

**LIST OF DOCUMENTS THAT NEED TO BE E-FILED BY
PLAINTIFF OR THEIR ATTORNEY FOR GREENVILLE COUNTY
MIE HEARINGS**

FORECLOSURE HEARINGS

Certificate of Compliance - Form 256A (must be sent to all Defendants and filed prior to scheduling hearing)
Notice of Hearing (with all service documents)
Affidavit of Debt
Affidavit of Attorney's Fees
Affidavit of Non-Military Service
Affidavit of Default
Note and Mortgage (with all assignments)
Certificate/Affidavit of Costs
GAL Report (if applicable - Report must be current)

UPDATE HEARINGS

Certificate of Compliance - Form 256A (must be sent to all Defendants and filed prior to scheduling hearing)
Notice of Hearing (Form 256A and all service documentation)
Affidavit of Debt
Affidavit of Attorney's Fees

HOA FORECLOSURE HEARINGS

Certificate of Compliance - form 256A (must be sent to all Defendants and filed prior to Scheduling hearing)
Notice of Hearing (with service documentation)
Affidavit of Debt
Affidavit of Attorney's Fees
Certificate of Costs
Covenants (applicable portions)

QUIET TITLE HEARINGS

Notice of Hearing (with all service documentation) Affidavit of Publication
Order of Publication
Affidavit of Tax Collector
Deeds
Tax Deed
GAL Report (if appointed - Report must be current within 30 days of hearing)

Orders with Form 4's attached at end must be E-Filed in Word format on all cases

06/10/20

1. All e-filed documents need to be filed under the appropriate drop-down entry; such as Master/Order/Other; Master/Affidavit of Costs, etc. These headings are all listed under the Master section of the e-file system. Our office does not need a separate Record of Hearing. The court reporter's transcript will serve as the Record of Hearing.
2. Please E-File any and all documents you would normally submit to the Judge at the hearing. We are trying to streamline the process and the Clerk's Office has asked that we only mark exhibits when absolutely necessary. Exhibits will no longer be filed and scanned. If exhibits are presented at hearings, the court reporter will do an Exhibit List for the Clerk's Office. The Clerk's Office will then store the exhibits and destroy them in six months if a self-addressed stamped envelope is not provided at the hearing for returning the exhibits to your office.
3. All Orders with Form 4 attached at the end must be E-Filed in Word format. The drop-down entry to file an Order has been created for Master/Order of Foreclosure and Sale. Please omit the signature line for the Judge and put at the very end of the actual Order (not Form 4): JUDGE'S SIGNATURE PAGE TO FOLLOW. When the Judge signs the Order a separate page is created at the end of the document with his E-Signature.
4. When you E-File the Orders, do not do a coversheet, as this creates an additional \$25 fee that you will have to pay. You have to use the drop-down code Order/Coversheet. You will have to pay the \$25 upfront but can request a waiver at the conclusion of the submission.
5. **All documents MUST be E-filed at least 48 business hours prior to the hearings.** The Clerk's Office has to accept all filings before we can proceed with preparing Orders/binders for Judge Simmons to have while on the bench. If you don't file all documents at least 48 business hours prior, your hearing(s) may not be held.
6. The \$35 fee for a supplemental hearing must be either mailed before the hearing or presented at the hearing.
7. The \$32.50 court reporter fee for preparation of the transcript must be presented at the hearing.
8. You will ALWAYS need to bring your hard copy of the file (especially proposed Order) to provide necessary documentation to any *pro se* Defendants in attendance at the hearings.
9. Do not file a Notice of Sale as they are to be posted online in a local newspaper.

06/10/20