inadequate, or none pertain to the motion you are attempting to file. Generics should always be used sparingly in E-filing, as use of a generic description when a standard description is available may result in a delay in processing your motion, cause you to pay a filing fee that would not otherwise be required, or result in the rejection of your filing.



The screenshot displays the E-Filing Filer Interface for South Carolina Courts. The page header includes the South Carolina Courts logo and the text "E-Filing Filer Interface". The user is identified as "John E. Doe". The navigation menu includes "Home", "E-File", "Cases", "My Profile", and "Log Out". The breadcrumb trail shows "Home >> Cases >> Add a Document". The case information is displayed in a yellow banner: "Case Number: 2015CP2203083" and "Case Caption : Constance Palmer VS Heinrich Muller". Below this, the county is "Georgetown", the court agency is "Common Pleas", the case type is "Common Pleas", and the case subtype is "(110) Debt Collections". The form fields are as follows: "Action Type" is set to "Motion" (circled 1); "Action \*" is set to "Motion/Other" (circled 2); "Document Location" is "C:\E-Filing Documents\Motion.pdf" (circled 3) with a "Browse..." button; and "Add to Submission" has an "Add" button (circled 4). Below the form is a table with columns: "Document Name", "View Document", "On Behalf of", "Edit Data", "Size", and "Remove". At the bottom, there are buttons for "Back", "Move to Draft", and "Next".

1. Choose **Action Type** of **Motion**.
2. Using the **Action** dropdown, choose the description **Motion/Other**.
3. Click **Browse** to locate your saved Motion (.pdf) document.
4. Click **Add**.



5. Click the **Motion, Hearing Requested** or **Motion, No Hearing Requested** radio button, depending on the nature of your motion.
6. If you are not requesting a hearing, click **Next**.
7. If you are requesting a hearing, enter the nature of your motion in the **Nature of Motion** field. This is particularly important when you have selected the generic motion description.
8. Use the **Hours** and **Minutes** fields to indicate the length of the hearing being requested.
9. Click **Next** to return to the Add a Document page.



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

**Note**

When reviewing your filing on the Review and Approve page, be sure to include the nature of the motion in the Special Filing Instructions for the Clerk, particularly if you did not request a hearing. It is best practice to include in the special instructions a note to draw attention to the exact type of motion you are filing so that it may be properly recorded by the Clerk of Court.

**Special Filing Instructions for the Clerk:**

## File an Amended Motion

When filing an amended motion, the Action Type of Motion is not used. Most motions carry a fee, which does not apply to a motion that has been previously filed and is now being amended.



The screenshot shows the 'E-Filing South Carolina Courts Filer Interface' for user John E. Doe. The breadcrumb trail is 'Home >> Cases >> Add a Document'. The case information is: Case Number: 2015CP2203083, Case Caption: Constance Palmer VS Heinrich Muller, County: Georgetown, Court Agency: Common Pleas, Case Type: Common Pleas, Case Subtype: (110) Debt Collections. The form fields are: Action Type (Filing), Action \* (Amended/Other), Document Location (C:\E-Filing Documents\Amended.pdf), and Add to Submission (Add). Below the form is a table with columns: Document Name, View Document, On Behalf of, Edit Data, Size, and Remove. The table contains one entry: Motion/Other, Motion.pdf, On Behalf of (Constance Palmer), Edit Data (Add), Size (1.79 MB), and Remove. At the bottom are buttons: Back, Move to Draft, and Next.

1. Choose **Action Type** of **Filing**.
2. Using the **Action** dropdown, choose the description **Amended/Other**.
3. Click **Browse** to locate your saved amended Motion (.pdf) document. Click **Add**.
4. Using the **On Behalf of** dropdown, select the parties on whose behalf you are filing and click **Add**.
5. Click **Next** to review and submit your filing.

When reviewing your filing on the Review and Approve page, be sure to include the nature of the amended motion in the Special Filing Instructions for the Clerk. It is best practice to include in the special instructions a note that will allow the Clerk to relate the original motion to your amended motion.

### Note

**Special Filing Instructions for the Clerk:**