



Lexington County Clerk of Court

Lisa M. Comer
Clerk of Court
205 East Main Street
Lexington, SC 29072
Telephone: 803-785-8212

MEMORANDUM

From: Lisa M. Comer, Clerk of Court

Date: April 22, 2020

Ref: Optional Filing Methods

Pursuant to the Order of Chief Justice Donald W. Beatty dated April 14, 2020, RE: Operation of the Trial Courts During the Coronavirus Emergency, the Clerk of Court's office will accept filings by e-mail. Faxed documents will not be accepted. The Order allows for optional filing methods to be put in place by the Clerk of Court. Electronic filings will need to meet the following requirements:

Family Court

All pleadings that require a filing fee must be filed at the drive thru or submitted via U.S. mail.

Filings that do not require a filing fee may be submitted by e-mail as a PDF attachment to FamilyCourt@lex-co.com with the following requirements:

1. E-mails must be submitted by a SC Bar member using the e-mail address listed in AIS, along with contact information for the attorney.
2. Each pleading **must** have the electronic signature statement: "Electronic signature and filing authorized pursuant to of the Order of the Supreme Court of South Carolina dated April 14, 2020."
3. Each case **must** be submitted separately. E-mails containing filings for more than one defendant/case will not be accepted
4. Each pleading needs to be a separate PDF document.
5. The subject line of the e-mail should contain a description of the documents.

Once the documents have been received by the Clerk's office, a clocked copy will be scanned and returned via e-mail to the attorney.

General Sessions:

All pleadings that require a filing fee must be filed at the drive thru or submitted via U.S. mail.

Filings that do not require a filing fee may be submitted by e-mail as a PDF attachment to lcomer@lex-co.com with the following requirements:

1. E-mails must be submitted by a SC Bar member using the e-mail address listed in AIS, along with contact information for the attorney.
2. Each case must be submitted separately. E-mails containing filings for more than one defendant/case will not be accepted.
3. Each pleading **must** have the electronic signature statement: "Electronic signature and filing authorized pursuant to of the Order of the Supreme Court of South Carolina dated April 14, 2020."
4. Each pleading must be a separate PDF document.
5. The subject line of the e-mail should contain a description of the documents.

Once the documents have been received by the Clerk's office, a clocked copy will be scanned and returned via e-mail to the attorney.

If you have any questions or need additional information, please contact the Clerk of Court's office at 803-785-8393.

Sincerely,

Lisa M. Comer