

South Carolina Administrative Law Court

FAQS – E-Filing

Most of the questions that have been asked can be answered by reviewing the manual. Therefore, please review the manual and all documents regarding E-Filing before contacting the Court with questions.

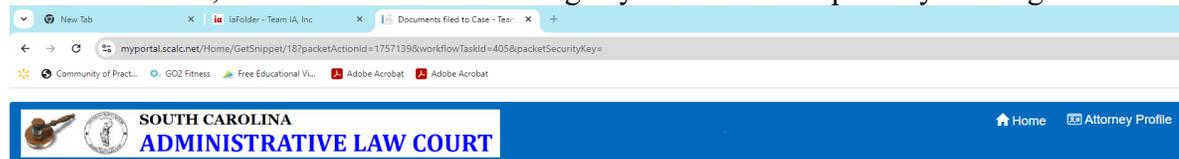
What should I do if my registration has not been accepted and my time to appeal is about to lapse?

During the voluntary phase, traditional means of filing is always an option. If your registration is approved after a matter is traditionally filed, upon request of the parties, the Court can convert the case to the e-filing system.

When e-filing becomes mandatory, you will need to contact the Clerk of Court immediately to resolve the status of your registration.

How do I know if my document has been successfully submitted?

A green notification will appear in the e-filing system immediately following a successful submission (see below). A notification will also be sent to the email addresses associated with the case, confirming that an e-filing has been received by the system. You can view this notification under the case documents. If you do not receive the aforementioned notifications, your registration has not been successfully submitted. In this instance, select the status bar, then select the writing symbol to complete your registration.



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

When filing a case, why does my Attorney information appear twice under the Representation field?

You do not need to select yourself as a representative. The system automatically populates the information for the attorney that is electronically submitting the filing. If you are serving as co-counsel with another attorney, you will need to add them as a representative to the case.

How do I amend a successfully e-filed document?

Upon motion, the Court will entertain a request to amend any e-filed document. See the Court rules for additional guidance.

When viewing a case in progress, how do I e-file a motion or brief?

Please note that you cannot e-file motions or briefs until the case has been accepted and assigned to a judge. If you need to file a motion before case assignment, you must use traditional means.

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To file a motion or brief following case assignment, navigate to the Home Screen and select “File Documents” appearing on the right. From here you will be able to select the case in progress and e-file the respective additional document.



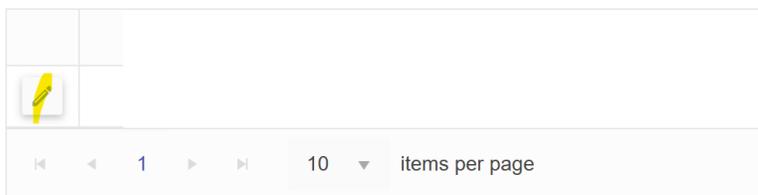
My Registration was approved but I can't access the E-filing System.

First, make sure you received an email notification that your registration was approved. If you did receive an email, log out of the E-filing system and re-enter your login information. Alternatively, verify that you are entering the correct username and password. If you continue to experience difficulty, contact the Court's Department of Information Technology.

If you did not receive an email approving your registration and it has been several days, please make sure you have submitted the registration before contacting the Court. When you log in, you should see the status of your registration in the upper right corner. If it says “Registration Awaiting Submission,” then you have not submitted your registration. To finish your registration, select the status bar, then select the writing symbol.



Attorney Registration In Progress



The status of my case is not changing. Do I need to take action?

No. The E-filing System or the Court will adjust the status of your case based upon filings and the Court's review of matters pending before the Court.

I need to change my email address associated with my account. How do I do that?

If you need to update **your** account's main email address, contact the IT Help Desk @donotreplyalc@scalc.net or @donotreplyomvh@scalc.net. Please note that your account's main email address must use the email address registered with the SC Bar.

I received an error message when attempting to file. What do I do?

First, review the E-filing Manual to ensure that you have followed the appropriate procedures for e-filing a case and/or document. If you followed the appropriate steps,

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contact the IT helpdesk @donotreplyalc@scalcn.net or @donotreplyomvh@scalcn.net. DO NOT ATTEMPT TO RE-FILE as it will result in multiple filings and non-refundable fees. If your time to appeal is about to lapse or you wish to file as soon as possible, please call the Clerk's Office at the Court's main number, 803-734-0550.

I don't see a case in my "cases in progress."

Cases that were not e-filed, are not be visible in the e-filing system. If the case was e-filed and is not visible to you, contact the assigned judge's office to ensure you are listed as a counsel of record.

I need to file a Notice of Appearance in an e-filed case. How do I do that?

First, make sure you are registered and approved to use the E-Filing System. Please refer to the manual for more information on registration. Then, you will need to traditionally file the Notice of Appearance. You will then be added as a counsel of record. At that point, all documents must be e-filed in that matter.