



State of South Carolina
The Family Court of the Eleventh Judicial Circuit

Huntley S. Crouch
Judge

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MEMORANDUM

To: 11th Circuit Family Court Bar
From: Huntley S. Crouch, Chief Administrative Judge, 11th Judicial Circuit
Subject: COVID-19 Family Court Guidance-Updates
Date: April 29, 2020

Please take time to carefully review the Order from the Chief Justice issued on April 22, 2020, RE: Operation of the Trial Courts During the Coronavirus Emergency. Please also review the Chief Justice's Memorandum issued Friday, April 24, 2020, and the Order and forms issued on April 28, 2020.

These orders controls certain procedures in Family Court, and as a result, this memo supplements the prior memo issued on April 14, 2020.

On Tuesday, March 17, 2020, Lexington County closed the courthouse and all county buildings to the public. The courthouse remains closed at this time.

As a reminder, the Clerks of Court for the entire 11th Judicial Circuit, pursuant to the April 14, 2020 order referenced above, have agreed to permit documents to be filed by e-mail. They will not accept filings by fax. They each have requested that attorneys include in their documents containing electronic signatures a statement such as "Electronic signature and filing authorized pursuant to the Order of the Supreme Court of South Carolina dated April 22, 2020." They believe this will assist them in the future as originals are added to the files or to identify those documents which are authorized to have the e-filing/signature. If you have questions about their particular procedures or requirements, please see the county website or contact the Clerk of Court for the county in which you are filing.

A few reminders from the prior memo issued are:

If you are retained on a matter that is scheduled for any hearing, please comply with Rule 8, SCRFC, and **immediately upon being retained** notify opposing counsel and the presiding judge's administrative assistant. **Immediate notice of representation is critical to the Court's ability to coordinate hearings and, therefore, a failure to comply may result in the imposition of sanctions by the Court. In light of the email filing addressed above, there**

