

Navigating the SC District Court Web Page

Introduction	1
Search	1
Horizontal Menu Across Top	1
Vertical Menu Down Left Side	2
ECF Menus	3
Attorneys Menus	3
Judges Menus	4
Jurors	5
Mediation/ADR Menus	5
Pro Se (Representing Yourself) Menus	6
Reference Menus	6
Contact Us Page	7

Introduction

The SC District Court web page is intended to provide users with updated information and useful resources.

Search

When unsure of where something is located, use the **Search** box to find it by typing key words or phrases and clicking **Search**. A list will be generated, itemizing the various locations for that key word or phrase. Click on a listed item to go to that location.

Horizontal Menu Across Top

Across the top of the home page is a horizontal menu containing the following items:

Menu Item	Contents/Use
Home	Return to the Home Page.
What's New	Items appear newest to oldest and are retained for 60 days (or specific date if one set).
Links	Links to related sites, e.g., U.S. Courts, Fourth Circuit Court of Appeals, South Carolina Bar, PACER.
Forms	Organized by categories, most forms are in multiple

Menu Item	Contents/Use
	<p>versions (WordPerfect, MS-Word, and/or PDF) and some are links to other sites (e.g., U.S. Courts, Fourth Circuit Court of Appeals).</p> <p>The Search for: box enables searching by key words or phrases to find specific forms.</p> <p>Questions regarding forms and their use should be directed to Lois McLeod at 803-253-3527.</p>
General Information	<p>A variety of information is contained here, including Court Locations, Fees, Telephone Directories, and Transcripts. <i>Some topics are covered separately in this document.</i></p>
Records	<p>In addition to a link to PACER, there are links to:</p> <ul style="list-style-type: none"> • Record Retention and Retrieval/Request for Copies which explains the process and includes links to forms • Searching for Case Information which provides Records Search Guidelines, as well as information on indices and microfiche.
Rules	<p>Links to Federal and Local Rules</p>
Standing Orders	<p>Districtwide Orders, organized by categories.</p>

Vertical Menu Down Left Side

Below the **Search** box are topics with expandable menus. Each of these will be covered in subsequent subtopics.

- ECF
- Attorneys
- Judges
- Jurors
- Mediation/ADR
- Pro Se
- Reference

ECF Menus

The following menus are under **ECF**.

Menu Item	Contents/Use
Logon to ECF/PACER	Click to access Login Screen. Use ECF login and password to file documents. Use PACER login and password to access filed documents.
Announcements	Links to information documents that were previously eblasted to all filing users.
Procedures	Procedural documents related to ECF.
Registration Forms	Multiple versions of the CMECF Registration Form and the MDL Registration Form.
Resources	Direct links to items also available elsewhere on the website, e.g., Judges' Filing Preferences.
Troubleshooting	Information about technical support and Lost/Misplaced ECF Logins.

Attorneys Menus

The following menus are under **Attorneys**.

Menu Item	Content/Use
Admission to Practice	Requirements, procedures, and forms for admission to practice in our court.
CJA Appointment	Requirements, procedures, and forms related to CJA appointments and practice.
Electronic Courtrooms	Information and photographs related to features and equipment in each of our courtrooms.
Federal ID Search	Enter Last Name in the box and click Submit to retrieve a federal bar ID number.
Pattern Jury Charges	Extensive, searchable list of pattern jury charges.

Menu Item	Content/Use
Pro Bono Opportunities	Requirements, procedures and forms related to Volunteer Pro Bono Opportunities.
Sureties-SC DOI Info	Link to the South Carolina Department of Insurance.
Sureties-Treasury Listing	Link to the Financial Management Service Bureau of the U.S. Department of Treasury.
Surety Instructions-CV	Procedural document.
Surety Instructions-CR	Procedural document.
Training Resources	Links to: <ul style="list-style-type: none"> • On-Line Training Database is available for practice performing e-filing functions. • On-Line Training Tutorial links to the PACER Training site where requirement for ECF training may be satisfied. Under District Courts, choose Version 3.+ Electronic Learning Modules and complete each lesson.
Transcript Redaction	Procedural document.
Transcript Requests	Requirements, procedures, and forms related to Court Transcripts.

Judges Menus

The following menus are under **Judges**.

Menu Item	Content/Use
District Judges	Detailed information about District Judges, their location, contact information, and links to their respective Filing Preferences, as well as Form Orders and Operational Orders.
Magistrate Judges	Detailed information about Magistrate Judges, their location, contact information, and links to their respective Filing Preferences, as well as Form Orders and Operational Orders.

Menu Item	Content/Use
Filing Preferences	Standard Filing Preferences and Judge-Specific Preferences. The twelve Standard Preferences apply if a judge does not express another preference.
Jury Selection Calendar	Calendar displaying currently scheduled and cancelled jury selections.
Seminar Disclosure	Information about Judicial Conference Policy and a link to existing reports.

Jurors

This opens the **Jury Information** page which contains extensive information and additional links relative to Jury Service in our court.

Mediation/ADR Menus

The following menus are under **Mediation/ADR**.

Menu Item	Content/Use
Certified Mediator Listing	Searchable listing of all certified mediators, including their background and areas of expertise.
Forms & Orders	Multiple versions of Mediation Forms and Orders.
Guidelines	Guidelines and procedures related to our Mediation/Alternative Dispute Resolution program.
Items of Interest	Links to Mediation/ADR relevant Local Civil Rules and Fourth Circuit Opinion on Mediation Confidentiality.

Pro Se (Representing Yourself) Menus

The following menus are under **Pro Se**.

Menu Item	Content/Use
Pro Se WARNING	Important Information concerning removal of all personal identifying information from documents prior to submission for filing.
Forms	Multiple versions of Pro Se forms.
Guide	Procedural document for Pro Se litigants.
Transcript Redaction	Filing instructions for Pro Se litigants.

Reference Menus

The following menus are under **Reference**.

Menu Item	Content/Use
Bankruptcy transfers	Requirements and procedures for Bankruptcy Transfers.
Case number explanation	List of divisions, including counties and division numbers. Explanation of case number, e.g., calendar year, division, case type, and judge initials.
Miscellaneous Cases	Information about miscellaneous cases and how they are handled.
ECF Civil Events	Document listing all civil categories and events used in ECF.
ECF Criminal Events	Document listing all criminal categories and events used in ECF.
Post Judgment	Information, procedures, and requirements related to Post Judgment Matters.
Referral of Cases	Information, procedures, and requirements related to Referral of Cases to Magistrate Judges.

Contact Us Page

At the bottom of the screen is a link to **Contact Us** which provides:

- Links to District and Magistrate Judges and their respective case managers
- Divisional phone numbers
- PACER information
- ECF Help Desk contact information
- PAY.GOV contact information
- Link to email the Web Administrator.