

Reference Guide Contents:

Quarantine Petitions 1

- ❖ Overview 1
- ❖ Initiate a Case in E-Filing 1
- ❖ Add Documents to the Filing 2
- ❖ Selecting a Fee Waiver 3

Quarantine Petitions

Overview

S.C. Code Ann. §§ 44-4-100 to 44-4-570, the "Emergency Health Powers Act," authorizes the South Carolina Department of Health and Environmental Control (DHEC) to petition the circuit court for an order to quarantine an individual or group of individuals. Additionally, an individual or group of individuals isolated or quarantined may apply to the circuit court for an order to show cause why the individual or group of individuals should not be released.

As these are unusual filings, there is no Case Subtype code that they would clearly fall under. Similarly, there is no "action" and "action code" within the E-Filing system that specifically contemplates these petitions. **Filers should use Code 699 ("Special/Complex/Other"), action type "filing," and action "summons and complaint,"** even though the actual document will likely not be called a summons and complaint. When submitting the filing, **a fee waiver should be requested using the "Quarantine/Isolation fee waiver" option.**

This guide is not a step-by-step tutorial of every facet of completing an electronic filing. Instead, it highlights the steps a filer should take when submitting these unique filings. If a filer is unfamiliar with initiating a new action they should consult Attorney Reference Guide 06.

Initiate a Case in E-Filing

Selecting the Case Subtype Code



The **Case Subtype** (699) Special/Complex/Other should be used for these filings, as there is no specific Case Subtype code they would otherwise fall under.



1. Click to select the **Jury Demand** option "**No**."
2. Click to choose the **ADR** option "**Mediation**". See note
3. Click on **Add a Plaintiff** and **Add a Defendant** to enter the case parties.

Note:

These cases are not subject to mediation and the clerk will remove them from the mediation workflow after they are filed. If you choose "Arbitration" or "Exempt" you will receive an error message when you attempt to file.

Add Documents to the Filing



1. Select **Action Type** "Filing" and **Action** "Summons & Complaint."
2. Click **Browse** to locate your document.
3. Click the **Add** button, and the document is placed in the grid. (The form.xml file connected to Case Data contains code that can assist the E-Filing system administrator if errors occur on this filing.)
4. Any necessary exhibits may be added as when filing a standard summons and complaint.

Note: While these are petitions and not a traditional summons and complaint, you must choose that action to move forward. Clerks are aware you will be filing a petition and not a summons and complaint.

Selecting a Fee Waiver

Review and Approve Filing

County: Abbeville Court Agency: Common Pleas Case Type: Common Pleas Case Subtype: (699) Special/Complex/Other

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 Certificate of Indigent Representation)
 Bankruptcy (Use when filing proposed Order to Stay due to Bankruptcy)
 Waiver Requested (Fee not Required)
 Quarantine/Isolation Waiver (Use when filing to a DHEC Quarantine/Isolation case)

Case Initiation/Party Data:

Document(s) to be Submitted:

Document Name	View Document	On Behalf of
Summons & Complaint	SCJB_Remote Access Proceduresv13.pdf	John Jones

1. Select the **Quarantine/Isolation Waiver** option.
2. Clicking on the Summons and Complaint PDF hyperlink to view the document and ensure you haven't inadvertently attached the incorrect document.