ATTORNEY E-FILING USER MANUAL

OCTOBER 8, 2026

South Carolina Administrative Law Court
1205 Pendleton Street, Suite 224 and 325 Columbia, SC 29201
ALC Voice: 803-734-0550
OMVH Voice: 803-734-3201

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Terms and Conditions

In General

- The Court will commence the E-Filing System under a Pilot Program as described in the Court's administrative order. E-Filing will be voluntary under the Pilot Program and will become mandatory for all attorneys upon commencement of the E-Filing System.
- Attorneys must review the documents listed on the home page of the portal and certify they have done so before registering through the E-Filing System. The documents which are required to be reviewed include:
    - The Attorney E-Filing Manual which sets forth the specific details on how to register for E-Filing and how to use the System,
    - The Terms and Conditions of E-Filing by which attorneys must abide when e-filing, and
    - A training video that the attorneys must watch before submitting the Registration Form. Notably, at the end of the video, a verification code will be given that the attorney must enter during the registration process.

  Attorneys must also review the E-Filing Procedures. The video, user manual and the E-Filing Procedures will be available on the ALC website.
- Participation in the E-Filing System is a privilege and may be denied or revoked by the Court.
- It is the Authorized E-Filer/Pro Hac Vice Participant's responsibility to:
    - Ensure their contact information is accurate and updated when a change occurs,
    - Provide accurate information about opposing parties and counsel,
    - Properly serve the parties with any document filed with the ALC/OMVH,
    - Review the content of an E-Filed order or notice to determine its force and effect; however, any delay in accessing the E-Filing System or the email notification sent through the System to review the order does not affect the time of receipt, and
    - Protect their login information and password from unauthorized use. If an Authorized E-Filer or Pro Hac Vice Participant learns or suspects their login and password has been used without authorization, they shall immediately notify the Court of the unauthorized use by telephone.
- If the E-Filer encounters an issue with uploading the documents or accessing the System, the E-Filer should send an email to the Court's Department of Information Technology (IT Department) at DoNotReplyAlc@scalc.net for ALC case issues and DoNotReplyOmvh@scalc.net for OMVH case issues.
    - In the event of a technical failure, the Court will notify E-Filers by announcing it on the E-Filing System web page.
    - Scheduled maintenance of the E-Filing System will be also announced in advance via the E-Filing webpage at www.scalc.net.

Pro Hac Vice Participants (in the ALC)

- Attorneys seeking to utilize the E-Filing System as Pro Hac Vice Participants must first:
    - Submit the Certification of the Application for Admission and Payment of Admission Fee from the South Carolina Supreme Court and a Motion seeking admission to the ALC (with the appropriate filing fee) and
    - Receive an Order by the assigned ALC judge admitting the attorney Pro Hac Vice as provided in Rule 73, SCALCR.
- The attorney must submit a copy of the ALC's order admitting the attorney Pro Hac Vice by email to clerk's office at the time of registration.
- The Court will deny a Pro Hac Vice Participant's registration that does not meet the above requirements.

Filing Fees

- Filing fees must be paid before the case can be submitted. If the fees are not submitted within 30 days, the partial filing will be deleted from the E-Filing System.
- It is the E-Filer's responsibility to submit the correct filing fee amount.
    - A case is not deemed filed until the appropriate filing fee is submitted. A case will also not be assigned to a judge/hearing officer until the payment and all required documents are submitted.
    - Similarly, motions will not be deemed filed until the correct fee is submitted.
- The E-Filer must also ensure that their bank has sufficient credit. If a payment cannot be processed due to insufficient funds, the filing likewise will not be processed.

Payments are **nonrefundable**, even if the e-filing is rejected.

ALC E-FILINGS

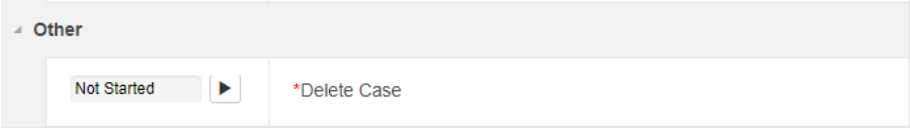
IN GENERAL

- Email Notifications through the E-Filing System will be sent by DoNotReply@scalc.net.
    - Please note that it is the responsibility of the E-Filer to monitor its e-mail for all emails sent by the Court through the E-Filing System.
- Browser Requirements.
    - Please note that the E-Filing System may not work as intended if you are using Safari or Chrome Incognito.
        - To make it work for those browsers, please change the following settings
            - **Chrome Incognito:** Enable third-party cookies
            - **Safari:** Turn off "Prevent cross-site tracking"
- Excluded Cases
    - E-filing cannot be used to file appeals from final decisions of the Department of Corrections and the Department of Probation, Parole and Pardon Services, or the Department of Employment and Workforce. E-Filing can be used for all matters filed as contested cases.
- Excluded Documents
    - Sealed documents are not permitted to be filed through the E-filing System.
- Timeliness
    - A document submitted to the E-Filing System to commence a case that is uploaded on or before 11:59:59 p.m., Eastern Time, shall be considered filed with the Court on that date provided it is subsequently accepted by the Court as described below in subsection (D). *See* Section 4(C), SCALC-EFP.
    - **Note**: Be mindful that the submission of documents outside of the Court's normal business hours, including State Holidays, will delay the Court's review of that filing.
- Participating Parties
    - Only Attorneys will be authorized to register as E-Filers.
        - Attorneys admitted pro hac vice may register with the E-Filing System as Pro Hac Vice Participants. Pro Hac Vice Participants will be able to review documents and receive service through the E-Filing System but cannot submit filings.
- Fee Waiver Request
    - If an Authorized E-Filer is seeking a waiver from payment of the filing fee, traditional means of service must be used. If the waiver is denied, the Authorized E-Filer will be required to use the E-Filing System.
- Subpoenas
    - Subpoenas cannot be served through the E-Filing System.
- Pilot Program:

- Beginning on November 12, 2025, participation in the E-Filing System will be mandatory for all attorneys.

- Administrative Order
  - The Court will commence e-filing by an Administrative Order. The Order will also implement the E-Filing Procedures. However, these procedures will not supersede any of the SCALC Rules.

- Notable E-Filing Actions
  - When completing an e-filing, if the "save" button is not selected prior to clicking back to a prior page or, before exiting from the E-filing system, the entered information and/or document will not be saved in the E-Filing System.
    - Therefore, it is wise to click "save" on every page before exiting.
    - **Note:** Hitting "cancel" will indicate that action is "in progress" rather than "completed."
  - The E-Filing System will identify documents as "in progress" until the e-filing fee is submitted.
  - E-Filed cases will also be listed as "in progress" until resolution of the case.
    - Note: Prior to submission, a case may be deleted. (See below).
      - This action is not available once the case has been submitted. If you delete the case and the payment has been submitted, the fee will not be refunded. A new filing fee will be assessed if you chose to re-file the case.



- **Case Filing Options**
  - The E-Filer must select whether they are submitting or viewing a:
    - SCALC Case or
    - OMVH Case (See OMVH information below)
  - Under each SCALC and OMVH heading, the E-Filer can select:
    - "File a Case"
    - "Cases in Progress"
      - This will list your pending e-filed cases. Cases that were traditionally filed will not be visible in the system as a case in progress. However, upon consent of the parties, a pending case may be converted to an e-filed case. To convert the case, the e-filer must email the assigned judge's office.

- When you select a case, all documents that were filed/issued will be visible under the heading "case documents."
    - **Note**: if the E-Filer selects "File a Case" but exits out, the E-Filing System will store the information entered as a Case in Progress. The Case will be retained in the E-Filing System for thirty days.
- If you have a pending e-filed case in the "file a case" stage, you will receive reminder emails daily (up to 5 total) stating the following:
    - "An incomplete case filing is currently pending in SCALC's E-Filing System. If it is not submitted within 30 days, the filing will be deleted from the E-Filing System."
    - If you do not intend to submit the pending case, you may delete it by selecting the action "delete case" as explained above.

- The E-Filer may also file Motions in an existing case by selecting the "File Additional Case Documents" tab.
    - Under this heading, the E-Filer can select to "File Documents" or view "Documents in Progress."
- **Note:** You cannot use the SCALC Case heading to file anything related to an OMVH case. SCALC and OMVH function as two separate e-filing systems and cases which are inadvertently filed under the incorrect case heading will be rejected.

REGISTRATION AS A NEW USER

Initial Instructions

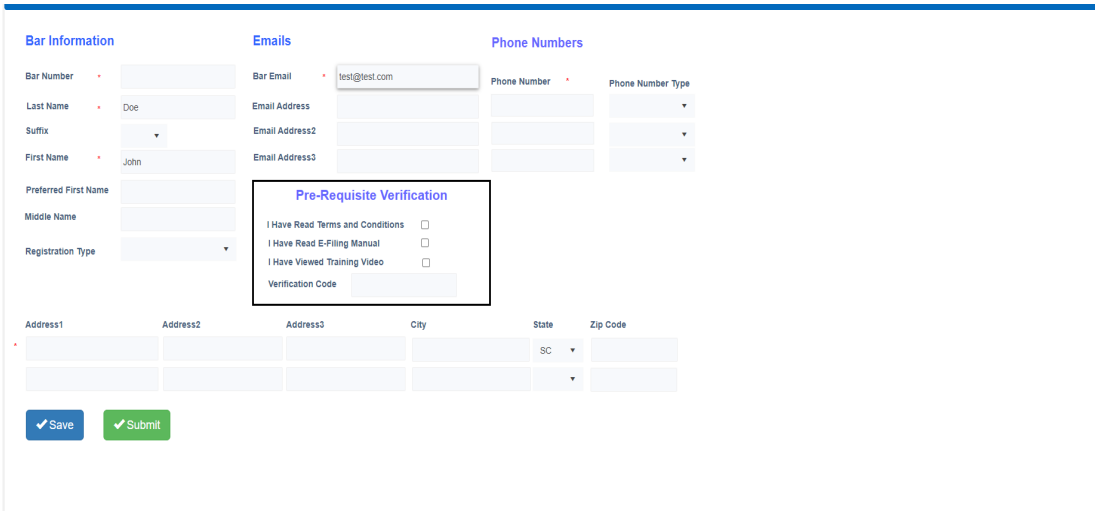
- Attorneys will be instructed to review:
    - This Attorney E-Filing Manual, which includes the Court's E-Filing (ALC and OMVH) Procedures, SCALC-EFP,
    - The Terms and Conditions of E-Filing by which an Authorized E-Filer must abide, and
    - A training video that the attorneys must certify they watched before submitting the Registration Form
        - At the end of the video, a verification code will be given that the attorney must enter during the registration process.
- The training video and Attorney E-Filing Manual, along with the E-Filing Procedures, will remain accessible from the Court's website, scalc.net.
- Once Attorneys have reviewed the documents, they will select the link to visit the E-Filing System via the Court's website and select the "Attorney Registration" tab. Access to this form will not require a login or password.

- Attorneys will only register one time on the system. With the exception of Pro Hac Vice Participants, registration will allow an attorney to file in the E-Filing system for cases before the ALC and the OMVH.

Registration for SC Attorney

- Attorneys must first provide their name and email address and then select a username and password.
    - **Attorneys must use the name and email address registered with the SC Bar.**
        - **The Attorney's email cannot be changed after submission of the pre-registration form. However, if the attorney's bar email address needs to be changed or if you have questions regarding your registered email, please email DoNotReplyAlc@scalc.net.**
        - **If you do not enter your bar email address, an error will occur in the system which will either delay the approval of registration or result in rejection.**
    - Password requirements include
        - Minimum Requirements
            - Password length. Password must be eight or more characters long.
            - Minimum numbers. One

        - Minimum uppercase letters. One
        - Minimum lowercase letters. One
        - Minimum special characters. One
        - Notably, all characters can be used.
    - Maximum Password Age
        - The maximum password age will depend on how often a user logs into the portal.
        - If a user logs in annually (at least once every 365 days), the password will not expire.
        - If a user doesn't login for 365 days, the system will require them to change passwords.
    - Allowed Login Attempts
        - Accounts will lock after five attempts.
        - The lockout will last fifteen minutes.
- Once this information is saved, the Attorney will be prompted to fill out the next screen.
- On the next screen, an Attorney must fill out the following:



- SC Bar Information
    - The attorney must enter their Bar number and select the appropriate registration type.
        - If an attorney represents an agency, they must select SC Registered Agency Attorney.
        - If not, select the registration type SC Registered Attorney.
- Email Information

        - Attorneys may list secondary email addresses, including their paralegal's email (or any staff), phone numbers and addresses. Notifications generated by the E-filing system will be sent to all email addresses that are associated with a registrant. The maximum number of email addresses which may be submitted is three (not including Bar email address).
    - The maximum number of phone numbers and addresses that may be submitted will be three.
- As a pre-requisite to submitting the Registration Form, attorneys will be required to certify they reviewed the E-Filing Manual, which includes the Court's E-Filing Procedures, Terms of Conditions of E-Filing and completed a training video. They must enter the verification code that was given at the end of the training video.
- To complete the Registration process, click the green "Submit" button.
    - Once submitted, the system will show a message in green (See Appendix).
- Attorneys will be notified at the given email when their registration is approved or denied. If denied, the attorney will be informed of the reason(s) for denial. Even if an attorney's registration is denied, their username and password will remain valid for limited access to the E-Filing System to complete their registration.

Registration for Pro Hac Vice Participant

- A Pro Hac Vice Participant must first
    - Submit, through traditional means (not using the E-Filing system), the Certification of the Application for Admission and Payment of Admission Fee from the South Carolina Supreme Court and a Motion seeking admission (with the appropriate filing fee) and
    - Upon receipt of an Order by the assigned ALC judge admitting the attorney Pro Hac Vice as provided by Rule 73, SCALCR, the Pro Hac Vice Attorney may proceed with registering with the E-Filing System.
- The registration process for the Pro Hac Vice Participant is the same as described above but for the exception that the Pro Hac Vice Participant must select "Pro Hac Vice Attorney" as the Registration Type and include their Bar number for the state in which they are licensed as well as their Bar email address.
- Once approved, the Pro Hac Vice Participant will have limited access to the E-Filing System. Specifically, they will only be able to view documents that have been filed in the case which they are associated with.

Registration Verification

- The Clerk of Court will review the registration request.
    - The information provided will be verified by the Clerk. Specifically, the Clerk will verify the Bar number to ensure the attorney is licensed in South Carolina. If the registrant is a Pro Hac Vice Participant, the Clerk will ensure the required documents have been completed.

- The Clerk will then either approve or deny the registration.

- Denial
  - If a registration is denied, you will receive an email notification explaining the reason for the denial. The email will be sent from DoNotReply@scalc.net.
  - If denied, an attorney must correct the deficiencies to complete registration. To correct the deficiencies, an attorney must log on to the E-filing system, and select the status on the right hand corner labeled "registration awaiting submission."

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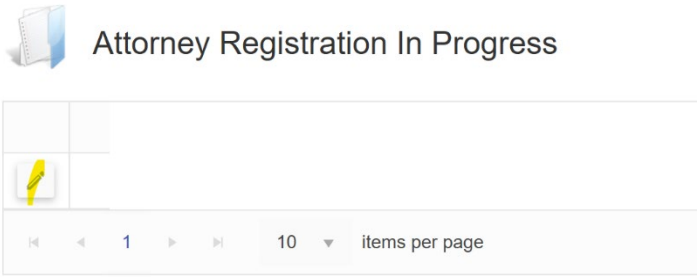
  - The attorney can then edit or correct the information by selecting the writing symbol.



    - Note: do not select "attorney profile," this is only used once registration has been approved.
  - The attorney will then select "submit" for Clerk review and approval.

- Approval
  - If approved, the E-Filing System will automatically email the attorney stating their registration was approved. The email will be sent from DoNotReply@scalc.net. Once received, the Attorney can begin utilizing the E-Filing System as an Authorized E-Filer.
  - Now that the attorney has been approved, he/she is allowed to submit cases and utilize the System!
    - **Note:** If you receive a login error, click the log out button in the right upper corner and re-enter the username and password for the Authorized E-Filer.
  - Pro Hac Vice Participants
    - Pro Hac Vice Participant's access is limited to only viewing documents in the cases in which they are associated. However, any Authorized E-Filers associated with the case will be able to file documents through the E-filing system.

Login After Registration is Approved

- The E-Filer will be prompted to enter their login and password.

- It is the E-Filer's responsibility to update their contact information when a change occurs.
- The E-Filer may update their profile and login at any time. These tabs will be located on the top of the E-Filing System home page.
    - To edit the username and password, select the tab that states the username (See below, Test.Attorney115).
    - To edit the information provided during registration, select the tab "Attorney Profile.
        - You cannot change the main email address associated with your account. If you need to change this, we will need to delete your account.
    - Lastly, please save your signature on your profile. To do this, select your username on the upper right-hand corner of the screen and there is an action labeled "signature." This signature will be affixed on future case filings.

FILING A NEW CASE

Step 1

Case Information

- State Agency
    - After the E-Filer selects "File a Case," the E-Filing System will present them with a drop-down menu to select the state agency from which the case emanates.
    - If the state agency is not listed or the e-filing remedy/action is not applicable to the case being filed, the E-Filer must select the "MISC" tab. The case types that fall under "MISC" are as follows:
        - Department of Agriculture
        - Charter Schools
        - Criminal Justice Academy
        - Debt Set-Off
        - Employee Grievance
        - Miscellaneous
        - Subpoena
            - If the E-Filer is seeking an action regarding a subpoena, the MISC tab must be selected as the agency.
        - Tourism Expenditure
- Case Type

- The E-Filer will next select the case type. The available case types will be dependent upon the selected agency. For instance, selection of the Department of Revenue as the agency will result in the following case types: DOR Application or DOR Violation.
    - If the case type under which the action falls is unclear, contact the Clerk of Court at the Court's main number, 803-734-0550. Selecting the wrong case type could result in payment of the wrong filing fee, which will delay the processing of the case.
- **Notes**:
    - For regulation hearings, please select the generic case type for the agency that is submitting the hearing request. For example, if LLR submits the request, the E-Filer will select generic case type LLR 11.
    - For county tax cases, select DOR as the state agency then select the appropriate case type: DOR 17 County Tax Commercial or Residential.

- Filing Type
    - After selecting the Case Type, the E-Filer will select the filing type. There are four potential filing types:
        - Request for Contested Case Hearing (CC);
        - Notice of Appeal (AP);
        - Request for Injunctive Relief (IJ); or
        - Request for Regulation Hearing (RH).
    - The filing type will be limited based upon the selected case type. For instance, selection of a DOR Application case type will only allow the following case types to be selected: Request for Contested Case Hearing (CC) or Request for Injunctive Relief (IJ).

Step 2

Parties

- The next drop-down menu will require the E-Filer to add and provide information about the parties.
- It is the E-Filer's responsibility to:
    - Provide accurate information and
    - Properly serve the parties with any document filed with the Court.
- Select the "Add" button to add a party to a case. A pop-up window will appear for entry of party information. The E-Filer must **first** add the name, address, email, and phone number of the party commencing the action.
    - **Note**: The E-Filer must also select "Yes" to the field "Requesting Party."
        - This will allow the system to correctly populate the case title.

        - If you are representing a State Agency and you are filing the case, you must enter the State Agency's information first and must select "yes" to the field "requesting party." If you do not, the System will generate a fee in all filings going forward.
    - The E-Filer must select the appropriate person type before filling out the information. The options include:
        - Corporation
        - Individual
        - Local Government
        - Public School
        - Public School/Higher Ed
        - State Agency
        - Organization
    - The E-Filer must also select the appropriate party type. The requesting party is typically the "Appellant" or "Petitioner." A complete list of party types can be found below.
        - Please be sure to select "save" at the bottom of the pop-up when entering party information into the system.
    - Once all information for the requesting party is complete, click the "save" button at the bottom of the pop-up window. The E-Filer can return to the System at a later time to add additional parties or otherwise complete a partial submission.

- The E-Filer must then add the other parties in the case, including the State Agency involved.
    - For each additional party, the E-Filer must select the appropriate person type before filling out the information. The options are listed above.
    - The E-Filer then must select the appropriate party type. The E-Filer may contact the Clerk's Office if they are unsure of the appropriate type. The following list includes potential options to select for party type:
        - Appellant
        - Petitioner
        - Respondent
        - Protestant (For DOR cases only)
        - Proponent (for Regulation Hearings)
        - Intervenor

- After the party type is completed, the E-Filer must fill out the information for the opposing party, this includes the name, address, email, and phone number. It is the E-filer's responsibility to correctly enter the party information.
    - If the party is an individual, the E-Filer must fill in their First and Last Names.
    - For state agencies, use the Last/Group field to enter the agency name.

Step 3

Representatives

- Once all parties have been added to the case, the next drop-down menu will require the E-Filer to select the Representatives for the parties. The E-Filing System will automatically add the E-Filer's information to the case. If you do not know the contact information for the attorney of the opposing party, it is your responsibility to contact the other parties. It is important that representatives for all parties are added to the case to ensure that they are notified when the case has been assigned to a judge.
    - The E-Filing System stores information of Representatives who have previously appeared before the Court. Use the search box on the right of the window to determine whether the party representative is recognized by the E-Filing System. To add the Representative to the case, select the check box appearing on the left of the table.
    - REMINDER: It is the E-Filer's responsibility to compare the information stored on the E-Filing System to the representative information for the party to ensure accuracy. The case will be returned if you do not add the representative of the other party.
        - If the information is not correct, you can manually add representative information from the "Edit Representative" action.
    - After selecting all representatives, click the blue "continue" button. If the Representative is not recognized by the E-Filing System, you will be able to manually add the representative from the "Edit Representative" action, accessible from the New Case home page.
        - **Note:** As noted above, the E-Filer does not have to add themselves as a representative; the System will automatically add you as a representative.
- Once all the representatives have been added, the E-Filer **must** identify the representative type under the "Edit Representatives" action. To add the representative type, click the representative's name and then select "Edit."
    - Select the appropriate type, i.e., "Attorney for Petitioner" or "Attorney for Respondent."
        - Select "Legislative Liaison" for Regulation Hearings.
    - **Note**: The E-Filer filling out the information must select a representative type for themself. Representative type is not automatically populated by the E-Filing System.

- Once completed, click "save" to continue to the next action.

Step 4

Filing Documents to Commence a Case

- Intake eForms
  - These electronic forms were created by the Court to help gather the required information for filing a case. There are four different forms, based on the filing type the E-Filer selects (appeal, injunctive relief/enforcement, regulation hearings or contested cases). These forms vary based on the requirements set forth in the Court's Rules of Procedures for filing a case.
    - **Note**: Some fields are automatically populated based upon previously entered information. Please ensure that all information is correct before proceeding to the next screen.
      - In addition, please note that if the case is filed on behalf of more than one party, for example, on behalf of a married couple, the eform will only populate one party's information. However, during the e-filing process you can edit your case information and manually add the other party's information to the eform.
      - Furthermore, if the name of a party is longer than 30 characters, the entire name will not be displayed on the form once it is converted to PDF. Therefore, it may be necessary to abbreviate certain names to shorten the length of characters. For example, South Carolina Department of Environmental Services can be abbreviated to SC DES.
        - Lastly, there is a field that provides "Please provide a brief statement regarding why the hearing is being requested and the relief sought," this field has a limit number of characters.
- Uploading Documents:
  - The E-Filer may be required to upload certain supporting documents with the intake form depending upon the filing type. For instance:
    - For Contested Cases, the document required will be the Agency Decision
    - For Appeals, the documents required will be the Agency Decision and the request for transcript to the agency.
      - For appeals that did not have a hearing below and thus, do not have a transcript, please upload a document explaining why there is no transcript to request.
    - For Regulation Hearings, the document required will be a copy of the notice from the state register.
    - For Injunctive Relief/Enforcement cases, the E-Filer will upload the document supporting their request.

- **Note**: Attached documents will be limited in size as set forth in the E-Filing Procedures.
- Format
  - The E-Filing System will prompt the E-Filer to upload documents in either PDF, Word, or both formats, pending on the document type. Whether both are required to be uploaded will depend on the document type.
- **Note**: If the E-Filer has an issue uploading a document, the E-Filer must contact the Court at DoNotReplyAlc@scalc.net

Service and Proof of Service When Commencing a Case

- Service
  - Service of the documents commencing an action must be made upon the parties through traditional means of service (service cannot be completed through the E-Filing System at this stage).
    - **Note**: In appeals from the Office of Motor Vehicle Hearings (OMVH), service of the Notice of Appeal and the order for a transcript must also be made through traditional means of service. The OMVH does not receive notice through the E-filing System on appeals to the ALC.
    - **Note**: Traditional service is not required for regulation hearings. Thus, proof of service is not required.
- Proof of Service
  - E-Filers must fill out a Proof of Service on the E-Filing System intake eform to verify service.

BEFORE PROCEEDING TO STEP 5, REVIEW ALL ACTION STAGES FOR ACCURACY. YOU WILL NOT BE ABLE TO MAKE CORRECTIONS ONCE YOU BEGIN THE "Review Fees, Pay, Sign, and File" action.

Step 5

Payment of Filing Fee, if any, or Waiver

- When the E-Filer selects the "Review Fees, Pay, Sign, and File" action, the E-Filing System will review the inputted information to determine if all necessary fields have been completed. The E-Filer will be prompted to complete any missing required fields.

Note: Once the "Review Fees, Pay, Sign, and File" action is selected, the E-Filing System will not let an E-Filer edit any information that has already been entered. Make sure to review all fields/documents for accuracy before proceeding to the Payment action.

- Determination of the Filing Fee
  - A filing fee will be **required** for new cases and motions, subject to the exceptions listed in the Court's Rules of Procedure.

- The E-Filing System will determine the appropriate filing fee based upon the selected case type. Even if there is not an associated filing fee for the case type, the E-Filer must select "Pay Fees" to proceed with the E-filing.

- Exceptions to Filing Fees
  - The System will recognize parties and filing types which are exempt from filing fees (such as a State Agency, Public School, Law Enforcement Agency, Regulation Hearings).

- Questions Regarding a Fee
  - If an E-Filer is unsure about the appropriate filing fee or whether their party is exempt from paying the filing, they should contact the Clerk of Court by telephone. Failure to pay the appropriate filing fee will result in a delay of the case.

- Waiver Request
  - E-Filers who seek a waiver of the filing fee for an indigent client are not permitted to submit the initial case through the E-Filing System and must traditionally file the initial case and their request with the Court.
    - If the waiver is granted, all subsequent filings must be made utilizing the E-Filing System.
    - If the waiver is denied and the E-Filer must pay the filing fee, and all subsequent filings must be made utilizing the E-Filing System.

- Disclaimer
  - Before the E-Filer is directed to enter their payment information, the E-Filing System will set forth a disclaimer advising the E-Filer of the following:

    Note: Fees must be paid before the case can be submitted. If the fees are not submitted within thirty (30) days, the partial filing will be deleted. Additionally, once the payment is made, the payment is non-refundable even if the filing is rejected.

  - It is the E-Filer's responsibility to submit the correct filing fee.
  - A case will not be assigned to a judge until the payment of the filing fee and all required documents are submitted.

- Also, as stated in the disclaimer, the payment is nonrefundable, even if the e-filing is rejected.

- Payment
  - The E-Filer will then be directed to the payment portal, which will be processed by a third-party payment processor.
  - The E-Filer will be instructed to enter his or her name and email address.
    - The E-Filer may select to pay by credit card or through ACH.
      - ACH: $1 flat fee
        - Checking
        - Savings
      - Credit Cards: 2.75% of Fee
        - MasterCard
        - VISA
    - Once the form of payment is selected, the E-Filer will be prompted to fill in the required information for the selected payment type. The docket number will be generated once the payment is received by the Court and will be reflected in the payment box. However, if the filing is ultimately rejected, the docket number will be modified to reflect that the filing was incomplete.
      - **Note**:
        - Payment information is not stored in the System.
        - The E-Filer is responsible for ensuring that their bank has sufficient credit to cover the filing fee. If a payment cannot be processed due to insufficient funds, it can delay the processing of the case and filing of the document.
        - The fees for ACH and credit cards will appear as separate charges.
  - If the E-Filer is not ready to proceed with payment, the E-Filing System will retain information entered into the System (with the exception of the payment information) for thirty (30) days. Any incomplete filing will be deleted from the System after thirty (30) days.
- Payment Failure
  - If the E-Filer submits an incorrect card number, a message will appear. (See Appendix).

- If the E-Filer enters the wrong bank information, uses a lost/stolen card or if the funds on the card/bank account are not sufficient, they will receive a failure notification.
- If the E-Filer receives a failure message, they will be able to reenter the card/ACH or use a different card/ACH.
- If you received a failure message but still received an email notification indicating the payment was successful, please email the helpdesk.

- Receipts
  - Payment receipts are generated once the filing fee has been successfully submitted.
  - E-Filers will receive a payment e-receipt from the third-party payment processing, which will be sent from donotreplystage@snappayglobal.com. (See Appendix). Any representations set forth in the e-receipt are not to be interpreted as statements of the Court.

Step 6

Submission Verification

- Once payment is made, the E-Filer will be returned to the E-Filing System where they can complete the filing by selecting "Sign and File Case with Court."
- To complete E-filing the case, the E-Filer will be required to electronically sign and verify that the documents they have uploaded to the System are correct.
  - If there is an issue with the documents uploaded or the information entered on the eForm, please contact the Court at donotreplyALC@scalc.net.
  - The E-Filer will have the option to insert a saved signature, draw using a mouse/finger/pen or type a signature.
  - **Note**: The System will give the following prompt to the E-Filer:

    Please sign below to verify you have entered all the necessary information. Your signature will be applied to the eForm once it is saved and submitted.
- The E-Filer will then be directed to click "Save and Submit" to complete the filing of the case.
- The E-Filer will be notified that the submission was successful with the following message that will appear on the screen:

  Your case has been e-Filed and is Awaiting Review.

Step 7

Review of Submission

- The E-Filing System will send the filing to the Clerk's Office to review the submission to determine if all required information was correctly submitted based upon case type.

- The Clerk's Office's review will be limited to determining if all required information was correctly completed as provided by the Court's Rules of Procedures, for instance, whether
    - The case type was selected correctly and
    - The correct documents were uploaded into the System.
- **Note**: The substance of the matter will not be reviewed by the Clerk of Court.

Step 8

Notification of Filing Acceptance or Other Disposition

- Notifications
    - Direct Notification to the E-Filer
        - The E-Filing System will notify the E-Filer by email if the filing has been accepted, returned with deficiencies, or rejected.
        - The notification from the Clerk's office will be saved as a Case Document in the E-Filing System. However, the filing will not be construed as a case until the deficiency is corrected and the case is accepted.
    - Notification Within the System
        - The E-Filing System will also denote under the "Cases in Progress" tab whether the filing has been accepted, returned with deficiencies, or rejected.
- Filings Returned with Deficiencies
    - Direct Notification by the Clerk
        - If the E-Filing is found to be deficient, the Clerk will provide notice of the reason(s) that the filing was deemed deficient. The notification will be sent by email, from DoNotReply@scalc.net to the E-Filer. (See Appendix).
    - E-Filer's Response
        - The E-filing System will retain the previously submitted case information for (5) business days during which time the E-Filer may correct any deficiencies in its submission.
            - **<u>Importantly,</u>** the time to resubmit the filing does not extend or toll any statutory deadline for filing. Therefore, the date of filing for the case will be the date the filing is corrected.
        - To correct the deficiencies, go to "Cases in Progress" and select the writing symbol (See Appendix) to the left of the applicable case. The System will then display the following actions:
            - Case Information
                - If you need to change the agency, case type or filing type, use this action.

- Parties
- Representatives
    - Please use the database provided to select the representative. If the attorney is not listed, then enter it manually.
- Intake Documents (including the relevant e-form and upload documents function)
- Pay Fees
    - * Note if you previously paid the filing fee and the Clerk of Court did not indicate that the fee was incorrect, the System will automatically recognize that the fee has been paid. DO NOT PAY AGAIN. If the System will not let you proceed without paying again, please contact the help desk. If you do not contact the help desk and decide to pay the filing fee again, the fee will be non-refundable.
- Sign and Submit
    - This action will add your signature to the eform.
    - Please note that you cannot edit the eform here. To do that, go to Intake Documents.

- Once the E-Filer corrects the deficiencies and re-files the case in the E-Filing System, the System will automatically send an email notification to all attorneys associated with the case.
- The date of filing for the case is the date the E-filing is correctly submitted.
- If the E-Filer attempts to correct the deficiency but fails to perfect it in the five days, the System will deem the filling "Rejected," and it will be given a docket number extension of RF (rather than extension such as CC, AP or IJ)

- Rejected Filings
    - If the E-Filing is rejected, the Clerk will notify the E-Filer by email of the reason for the rejection. (See Appendix)
    - File Stamp
        - Once the Clerk enters the filing into the System as rejected, the System will modify the extension to the docket number to reflect the filing was rejected.
            - For Example, the docket number would be changed from 21-ALJ-00-0001-CC to 21-ALJ-00-0001-RF.
            - The "RF" extension will be changed back to a regular docket extension if the deficiencies are corrected, and the case is accepted for filing.

- E-Filer's Response Options upon receipt of Rejection
    - Option 1
        - The Authorized E-Filer can request the Court review the rejection by e-filing a request within three (3) business days of the rejection. The request must set forth good cause why the filing should be accepted.
            - To E-File a request for review, go to your "Cases in Progress" and select the writing symbol (See Appendix) on the left of the case. You will be prompted to upload the request for review.
                - Service will be automatically completed through the E-Filing System. However, the E-Filer may also select to traditionally serve the other parties.
                - A sample proof of service form is provided in the Appendix.
                - To complete the filing of the request, the E-Filer must select "Return to Court" then select continue.
        - If the Chief Administrative Law Judge finds the E-Filer has established good cause to accept the filing, the e-filing will be accepted.
            - The date of filing will depend on the arguments presented by the E-Filer and will be determined on a case-by-case basis.
        - If the e-filing is accepted for good cause, the Clerk will select "Accepted," and the matter will be assigned to an Administrative Law Judge. The extension of RF will be changed to reflect the case filing type.
    - Option 2
        - The E-Filer may resubmit the filing as a new filing. The re-filing of a case will result in a new filing fee. The re-filing of the case will be deemed filed the day of the resubmission, provided the filing is perfected.

- Accepted E-Filings
    - Once the Clerk accepts an e-filing, the E-Filing System will notify the E-Filer by email that the submission has been accepted and is awaiting assignment. The email will also include the Docket Number affixed to the case. (See Appendix).
    - The case status will be listed in the E-Filing System as: "Accepted Awaiting Assignment."

Step 9

Assignment of New Cases

- After a case is accepted, the case will be assigned to a judge by the Chief Judge.
- Upon assignment, the E-Filing System will send an email notification to the registered Attorneys associated with the case informing them of the judge to which the case is assigned. (See Appendix).
- The System will change the status from "Accepted Awaiting Assignment" to reflect the next action pending before the Court.

PENDING ALC CASES (AFTER ASSIGNMENT)

In General

Viewing Cases Filed

- Following a case assignment, an E-Filer can view notices, documents and orders in cases they are associated with under "Cases in Progress." To view case information, the E-Filer should select the desired case, and a record of all documents, orders and notifications will be listed on the right of the screen. The E-Filer will be able to view all filed documents, notifications, and orders issued by the Court in the cases in which they are associated.

Notice of Appearances

- If an Attorney is not originally listed in the case, a Notice of Appearance must be filed through traditional means. Once the Law Clerk posts the attorney's name and email into the E-Filing System (as listed in the SC Bar Directory), an email will be sent to the attorney notifying him access has been granted to the case has been granted. However, if the Attorney is not an Authorized E-filer they will need to complete the registration process before they can view and file documents through the E-filing System.
- If an Attorney in a case receives the service of process for an E-Filed case, the Attorney must e-file a Notice of Appearance along with their initial response (i.e., first document that the Attorney files in the case) to the Court. Once filed, the Attorney will be designated as Counsel of Record in that case. (*See* Section 4(E)(1)(b), SCALC-EFP). If the Attorney is not an Authorized E-Filer, they must complete the E-Filing Registration process.

Access Restriction

- E-Filers will not have access to cases they are not associated with.

Submitting Documents in a Pending ALC Case

Uploading Documents to be Filed

- To file a document, the E-Filer must use the option "File Additional Documents" located on the right of the E-Filing home page.
    - Under this heading, the E-Filer must select "File Documents."

- This process is only available after the case has been assigned to a judge. If you wish to file a Motion prior to assignment, you must file the Motion traditionally.

- The E-Filer will then select the appropriate case from the table—using the case docket number— in which they wish to upload the document.
  - If a case is not visible, please contact the law clerk of the assigned judge.
- After the E-Filer selects the case, the E-Filer will select the "Upload Additional Documents" action. The E-Filer will select the document category from the following:
  - Agency Information Sheet
    - **Note:** There is a separate process to upload this document, instructions are provided below. If you wish to amend this document after you have filed it, you must upload the amended AIS by way of the "File Additional Documents" process.
  - Briefs
  - Correspondences
  - Exhibits
  - Intake Documents
    - **Note**: This category should only be used to correct documents uploaded during the initial case submission process.
  - Miscellaneous
  - Motions
  - Notices
  - Orders by the Parties
    - For example, proposed orders.
  - Prehearing Statements
    - **Note:** There is a separate process to upload this document, with instructions provided below. If you wish to amend this document after you have filed it, you must utilize this process.
  - Record on Appeal (Appeals)
- Next, the E-filer will select the Document Types. For Example,
  - Appellant Brief (Under Briefs)
  - Prehearing Statement (Under Prehearing Statement)
  - Motion for Summary Judgment (Under Motions)
- If the Document Type is not listed, select the one that is most appropriate or the Misc. Option.
- The E-Filer must then upload the document(s) they wish to file.
  - Document Name Format
    - E-Filed documents must be named as follows:

Docket/Case # - Document Type

- The Docket Number can be abbreviated to its case number which is: the year the case is filed, the letter "A" followed by the last four digits of the docket number.
    - Document name cannot be longer than 150 characters.
    - Document submitted with names in excess of the above character count will be rejected. If rejected, the document must be resubmitted. The resubmission of a document will result in a new filing fee.
- For example,
    - 22-ALJ-07-0333-CC (Docket Number) can be abbreviated to 22A0333 (Case Number)
    - So, if you were uploading a Motion for Summary Judgment, you would name the document:
        - 22A0333- Motion for Summary Judgment

- Uploading Format
    - The E-Filing system will prompt the E-Filer to upload the documents in both PDF and WORD formats. Whether both are required will depend on the document type. Nonetheless, PDF format will always be required.
- If the E-Filer has an issue with uploading the documents, the E-Filer should send an email to the Court's Department of Information Technology (IT Department) at DoNotReplyAlc@scalc.net.

Service and Proof of Service

- The E-Filer must file a Proof of Service when submitting a document to the Court for filing.
- Service will generally be allowed by
    - Traditional means or
    - Through the E-Filing System.
        - E-Filers can E-Serve documents upon attorneys who are registered in the E-Filing System.
        - However, subpoenas must be served upon the parties by traditional means.
        - **Note**: The System will automatically email the filed documents irrespective of the selected method of service.
- Proof of Service eForm
    - Regardless of which method of service the E-Filer uses, the E-Filer must indicate the type of service upon the parties by filling out the Proof of Service eForm and checking the appropriate box that the parties have been served either by traditional means, through the System, or both.

- The E-Filer is responsible for ensuring that the Attorneys of the opposing parties are listed, that their information is correct, and that they are appropriately served.

Submission

- When the E-Filer is ready to submit the document and Proof of Service for filing, the E-Filer must select "Save and Continue." The System will prompt the E-Filer to sign the Proof of Service eForm by displaying this message:

  Please sign below to verify you authorize the attached Proof of Service.

  Your signature will be applied to the eForm once it is saved and submitted.

- Once the eForm is signed, the E-Filer will click "Save and Submit."
- The System will then have the E-Filer review the fees for payment.

Payment of Filing Fee, if any, or Waiver

- Payment Notification
  - Fee
    - A filing fee will be **required** for all motions not subject to an exception.
    - The E-Filing System will set forth the appropriate filing fees based on document type.
    - Once the fee is confirmed, select "Pay Fees."
  - Exceptions to Filing Fees
    - The System recognizes parties who are exempt from filing fees (such as a State Agency, Local Government, Public School, or Law Enforcement Agency.) However, the E-Filer will nonetheless need to select the "Pay Fees" action to complete the filing.
  - Questions Regarding a Fee
    - If an E-Filer is unsure about the appropriate filing fee or whether their party is exempt from paying the filing, they should contact the Clerk of Court.
- Disclaimer
  - The E-Filing System will set forth a disclaimer advising the E-Filer of the following:

    ****Note: the fee must be submitted** at the same time the motion is filed, unless a waiver of the filing fee was previously granted to the party filing the motion. A motion will not be deemed filed until the fee is paid. *See* Rule 71(D), SCALCR. **If the fee is not submitted within 30 days, the partial filing will be deleted.**

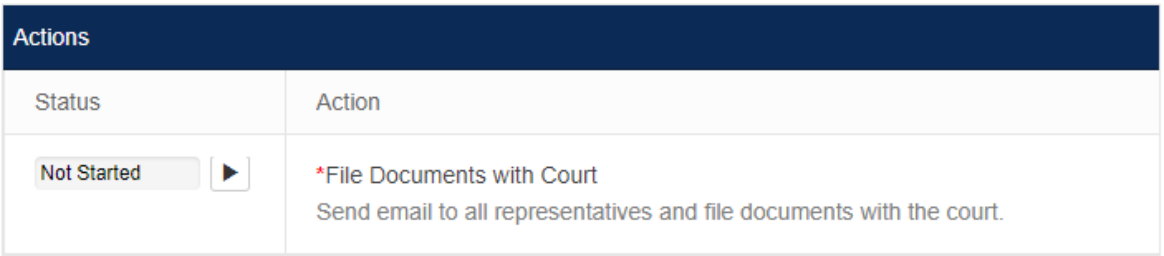
    Additionally, once the payment is made, the payment is non-refundable.
  - It is the E-Filer's responsibility to submit the correct filing fee amount.
- Payment

- The E-Filer must select "Pay Fees." They will then be directed to a third-party payment processing portal, which will process the fee payment. E-Filers will receive a payment e-receipt from the third-party payment processing, which will be sent from - donotreplystage@snappayglobal.com. Any representations set forth in the e-receipt are not to be interpreted as statements of the Court.
    - The E-Filer may select to pay by credit card or through ACH.
        - ACH: $1 flat fee
        - Credit Cards: 2.75% of Fee
    - Once the form of payment is selected, the E-Filer will be prompted to fill in the required information for that payment type.
        - **Note**:
            - Payment information is not stored in the System.
            - The E-Filer is responsible prior to submitting the fee to ensure that their bank has sufficient credit so that the payment will not be rejected. If a payment cannot be processed due to insufficient funds, it can delay the processing of the case.
            - The fees for ACH and credit cards will appear as separate charges.
            - The docket number generated will not be affixed to the case until it is ultimately accepted.
- If the E-Filer is not ready to proceed with payment, the E-Filing System will allow the E-Filer to save the information entered into the System (with the exception of the payment information) and continue the e-filing process at a subsequent date. However, the System will delete partial filings after thirty (30) days.

- Payment Failure
    - If the E-Filer submits an incorrect card number, a message will appear. (See Appendix)
    - If the E-Filer enters the wrong bank information, uses a lost/stolen card or if the funds on the card/bank account are not sufficient, they will receive a failure notification as well.
    - Once the E-Filer receives this message, they will be given the chance to rerun the card/ACH or use a different card/ACH.
- Receipts
    - Payment receipts will be generated once the filing fee has been successfully submitted. The receipts will be sent by the E-Filing System to the E-Filer's email address. Any representations set forth in the e-receipt are not to be interpreted as statements of the Court.
        - **Note**: The receipt does not establish perfection of the E-Filing.

Automatic Service and Submission

- Once payment is made, the E-Filer will be returned to the E-Filing System.
- The E-Filing System will automatically serve those attorneys associated with the case in the System.
    - This must be done no matter how the E-filer serves the parties.
    - If traditional means of service is chosen, the E-Filer will be responsible for serving the parties outside of the System.
- The final action will be to "File Documents to Case."
    - To file the document and Proof of Service eForm, the E-Filer must select the arrow near the action "File Documents to Case."



        - Upon selection of this action, the E-Filing System will send the email (Notice of Electronic Filing) to all attorneys associated with the case.
    - Following is the message that will appear if your submission was successful:

      The document(s) uploaded and the Proof of Service eForm(s) have been filed with the Court.
- Notice of Electronic Filing (NEF) Email Content:
    - An example of the notification email that will be sent to all parties associated with the case upon filing can be found below. "FileName1, FileName2" represents the names of the documents as entered by the E-Filer.

      FileName1, FileName2 have been filed in the following case and are hereby being served upon you.

      Docket #: 22-ALJ-17-0039-CC

      Case #: 22A0039
    - If an Authorized E-Filer becomes aware that the NEF was not transmitted successfully to the other Authorized E-Filers in the case, the E-Filer must submit proof of such service within one business day of service through the E-Filing System. *See* Section 4(E)(6), SCALC-EFP.
        - To establish proof of service, the E-Filer may submit copies of the filing, the proof of service eform and a copy of the NEF, if applicable.

- File Stamp
    - The Proof of Service will be stamped with an E-Filing File Stamp by the E-Filing System. This stamp will indicate the date of filing for the document submitted.
        - The date of filing will be the date of the submission.

Review of Submission

- There will be **no** review by the ALC judge's office of submissions in existing cases to determine if the information was properly submitted. However, the Court will ensure the appropriate filing fee was paid. If it is not properly submitted, the motion will not be deemed filed and the Court will notify the parties by email. Just as with any other filing, the E-Filer is responsible for the propriety of the filing.

Orders

- The Court may use the E-Filing System to serve orders upon the attorneys. If this occurs, the System will send an email notification with the Order attached. (See Appendix.) The Order may also be viewed in the E-Filing System.
    - **Note**: The Court may also opt to send orders by email.

Submitting Required Documents in a Pending ALC Case

Agency Information Sheet

- In contested cases, the listed agency must submit an Agency Information Sheet (AIS) within ten (10) business days of assignment.
- When the Notice of Assignment is issued, an email notification will be sent. (See Appendix).
- The Agency E-Filer will be directed to go to "Cases in Progress" and select the writing symbol.
- Once the Agency E-Filer selects the writing symbol, the first action is to complete the Agency Information Sheet eForm.
    - Note: you will need to fill out the Court's eform. As such, you will not be able to upload your own Agency Information Sheet.
    - Once the information is properly entered, the Agency E-Filer must also submit a Proof of Service. A Proof of Service section will be included as part of the Agency Information Sheet eform.
        - Service will generally be allowed by
            - Traditional means or
            - Through the E-Filing System.
                - E-Filers can E-Serve documents upon attorneys who are registered in the E-Filing System.

        - **Note**: The System will automatically email the filed documents irrespective of the selected method of service.

    - When all fields have been entered, the filing is ready to be submitted. The Agency must enter the date in two locations:
        - On the first page of the Agency Information Sheet and
        - On the second page of the Proof of Service section.
    - When the Agency Information Sheet is complete, the Agency E-Filer must select "Save and Continue."

- The Agency E-Filer must then upload the Agency Decision, if applicable.
- The Agency E-Filer will then be required to sign the AIS.
- Upon signing the AIS, the Agency must click "Save and Submit" to file the AIS.
    - Once it has been submitted, the System will display the following message:

        The Agency Information Sheet has been filed with the Court.

- The System will send an email notifying the parties of the filing. All attorneys associated with the case will receive the notification along with the submission.

Prehearing Statements

- If a Prehearing Statement is required by the Court, an Order for Prehearing Statements will be emailed by the System to the registered attorneys directing them to file a Prehearing Statement. A copy of the Court Order will be attached to the email. (See Appendix).
- To file a Prehearing Statement, the E-Filer will go to "Cases in Progress" and select the case.
- The E-Filer will select the writing symbol to upload the prehearing statement.
- The following are the actions to file a Prehearing Statement:

    Upload Prehearing Statements,

    Proof of Service, and

    File Prehearing Statements

- After the Prehearing Statement is uploaded, the E-Filer must complete the Proof of Service..
    - Service will generally be allowed by
        - Traditional means or
        - Through the E-Filing System.
            - E-Filers can E-Serve documents upon attorneys who are registered in the E-Filing System.

- **Note**: The System will automatically email the filed documents irrespective of the selected method of service.

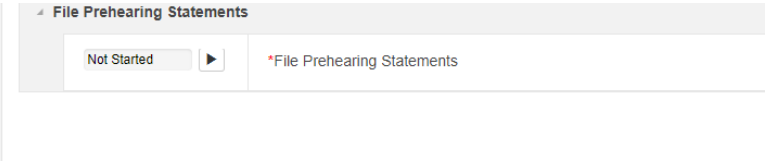
  - Proof of Service eForm
    - Regardless of which method of service the E-Filer uses, the E-Filer must indicate the type of service upon the parties by filling out the Proof of Service eForm and checking the appropriate box that the parties have been served either by traditional means, through the System, or both.
    - The E-Filer is responsible for ensuring that the Attorneys of the opposing parties are listed, that their information is correct, and that they are appropriately served.

- Following completion of the Proof of Service eForm, the E-Filer will select "Save and Continue." The System will prompt the E-Filer to sign the Proof of Service eForm. (See below).

  Please sign below to verify you authorize the attached Proof of Service.

  Your signature will be applied to the eForm once it is saved and submitted.

  - Once the eForm is signed, the E-Filer must click "Save and Submit."
  - To complete the filing, the E-Filer must select the arrow next to the action "File Prehearing Statement."



  - The Prehearing Statement will then be filed with the Court and the System will display the following message:

    The Prehearing Statement has been filed with the Court.

Proposed Final Orders

- If the assigned judge requests Proposed Final Orders (*See* Rule 29(A)(7), SCALCR) during a hearing, the System will send the following email to the registered Attorneys informing them of the time frame to file the Proposed Order.
- To file a Proposed Order in the System, the E-Filer must go to "Cases in Progress" and select the case. The E-Filer will select the writing symbol to upload the Proposed Order.
  - The following actions will be listed:
    - Upload Proposed Final Orders,
    - Proof of Service, and
    - File Proposed Orders.
  - Proposed Orders must be filed in Microsoft Word format as well as PDF format.
  - When the Proposed Order is uploaded, the E-Filer must indicate the type of service utilized by filling out the Proof of Service eForm and checking the appropriate box

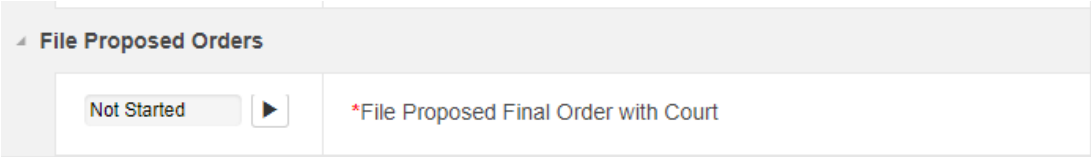
as to indicate whether the parties have been served by traditional means, or through the System.

- Once E-Filer determines the information is correct, the E-Filer must complete the Proof of Service. The E-Filer will select the type of service utilized by completing the Proof of Service eForm and checking the appropriate box as to indicate whether the parties have been served by traditional means or through the System. The E-Filer must select "Save and Continue." Following completion of the Proof of Service eForm, the System will then prompt the E-Filer to sign the Proof of Service eForm. It will then display the following message:

  > Please sign below to verify you authorize the attached Proof of Service.
  >
  > Your signature will be applied to the eForm once it is saved and submitted.

- Once the eForm is signed, the E-Filer must click "Save and Submit."

- The last action to file the document will be for the E-Filer to select the arrow next to the action "File Proposed Final Order with the Court."



- The Proposed Order will then be filed with the Court and the System will display the following message:

  > The Proposed Order has been filed with the Court.

Scheduled Hearings in a Pending Case

- If a hearing is scheduled, the Authorized E-Filers will receive an email with the Notice of Hearing attached. The System will also display a case status of "scheduled."

Motion to Intervene

1. Filing the Motion. The E-Filer will select the action "Motion to Intervene" under the "File Additional Documents" heading. Once selected, the E-Filer must select the case in which he seeks to intervene.
2. Search for the Case.
   a. The System will provide the E-Filer with three options to search for the case: 1) Docket Number; 2) Case Number; and 3) Case Title.
3. Upload the Motion.

a. Once the case is selected, the E-Filer must then upload the Motion to Intervene in the case selected and fill out the Proof of Service eForm. When the E-Filer is ready to file the document and Proof of Service, the E-Filer must select "Save and Continue."

b. The E-Filer will then be directed to sign the service e-Form. Once the eForm is signed, the E-Filer must click "Save and Submit." The System will then have the E-Filer review the fees for payment. Once payment is made, the E-Filer will be returned to the E-Filing System. The E-Filing System will automatically serve the attorneys associated with the case in the System. This must be done no matter how the E-filer serves the parties.

c. The final action will be to "File Documents to Case."

   i. Upon selection of this action, the E-Filing System will send an email (Notice of Electronic Filing) to all attorneys associated with the case. The following is the message that will appear if your submission was successful:

      The document(s) uploaded and the Proof of Service eForm(s) have been filed with the Court.

4. Order on the Motion.

   a. Following the filing of the Motion, the Court may use the E-Filing System to serve the order upon the attorneys. If this occurs, the System will send an email notification with the Order attached.

Final Orders and Posttrial Motions

- The Court may upload a final decision through the E-filing System and have the system serve the parties by email.
  - Attorneys will receive the following email notification which will include an attachment of the Order.

    The judge assigned to the following case has issued an Order and is hereby serving that Order upon you.

    Docket #: 22-ALJ-17-0039-CC

    Case #: 22A0039

  - The Order will also be available to view on the E-Filing System.
- After the Court issues its final decision, the case status will be listed as "Case Closed Awaiting Completion."
- Although the cases will be listed as closed, posttrial motions may be timely filed using the E-Filing System.
- The parties may file a Motion for Reconsideration/Rehearing of a Final Order by selecting "File Additional Case Documents." Once selected, the E-filing System will prompt you to select the case. The next action is to upload the document. The E-Filer will select the Document Category "Motions" and then Motion for Reconsideration/Rehearing. The E-

Filer must then fill out a Proof of Service eform and sign it. Finally, the E-Filer will be directed to submit the required filing fee and then file the Motion with the Court.

- However, after the time has run to file a Motion for Reconsideration or Rehearing or, if a Motion for Reconsideration or Rehearing is filed, the Court will officially close the case in the system.
    - At this point, the case status will be listed as "Completed" and the E-Filing System will no longer give attorneys E-Filer access to the case to upload additional documents.
- Once a case is closed and completed in the System, the E-Filing System will delete the case 60 days thereafter. The case can only be restored at the specific direction of the Clerk of Court.

TECHNICAL DIFFICULTIES

- The point of contact for an Authorized E-Filer who is experiencing difficulty e-filing a document is the Court's Department of Information Technology (IT Department) at DoNotReplyAlc@scalc.net. This email address is also listed on the Court's website, www.scalc.net. The IT Department is open during normal Court hours of operation.
    - Please review this manual prior to emailing the Court with questions.
- If the E-Filing System is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour after 12:00 p.m., Eastern Time, then the technical failure will be communicated to Authorized E-Filers by announcing it on the E-Filing System web page.
- Refer to section 8(C) of the E-Filing Procedures for guidance should a technical failure of the E-Filing System or a technical difficulty prevent an Authorized E-Filer from submitting a document for E-Filing.
- If an Authorized E-Filer is unable to complete an E-Filing after repeated attempts, refer to section 8(D) of the E-Filing Procedures for guidance. However, a refund of the filing fee may be warranted if certain conditions are met, which is explained in more detail on the next page.
- Scheduled maintenance of the E-Filing System will be announced in advance via the e-filing webpage at www.scalc.net.
    - Where the E-Filing System is unavailable and the time of the unavailability is announced in advance as part of regularly scheduled maintenance, no technical failure has occurred. Authorized E-Filers may utilize the technical difficulty provisions if the filing is required to be filed that day.

CONDITIONS FOR REFUNDS WHEN THE E-FILER IS NOT AT FAULT

- If a payment is processed but an error message, not caused by the E-Filer's fault, prevents the E-Filing System from processing the case, a refund is offered.

To Initiate a Refund:

- The E-Filer must email donotreplyomvh@scalc.net (OMVH cases) or donotreplyalc@scalc.net (ALC cases) within one business day of receipt of the error message.
- The refund request must detail the error and include a screenshot of the error message.

** Requests that do not comply with this policy will not be processed **

Refund Process:

- Staff will respond to the request within one business day; further instruction may be provided at such time.
- If the refund request is approved, the E-Filer will receive an email confirmation of refund.
    - Refunds may take up to three business days to process.

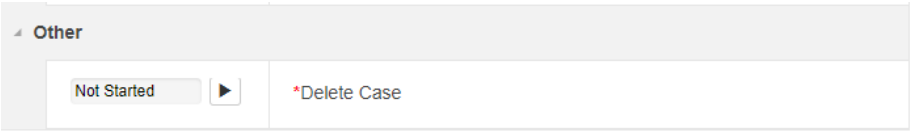
Important notes:

- DO NOT attempt to continue with the filing case
- DO NOT DELETE the partially filed case
- DO NOT re-file the case
- Failure to follow any instructions included in the E-Filing materials, including the training video, will be considered the fault of the E-filer and a refund will not be issued.

OMVH E-FILINGS

IN GENERAL

- Email Notifications through the E-Filing System will be sent from DoNotReply@scalc.net.
    - Please note that it is the responsibility of the E-Filer to monitor its e-mail for all emails sent by the Court through the E-Filing System.
- Browser Requirements.
    - Please note that the E-Filing System may not work as intended if you are using Safari or Chrome Incognito.
        - To make it work for those browsers, please change the following settings
            - **Chrome Incognito:** Enable third-party cookies
            - **Safari:** Turn off "Prevent cross-site tracking"
- Participating Parties
    - Only Attorneys will be authorized to register as E-Filers.
    - Pro Se litigants and Law Enforcement Officers will not be authorized to use the E-filing System.
- Subpoenas
    - Subpoenas cannot be served through the E-Filing System.
- Administrative Order
    - The Court commenced E-Filing by an Administrative Order. The Order also implemented the E-Filing Procedures. Nevertheless, these procedures do not supersede any of the OMVH Rules.
- Starting on August 1, 2025, participation in the E-Filing System is mandatory in all cases where the motorist is represented by an attorney.
- Notable E-filing Actions
    - When completing an E-Filing, if the "save" button is not selected prior to clicking back to a prior page or, before exiting from the E-filing system, the entered information and/or document will not be saved in the E-Filing System. Therefore, it is wise to click "save" on every page before exiting.
        - **Note:** Hitting "cancel" will indicate that action is "in progress" rather than "completed."
    - The E-Filing System will identify documents as "in progress" until the e-filing fee is submitted.
    - E-Filed cases will also be listed as "in progress" until resolution of the case.
        - Note: Prior to submission, a case may be deleted. (See below).
            - This action is not available once the case has been submitted.



- **Case Filing Options**
  - The E-Filer must select whether they are submitting or viewing a:
    - SCALC Case (See ALC information above) or
    - OMVH Case
  - **Note:** You cannot use the SCALC Case heading to file anything related to an OMVH case. SCALC and OMVH function as two separate e-filing systems and cases which are inadvertently filed under the incorrect case heading will be rejected.
  - Under each SCALC and OMVH heading, the E-Filer can select:
    - "File a Case,"
    - "Cases in Progress,"
      - This will list your pending e-filed cases. When you select a case, all documents that were filed/issued will be visible under the heading "case documents."
        - **Note**: if the E-Filer selects "File a Case" but exits out, the E-Filing System will store the information entered as a Case in Progress. The Case will be retained in the E-Filing System for thirty days.
      - If you have a pending e-filed case in the "file a case" stage, you will receive reminder emails daily (up to 5 total) stating the following:
        - "An incomplete case filing is currently pending in SCALC's E-Filing System. If it is not submitted within 30 days, the filing will be deleted from the E-Filing System."
        - If you do not intend to submit the pending case, you may delete it by selecting the action "delete case" as explained above.
  - The E-Filer may file Motions in an existing case by selecting the "File Additional Case Documents" tab.

REGISTRATION AS A NEW USER

Initial Instructions

- Attorneys will be instructed to review:

- This Attorney E-Filing Manual, the Court's E-Filing (ALC and OMVH) Procedures, and the OMVH-EFP,
- The Terms and Conditions of E-Filing by which Attorneys must abide, and
- A training video which the Attorneys must certify they watched before submitting the Registration Form.
    - At the end of the video, a verification code will be given that the Attorney must enter during the registration process.

- The training video and Attorney E-Filing Manual, along with the E-Filing Procedures, will remain accessible from the OMVH website, omvh.net.
- Once Attorneys have reviewed the documents, they will select the link to visit the E-Filing System via the OMVH website. Here, Attorneys should select the "Attorney Registration" tab. Access to this form will not require a login or password.
- Attorneys will only register for use of the E-filing System once. Completed registration will allow an Attorney to file through the E-Filing System for cases before the ALC and the OMVH. Go to Registration as New User above for more information.
    - Please remember to save your signature on your profile once you have registered. To do this, select your username on the upper right-hand corner of the screen and there is an action labeled "signature." This signature will be affixed on future case filings.

FILING A NEW CASE

Step 1

Case Information

- State Agency
    - After the E-Filer selects "File a Case," the E-Filing System will automatically enter the state agency involved, Department of Motor Vehicles (DMV) or Department of Probation Parole and Pardon Services (PPPS).
- Filing Type will be automatically entered as "Contested Case."
- Case Types
    - In the next drop-down menu, the E-Filer will select the case type. The case type selected will generate the list of parties and party types. It is critical for E-Filers to select the correct case type or the case may be rejected for filing. For example, the selection of case type 14 IID will automatically add PPPS as a party.

1	Implied consent
2	Habitual Offender 1st Declare
3	Habitual Offender Reduction
4	Financial Responsibility

5 Dealer Licensing
6 Physical Disqualification
7 IFTA
8 Self-Insured
9 Driver Training School
10 IRP
11 Misc.
12 Points Suspension
13 HOR2 Review
14 IID

- Offense County
  - In the last drop-down menu, the E-Filer will select the county where the offense occurred for Case Type 1 – Implied Consent cases. In all other cases, use the county of residence of the requesting party.
- The E-Filer will also need to enter the Arrest Date.
  - If there is no arrest date, enter the date of suspension.

Step 2

Parties

- The next drop-down menu will require the E-Filer to provide party information, specifically the motorist's information
- The state agency will automatically be entered as a party based on the case type selected.
  - For example, for Case Type 1, SC DMV will automatically be entered as the Petitioner.
  - It is the E-Filer's responsibility to: Provide accurate information
- Select the "Add" button to add a party to a case. A pop-up window will appear for entry of party information. Information for the party commencing the action (the motorist) must be entered first.
  - The E-Filer must select the appropriate person type (i.e., Individual) prior to filling out party information.
  - The party type (Petitioner or Respondent) will be entered based on the case type selected.
    - For instance, in a Habitual Offender Reduction case, the motorist is the Petitioner. In all other cases, the motorist is the Respondent.
      - The E-Filer will automatically be recognized as representing the individual (or requesting party).
      - Other representatives involved in the case (for example, specific attorney for the Agency) will be added by OMVH during the progression of the case.
  - The E-Filer will be prompted to provide information about the party, including:

        - First, Middle and Last Name;
        - Birth date;
        - Driver's License Number and State issued;
        - Phone Number;
        - Email Address; and
        - Physical Address.
    - The E-Filer must select "Yes" to the field "Requesting Party."
        - This will allow the system to populate the motorist's information into the request for contested case hearing eform.
- For case type 1 Implied Consent, Arresting Agency and Officer are required to be entered.
    - The E-Filer must select the Law Enforcement Agency from the list. This is Petitioner 2. Next to each table heading is a small icon that looks like an upside-down triangle with a stem. Click this icon to filter for an agency within that table heading. You can use this feature to search by name, email or jurisdiction code.
        - When searching, do not hit enter. It will start the search as you type.
        - Once selected, the E-Filer must hit "save."
    - The E-Filer must enter the last name of the Arresting Officer. Once the last name is entered, the E-Filer will select "save" which will search OMVH's list of arresting officers. You can use the filter icon to narrow the searches.
    - The E-Filer will then confirm the arresting officer's information, select the officer and hit "continue."
        - If the Officer is not listed, please make sure you have spelled the name correctly; if it is spelled correctly and the database does not have the Officer, please email @donotreplyomvh@scalc.net.
- Once the information for parties has been completed, the E-Filing System will allow the E-Filer to save the case information. The E-Filer can return to the System at a later time to add more parties and otherwise complete the submission.
- E-Filer will then proceed to the next step.

Step 3

Filing Documents

- Request for Contested Case
    - Intake eForm
        - This electronic form gathers the required information for filing a case based on the requirements for filing a case pursuant to the OMVH's Rules of Procedures.
            - **Note**: Some fields will be automatically filled out based on previously entered information. It is the E-Filer's responsibility to

ensure that all information is correct before proceeding to the next screen.

- Uploading Documents:
  - The E-Filer is required to upload certain supporting documents with the intake form.
    - A copy of the agency determination or letter which is the subject of the request must be attached for all cases filed with OMVH. The determination or letter is necessary to provide the information to identify the matter that is the subject of the hearing as well as the issue for which the hearing is requested.
    - The specific documents to be provided are based on the case type:
      - Implied Consent (IC), Case Type 1:
        - The E-Filing System provides two sections for documents that must be uploaded:
          - Agency Determination (One of these documents will be required)
            - Notice of Suspension issued by the arresting officer (MV 65), or
            - Official Notice issued by DMV (letter)
          - Other Document:
            - If the E-Filer chooses to attach the Official Notice, the E-filer must also provide a copy of the traffic ticket and/or a copy of the Breath Analysis Report.
      - Non-IC case, Case Types 2-13:
        - Agency Determination (This document will be required):
          - Official Notice by DMV.
      - PPPS case, Case Type 14:
        - Agency Determination (This document will be required):
          - Official Notice by PPPS
  - **Note**: Attached documents will be limited in size as set forth in the E-Filing Procedures.
  - Format

- Document Name
    - Uploaded Document must be named as follows:

      Last Name of Motorist – Document Type
    - Examples of document types are as follows: Notice of Suspension, Official Notice by DMV, Official Notice by PPP, Breath Analysis Report (IF NEEDED* see above for more information)
- The E-Filing System will prompt the E-Filer to upload the documents in PDF format.

- **Note**: If the E-Filer has an issue uploading a document, the E-Filer must contact the OMVH's Department of Information Technology (IT Department) at DoNotReplyOmvh@scalc.net.

- Service Method
    - The OMVH serves the law enforcement agency and the state agency involved.
    - So, the E-Filer does not need to upload a Proof of Service document in these cases.

Step 4

Accuracy Verification

- Before proceeding to the payment module, the E-Filing System will provide the following disclaimer.

  DISCLAIMER:

  Once you submit a case, the filing fee is non-refundable. Therefore, please make sure you have entered all information as instructed.

  The following documents should NOT be submitted alone for filing and may only be submitted along with a Notice of Suspension or an Official Notice:

  - Uniform Traffic Ticket
  - Advisement of Implied Consent Rights
  - Breath Alcohol Test Report

- The E-Filer will be held responsible for any incorrect documents or information entered into the E-Filing System.
    - Failure to complete the request within the statutory deadline for filing the request for a contested case may result in the dismissal of your case.

- Before proceeding to step 5, review all action stages for accuracy. You will not be able to make corrections once you begin the "Review Fees, Pay, Sign, and File" action.

Step 5

Payment of Filing Fee

- When the E-Filer selects the "Review Fees, Pay, Sign, and File" action, the E-Filing System will review the inputted information to determine if all necessary fields have been completed. The E-Filer will be prompted to complete any missing required fields.
    - **Note:** Once the "Review Fees, Pay, Sign, and File" action is selected, the E-Filing System will not allow an E-Filer to edit any previously entered information. As such, be sure to review all fields/documents for accuracy before proceeding to the Payment action.
- Filing Fee
    - A filing fee is required for new cases filed with OMVH. The filing fee is $200.
    - A case will not be assigned to a hearing officer until the payment and all required documents are properly submitted.
- Disclaimer
    - Before the E-Filer is directed to enter their payment information, the E-Filing System will set forth another disclaimer advising the E-Filer of the following:
        - **Note: Fees must be paid before the case can be submitted. If the fees are not submitted within thirty (30) days, the partial filing will be deleted. Additionally, once the payment is made, the payment is non-refundable even if the filing is rejected.**
    - As stated in the disclaimer, the payment is nonrefundable, even if the e-filing is rejected.
- Payment
    - The E-Filer will then be directed to the payment portal, which will be processed by a third-party payment processor.
        - The E-Filer will be instructed to enter his or her name and email address.The E-Filer may select to pay by credit card or through ACH.
            - ACH: $1 flat fee
                - Checking
                - Savings
            - Credit Cards: 2.75% of Fee
                - MasterCard
                - VISA
        - Once the form of payment is selected, the E-Filer will be prompted to fill in the required information for the selected payment type. The docket number will be generated at this time and will be reflected in the payment box. However, if the filing is ultimately rejected, the docket number will be modified to reflect the E-Filing was incomplete.

- **Note**:
    - Payment information is not stored in the System.
    - The E-Filer is responsible for ensuring that their bank has sufficient credit to cover the filing fee. If a payment cannot be processed due to insufficient funds, it can delay the processing of the case and filing of the document.
    - The fees for ACH and credit cards will appear as separate charges.
    - The docket number generated will be affixed once the payment is successful.
  - If the E-Filer is not ready to proceed with payment, the E-Filing System will retain information entered into the System (with the exception of the payment information) for thirty (30) days. Any incomplete filing will be deleted from the System after thirty (30) days.
- Payment Failure
  - If the E-Filer submits an incorrect card number, a message will appear. (See Appendix).
  - If the E-Filer enters the wrong bank information, uses a lost/stolen card or if the funds on the card/bank account are not sufficient, they will receive a failure notification.
  - If the E-Filer receives a failure message, they will be able to reenter the card/ACH or use a different card/ACH.
  - If you received a failure message but still received an email notification indicating the payment was successful, please email the helpdesk.
- Receipts
  - Payment receipts are generated once the filing fee has been successfully submitted.
  - E-Filers will receive a payment e-receipt from the third-party payment processing, which will be sent from donotreplystage@snappayglobal.com. (See Appendix). Any representations set forth in the e-receipt are not to be interpreted as statements of the Court nor does it establish perfection of E-Filing.

Step 6

Submission Verification

- Once payment is made, the E-Filer will be returned to the E-Filing System where they can complete the filing by selecting "File the Case with OMVH."
- To file the case, the E-Filer will be required to electronically sign and verify that the documents uploaded to the System are correct.
  - **Note**: The System will give the following prompt to the E-Filer:

Please sign below to verify you have entered all the necessary information. Your signature will be applied to the eForm once it is saved and submitted.

- The E-Filer will then be directed to click "Save and Submit" to complete the filing of the case.
- The E-Filer will then be notified that the submission was successful - the following message will appear on the screen:

  Your case has been e-Filed and is Awaiting Review.

Step 7

Review of Submission

- The E-Filing System will send the filing to the OMVH Staff to review the submission to determine if all required information was correctly submitted based on the case type.
  - The OMVH's review will be limited to determining if the required fields were completed correctly; for instance, whether:
    - all content required has been submitted;
    - the correct county was chosen;
    - the case is a duplicate of another case; and
    - personal data identifiers should be redacted.

Step 8

Notification of Filing Acceptance or Other Disposition

- Notification by the E-Filing System
  - Direct Notification to the E-Filer
    - The OMVH staff will notify the E-Filer through the System by email if the filing has been accepted or rejected.
    - The notification from OMVH will be saved as a Case Document in the E-Filing System. However, the filing will not be construed as a case until the deficiency is corrected and the case is accepted by OMVH staff.
  - Notification Within the System
    - The E-Filing System will also denote under the "Cases in Progress" tab whether the filing has been accepted or rejected.
- Rejected Filings
  - If the E-Filing is rejected, the OMVH staff will notify the E-Filer of the reason(s) for the rejection in the email sent to the E-Filer by the System. (See Appendix)
  - File Stamp
    - Once the OMVH Staff enters the filing into the System as rejected, the System will modify the extension to the docket number to reflect the filing was rejected.

        - For Example, the docket number will be changed from 21-OMVH-00-0001-CC to 21-OMVH-00-0001-RF.
        - The "RF" extension will be changed back to a regular docket extension if the case is ultimately accepted for filing.
    - E-Filer's Response Options
        - Option 1
            - The E-filing System will retain the previously submitted case information for five (5) business days during which time the E-Filer may correct any deficiencies in its submission.
                - **Importantly,** the time to resubmit the filing does not extend or toll any statutory deadline for filing. Therefore, the date of filing for the case will be the date the filing is corrected.
            - To correct the deficiencies, go to "Cases in Progress" and select the writing symbol to the left of the applicable case and make any necessary changes. (See Appendix).
            - Once the E-Filer corrects the deficiencies and re-files the case in the E-Filing System, the System will automatically send an email notification to all attorneys associated with the case.
                - The date of filing for the case is the date the E-filing is correctly submitted.
            - Once the E-Filing is accepted, the matter will be assigned to a hearing officer and the extension of RF will be changed to CC.
        - Option 2
            - The E-Filer may resubmit the filing as a new filing with a new filing fee, but it will be deemed filed the day of the resubmission, provided the filing is perfected.

- Accepted E-Filings
    - Once the OMVH Staff accepts an e-filing, the E-Filing System will notify the E-Filer by email that the submission has been accepted and is awaiting assignment and scheduling. The email will also include the Docket Number affixed to the case.

Step 9

Assignment and Scheduling

- Cases will be assigned to a hearing officer based on the County.
- The Notice of Assignment/Hearing will be emailed to the Authorized E-Filers associated with the case as well as the other parties.
- The System will change the status under "Cases in Progress" to reflect the next action pending before OMVH.

- If the hearing needs to be rescheduled, OMVH Staff will issue a new Notice of Hearing and the System will send an email notification to the Authorized E-Filers associated with the case as well as to the other parties.

PENDING OMVH CASES (AFTER ASSIGNMENT)

In General

Viewing Cases Filed

- Following a case assignment, an E-Filer can view notices, documents and orders in cases they are associated with under "Cases in Progress." To view case information, the E-Filer selects the desired case, and a record of all documents, orders and notifications will be listed on the right of the screen.

Notice of Appearances

- If an attorney is not originally listed in the case, a Notice of Appearance must be submitted through traditional means. Once the OMVH Staff posts the Attorney's name and email into the E-Filing System (as listed in the SC Bar Directory), an email will be sent to the Attorney notifying him of access to the case. However, if the Attorney is not an Authorized E-filer they will need to complete the registration process before they can view and file documents through the E-filing System.
- Attorneys in an E-Filed case who received the service of process commencing the case, must e-file a Notice of Appearance along with their initial response (i.e., first document that the attorney files in the case) to OMVH. Once it is received, the Attorney will be designated as Counsel of Record in that case. (*See* Section 4(E)(1)(b), OMVH-EFP). If the Attorney is not an Authorized E-Filer, they must complete the E-Filing Registration process.

Access Restriction

- E-Filers will not have access to cases they are not associated with.

Submitting Documents in a Pending Case

Uploading Documents to be Filed

- To file a document, the E-Filer must use the option "File Additional Documents" on the E-Filing home page.
- Under this heading, the E-Filer must select "File Documents."
- The E-Filer will hen select the case—using the case docket number—in which they wish to upload the document.After the E-Filer selects the case, the E-Filer will have to navigate two drop down menus. The first drop down menu is the Document Category, which requires an E-Filer to select from the following categories:
    - Correspondences
    - Exhibits

- Intake Documents
    - Only use this category when needing to correct any documents uploaded during the initial case submission process.
- Miscellaneous
- Motions
- Notices
- Orders by the Parties

- Once the E-filer selects the Document Category, the next drop down menu will display the Document Types that fall under the category selected. For example,
    - Audio Request- fee $10 (Under Miscellaneous)
    - Motion to Dismiss (Under Motions)
    - Responses to Motions (Under Motions)
- If the Document Types do not appear, select the one that is most appropriate or select the Misc. Option.
- The E-Filer must then upload the document(s) they wish to file.
    - Document Name Format
        - Uploaded documents must be named:

          Docket/Case # - Document Type
        - The Docket Number can be abbreviated to its case number which is: the year the case is filed, the letter "M" followed by the last four digits of the docket number.
        - For example,
            - 22-OMVH-07-0333-CC (Docket Number) can be abbreviated to 22M0333 (Case Number)
            - So, if you were uploading a Motion to Dismiss, you would name the document:
                - 22M0333- Motion to Dismiss
    - If the E-Filer has an issue with uploading the documents, the E-Filer should send an email to the OMVH's Department of Information Technology (IT Department) at DoNotReplyOmvh@scalc.net.
    - Uploading Format
        - The E-Filing System will prompt the E-Filer to upload the documents in both PDF and WORD formats. Whether both are required will depend on the document type. Nonetheless, PDF format will always be required.

- Law enforcement will submit their Motions by email, and thus their requests will be handled outside of the System unless they are represented by an Attorney who is registered as an Authorized E-Filer.

Service and Proof of Service

- Although the filing of the request for a contested case hearing is served upon the parties by OMVH, for all subsequent filings, the E-Filer must file a Proof of Service when submitting a document through the E-Filing System. Service will generally be allowed
    - By traditional means or
    - Through the E-Filing System.
        - E-Filers can E-Serve documents upon attorneys who are registered in the E-Filing System.
        - **Note**: The System will automatically email other parties the filed documents whether or not the E-Filer chooses this method of service.
- Proof of Service eForm
    - Regardless of which method of service the E-Filer uses, the E-Filer must select the type of service upon the parties by filling out the Proof of Service eForm and checking the appropriate box that the parties have been served either by traditional means, through the System, or both.
    - The E-Filer is responsible for ensuring that the Attorneys of the opposing parties are listed and that their information is correctly entered on the Proof of Service eForm.

Submission

- When the E-Filer is ready to submit the document and Proof of Service for filing, the E-Filer must select "Save and Continue." The System will prompt the E-Filer to sign the Proof of Service eForm by displaying this message:

  Please sign below to verify you authorize the attached Proof of Service.

  Your signature will be applied to the eForm once it is saved and submitted.
- Once the eForm is signed, the E-Filer will click "Save and Submit."
- The System will then have the E-Filer review the fees for payment.

Payment of Filing Fee, if any,

- After the initial $200 filing fee, the only payment that is currently required is the fee for an Audio Request.
    - The E-Filer will then be directed to a third-party payment processing portal, which will process the fee payment.
        - The E-Filer may select to pay by credit card or through ACH.

        - ACH: $1 flat fee
        - Credit Cards: 2.75% of Fee
    - Once the form of payment is selected, the E-Filer will be prompted to fill in the required information for that payment type.
        - **Note**:
            - Payment information is not stored in the System.
            - The E-Filer is responsible to ensure that their bank has sufficient credit so that the payment will not be rejected. If a payment cannot be processed due to insufficient funds, it can delay the processing and E-Filing.
            - The fees for ACH and credit cards will appear as separate charges.
            - The docket number generated will not be affixed to the case until it is ultimately accepted.
  - If the E-Filer is not ready to proceed with payment, the E-Filing System will allow the E-Filer to save the information previously entered into the System (with the exception of the payment information). The E-Filing process may be continued at a subsequent date however, the System will delete partial filings after thirty (30) days.
- Payment Failure
  - If the E-Filer submits an incorrect card number, the E-Filing System will display a message that the payment failed.
  - If the E-Filer enters the wrong bank information, uses a lost/stolen card or if the funds on the card/bank account are not sufficient, they will receive a failure notification as well.
  - Once the E-Filer receives this message, they will be given the chance to rerun the card/ACH or use a different card/ACH.
- Receipts
  - Payment receipts will be generated once the filing fee has been successfully submitted. The receipts will be sent to the E-Filer by email. Any representations set forth in the e-receipt are not to be interpreted as statements of the Court.
    - **Note**: The receipt does not establish perfection of the E-Filing.

Submission

- Once payment is made, the E-Filer will be returned to the E-Filing System.
- The next action will be to have the E-Filing System serve the Attorneys associated with the case in the System.
  - This will be done no matter how the E-filer selects to serve the parties.

    - If traditional means of service is chosen as the method of service, E-Filers will be responsible for serving all parties outside of the System.
- The final action will be to "File Documents to Case."
    - To file the document and Proof of Service eForm, the E-Filer must select the arrow near the action "File Documents to Case."
    - The E-Filer will then be notified that the submission was successful with the following message that will appear on the screen:
        - The documents uploaded and the Proof of Service eForms have been filed with the Court.
- All parties will receive notice from the E-Filing System of all E-Filed documents:
    - The email notification will include a PDF copy of the document(s) E-Filed along with the name of the submission as entered by the E-Filer.
    - Attached documents will be limited in size as set forth by the E-Filing policies.
    - An example of the email follows. "FileName1, FileName2" is a placeholder for the specific names of the documents filed.

      FileName1, FileName2 have been filed in the following case and are hereby being served upon you.

      Docket #: 22-OMVH-09-0095-CC

      Case #: 22M0095
- File Stamp
    - The Proof of Service will be stamped with an E-Filing File Stamp by the E-Filing System. This stamp will indicate the date of filing for the document submitted.
    - The date of filing will be the date of the submission.

Review of Submission

- OMVH staff will **not review** E-filings to ensure that all case information and documents were properly submitted and uploaded. Just as with any other filing, the Attorney will be responsible for the propriety of the filing.

Orders on Motions

- OMVH Staff may use the E-Filing System to serve orders or motions upon party Attorneys. If this occurs, the System will send an email notification with the Order attached. The Order may also be viewed in the E-Filing System.
    - **Note**: OMVH Staff may also opt to send any Order through email.
    - The email notification will include an attachment of the Order.

Final Orders and Posttrial Motions

- OMVH Staff may upload a final decision through the E-Filing System and have the System serve the parties by email.

    - Attorneys will receive the following email notification which will include an attachment of the Order.
    - The Order will also be available to view on the E-Filing System.
- After the hearing officer issues the final decision, the case status will be listed as "Case Closed Awaiting Completion."
- Although the cases will be listed as closed, posttrial motions may be timely filed using the E-Filing System.
- The parties may file a Motion for Reconsideration/Rehearing after the Final Order has been issued. The E-Filer will utilize the "Upload Additional Case Documents" to do this and will select the Document Category "Motions."
- The parties may file a Motion for Reconsideration/Rehearing after the Final Order by selecting the Document Category "Motions" and then "File Additional Documents."
    - If a Motion for Rehearing is filed, the Hearing Officer will grant or deny it. If they grant it, a new hearing will be scheduled, and following the hearing, a new final order will be issued.
    - However, after the time has run to file a Motion for Reconsideration or Rehearing or, if a Motion for Reconsideration or Rehearing is filed and denied, the OMVH staff will officially close the case in the System.
- At this point, the case status will be listed as "Completed" and the E-Filing System will no longer give Attorneys access the case to upload additional document to the case.
- Once a case is closed and completed in the system, the E-Filing System will delete the case 60 days thereafter. The case can only be restored at the specific direction of the OMVH Staff.

TECHNICAL DIFFICULTIES

- The point of contact for an Authorized E-Filer who is experiencing difficulty e-filing a document is the OMVH's Department of Information Technology (IT Department) at DoNotReplyOmvh@scalc.net. This email address is also listed on the OMVH's website, www.scomvh.net. The IT Department is open during normal OMVH hours of operation.
- If the E-Filing System is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour after 12:00 p.m., Eastern Time, then the technical failure will be communicated to Authorized E-Filers by announcing it on the E-Filing System web page.
- Refer to section 8(C) of the E-Filing Procedures for guidance should a technical failure of the E-Filing System or a technical difficulty prevents an Authorized E-Filer from submitting a document for e-filing on the day of the technical failure or difficulty.
- Where an Authorized E-Filer is unable to complete an e-filing after repeated attempts, consult section 8(D) of the E-Filing Procedures for guidance. However, a refund of the filing fee may be warranted if certain conditions are met, which is explained in more detail on the next page.
- Scheduled maintenance of the E-Filing System will be announced in advance via the e-filing webpage at www.scomvh.net.
    - Where the E-Filing System is unavailable and the time of the unavailability is announced in advance as part of regularly scheduled maintenance, no technical failure has occurred. Authorized E-Filers may utilize the technical difficulty provisions if the filing is required to be filed that day.

CONDITIONS FOR REFUNDS WHEN THE E-FILER IS NOT AT FAULT

- If a payment is processed but an error message, not caused by the E-Filer's fault, prevents the E-Filing System from processing the case, a refund is offered.

To Initiate a Refund:

- The E-Filer must email donotreplyomvh@scalc.net (OMVH cases) or donotreplyalc@scalc.net (ALC cases) within one business day of receipt of the error message.
- The refund request must detail the error and include a screenshot of the error message.

** Requests that do not comply with this policy will not be processed **

Refund Process:

- Staff will respond to the request within one business day; further instruction may be provided at such time.
- If the refund request is approved, the E-Filer will receive an email confirmation of refund.
    - Refunds may take up to three business days to process.

Important notes:

- DO NOT attempt to continue with the filing case
- DO NOT DELETE the partially filed case
- DO NOT re-file the case
- Failure to follow any instructions included in the E-Filing materials, including the training video, will be considered the fault of the E-filer and a refund will not be issued.

Appendix

STATE OF SOUTH CAROLINA
ADMINISTRATIVE LAW COURT

_____,	)	Docket No.
	)	
	)	
Petitioner(s)	)	
	)	
v.	)	**PROOF OF SERVICE**
	)	
_____,	)	
	)	
Respondent(s).	)	
_____	)	

I hereby certify that I have served the _____ (name of document) in the above-captioned matter by depositing a copy via

❑ the Court's E-Filing System ❑ the United States Mail, postage paid

on the date listed below to the addresses as follows:

_____	_____	_____
Name and/or Agency Name	Mailing Address	Email Address
_____	_____	_____
Name and/or Agency Name	Mailing Address	Email Address
_____	_____	_____
Name and/or Agency Name	Mailing Address	Email Address

_____
(Date)

_____
(Print Your Name)

_____
(Your Signature)

_____
(Your Email Address)

Glossary

State Agency Options:

- Criminal Justice Academy
- Department of Agriculture
- Department of Consumer Affairs
- Department of Corrections
- Department of Employment/Workforce
- Department of Environmental Services
- Department of Health and Environmental Control
- Department of Health and Human Services
- Department of Insurance
- Department of Labor, Licensing, and Regulation
- Department of Motor Vehicles
- Department of Natural Resources
- Department of Probation, Parole and Pardon Services
- Department of Public Health
- Department of Public Safety
- Department of Revenue
- Department of Social Services
- Department of Transportation
- MISC
- Public Employee Benefit Authority
- SC Law Enforcement Division
- Secretary of State

Filing Type:

- Appeal
- Injunctive Relief/Enforcement
- Contested Case Hearing
- Regulation Hearing

Person Type:

- Corporation
- Individual
- Inmate
- Local Government
- Organization
- Public School
- Public School/Higher Ed
- State Agency

Party Type:

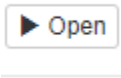
- Appellant
- Intervenor
- Petitioner
- Proponent
- Protestant
- Respondent

Document Type:

- Agency Information Sheet
- Briefs
- Correspondence
- Exhibits
- Intake Documents
- Miscellaneous
- Motions
- Notice
- Orders by Parties
- Prehearing Statements
- Record on Appeal (Appeals)

Symbols:

Edit a Case or Document



Open a Document or Notification

Initiate Filing

Case Status Indicators:

- Entering Case Information
- eFiled Awaiting Review
- Rejected
- Awaiting Agency Information Sheet
- Prehearing Statements
- Schedule Case
- Scheduled
- Awaiting Final Decision
- Case Closed Awaiting Completion
- Completed

System Notifications

Acknowledgment of Registration:

The following message will appear in green if your E-Filing Registration Submission has been successfully transmitted.

> **Thank you for submitting your registration form!**
>
> **Please allow up to 2 business days for a response. You will receive an email either approving or denying your registration.**

Registration Approval

Attorney Registration SCALC e-Filing System - Registration Request Approved
1 message

DoNotReply@scalc.net <DoNotReply@scalc.net> Thu, Aug 15, 2024 at 11:12 AM
To: AttorneyEmail

SOUTH CAROLINA
ADMINISTRATIVE LAW COURT
EDGAR A. BROWN BUILDING 1205 PENDLETON ST., SUITE 224 COLUMBIA, SC 29201 VOICE: (803) 734-0550

Dear Attorney

Your registration with the SCALC's e-Filing System has been approved. You may begin submitting cases by clicking the link https://is8scalcic.teamia.com/Home/Login.

Clerk's Office

e-Filing System Email

. . CONFIDENTIALITY NOTICE:This email (including any attachments) contains information from the South Carolina Administrative Law Court that may be confidential or privileged. The information is intended to be for the use of the individual or entity named above. If you are not the intended recipient, you are not authorized to read, copy, retain or distribute this message. If you have received this email in error, please notify the sender immediately by "reply to sender only" email and destroy all electronic and hard copies of the communication, including attachments. Please contact HelpDeskIT@scalc.net if you are unsure the email is legitimate.

noname
39K

Notification of Issued Order

SOUTH CAROLINA

ADMINISTRATIVE LAW COURT

EDGAR A. BROWN BUILDING 1205 PENDLETON ST., SUITE 224 COLUMBIA, SC 29201 VOICE: (803) 734-0550

Date Sent: 8/23/2024 1:17:14 PM
Subject: Order for Prehearing Statements - Docket # 24-ALJ-17-0307-CC
Recipients:

All,

The judge assigned to the following case has issued an Order for Prehearing Statements. The parties involved in the case must submit Prehearing Statements within twenty (20) days from the date of the Order.

Docket #: 24-ALJ-17-0307-CC

Case #: 24A0307

e-Filing System Email

Payment Receipt

Payment Receipt

donotreplystage@snappayglobal.com
to me

SnapPay Staging Environment

Payment Receipt

Merchant	:	SC Admin Law Court, 1205 Pendleton Street Columbia, SC 29201, 803-734-0550
Account	:	1001578918 - SC Admin Law Court
Customer	:	100 - Name
Transaction Amount	:	150.00
Fee Amount	:	4.13
Total Amount	:	154.13
Paid On	:	8/26/2024 3:14:07 PM

Payment Summary

Type	Last 4	PG Transaction ID	Transaction Amount	Authorization Code	Return Description
VISA	1111	239607158448	150.00	PPS490	Transaction successful.

Custom Fields

Docket Number	Packet ID
24-ALJ-30-0319-IJ	17258

Service fee has been charged as a separate transaction.

Snap Pay Failure Notification

Payment Mode	CC	**Payment Email**	corinne.cox@teamia.com
Transaction Status	N	**Fee Transaction Status**	N
Invoice Amount	150.00	**Fee Amount**	4.13

SnapPay Return Message Transaction Failed. Bad card check digit

SnapPay Return Description

✓ CONTINUE ⊘ CANCEL

Sample Proof of Service

PROOF OF SERVICE
(MUST BE COMPLETED)

Name: Attorney	Date: 8/30/2024	City: Columbia	State: SC

I hereby certify that on the date and place listed above, I served a copy of the foregoing Request for Injunctive Relief **on all other parties** to this matter by depositing the same in the United States Mail, postage paid, and addressed as follows:

Name and/or Agency Name	Mailing Address	Email Address
party	address city SC 43091	party@hotmail.com

X Signature of Attorney *Date* 8/30/2024

Attention: All cases filed in the Administrative Law Court are subject to the Rules of Procedure for the Administrative Law Court and the Court's E-Filing Procedures found at the Court's website www.scalc.net or from the Clerk of Court. Failure to follow these rules may result in dismissal of your case.

Electronically Filed
8/30/2024
SC Admin. Law Court

Case Filing Returned with Deficiencies Notification

Test Attorney115,

The following Case has been returned with deficiencies. Please see the attached Memo for details. You have five (5) business day to correct the deficiencies. If you do not correct the deficiencies within five (5) business day the case will be rejected.

Docket #: 23-ALJ-07-0260-CC

Case #: 23A0260

Accepted ALC Case Notification

Test Attorney115,

The following Case has been accepted and is awaiting assignment. You will be notified when the case has been assigned.

Docket #: 23-ALJ-30-0460-CC

Case #: 23A0460

ALC Case Assignment Notification

SOUTH CAROLINA

ADMINISTRATIVE LAW COURT

EDGAR A. BROWN BUILDING 1205 PENDLETON ST., SUITE 224 COLUMBIA, SC 29201 VOICE: (803) 734-0550

A notice of assignment for the following case has been issued. The agency involved in this case must submit an Agency Information Sheet within ten (10) business days from the date of assignment. See SCALC Rule 12.

Docket #: 24-ALJ-11-0382-RH

Case #: 24A0382

Click here to view Case Information and Documents