

# **E-FILING INSTRUCTIONS**

## **\*NEW CASE**

1. Go to Ez-File website – [www.ez-filing.net/southcarolina](http://www.ez-filing.net/southcarolina) - create an account.
2. To File a New Case – click on File a New Case. Complete the Case Information and Parties. Verify the case information and hit Next on bottom right corner to move forward. When you get to Documents, choose your document type and upload. EZ-File only accepts PDF format.
3. At Checkout, please enter your payment information. Please note there is a one-time \$7.00 E-file fee per case along with a bank service fee per transaction.
4. Once complete, you will receive an email that confirms your filing was submitted.

If you experience any problems with the site, please call Toll Free 866-501-4266.