

Pursuant to the Federal Rules of Procedure, certain documents must bear the seal of the court. Beginning Tuesday, February 19, 2008, the Clerk of Court for the District of South Carolina will no longer manually emboss the seal of the court, but will instead use an electronic seal on all documents requiring the court's seal, e.g., criminal warrants, civil and criminal summons, subpoenas and writs.

Documents should be provided to the clerk as a PDF document. If applicable, the plaintiff will file the summons with the initiating documents when filing a new civil case into the court's shell case. The clerk will sign, date, affix the electronic seal, and electronically file the summons into CM/ECF. The plaintiff will access the summons from the Notice of Electronic Filing and print copies needed for service.

The Summons Issued event will continue to be a public entry on the court's docket sheet, but the summons will be accessible only by the plaintiff.

The court's electronic seal may also be used when certifying copies of documents filed in the court's record. Appropriate fees apply.