

E-Filing Procedures for Charleston County Master In Equity

Orders of Reference

Submit the Order of Reference, Affidavit of Default, and Military Affidavit for filing. Once the Order of Reference comes back signed and filed with the Clerk, mail the Order of Reference check to the Master in Equity along with a cover letter and a copy of the filed Order of Reference.

Default Foreclosure Hearing Packages

- Law Firm to e-mail (in Word attachment) Form 4 and Order at least **72 business hours** prior to the hearing
- All other documents to be e-filed (**72 business hours** prior to the hearing)
Note: Exhibits/Attachments
Record of Hearing

Post-Sale Deed Packages (will **not** be e-filed use the same procedure as before e-filing)

- All of the following documents: deed, satisfaction are mailed
- **E-file:** Assignment, Report on Sale, Deficiency Order & Form 4

Any document on a case that is already referred to the MIE that needs a hearing or other date such as: Rule to Show Cause; Order of Continuance; Writ of Assistance, etc. (**other than Supplemental Proceedings**)

- Law Firm will need to e-mail for a hearing date prior to e-filing the document.

Note:

Please use the following address/location for hearings/status conferences when sending notice to parties:

100 Broad Street, Courtroom 2A, Charleston, SC 29401

Please use the following address/location for Notice of Foreclosure Sales:

County Council Chambers, 4045 Bridge View Drive, North Charleston, SC
Sales shall be conducted here until further notice.