

Beginning Wednesday, February 20, 2008, the Clerk's Office for the District of South Carolina will change the manner in which filing users are notified of deficient filings into the court's electronic filing system.

1. Only the filer of the document will be notified via email, advising them of the deficiency, **listing specific corrective steps** and allowing one (1) business day for the correction. **It is very important to read the entire email**, as there are customized emails for each type of deficiency.
2. When a correction is made, a regenerated Notice of Electronic Filing will be sent to all parties in the case, describing the correction and providing a "free look" of the corrected filing.
3. If deficiencies are not corrected within 1 business day, further communication may include notification of the deficient filing to the presiding judge.

Attorneys are reminded of the listing of the Judges' Preferences on the court's website. Special attention should be given to the requirements of the format for signatures on documents. Most deficient filings could be avoided by a thorough review of these requirements.