

## **E-Filing Procedures for Lexington County Master In Equity (short summary)**

### **Orders of Reference**

Law Firm to \*e-file order of reference to clerk of court and on the **\*same day** send via regular mail the MIE check for reference fee along with **Judge Spence's checklist** and copy of Notice of Electronic filing of Order of Reference to MIE office attention Order of Reference clerk (Check payable to The Lex. Co. Master In Equity: \$125.00(Foreclosure) \$25.00(Supplemental Proceeding) \$50.00(Other/Quiet Title etc.) **Note: list a contact name and e-mail for the Law Firm**

### **Supplemental Proceeding Order of Reference Procedure:**

- 1- You will e-file an order of reference only.(you can't combine OR & RTSC)
- 2- You will mail the MIE reference fee and Judge Spence's checklist to the MIE office attention Order of Reference Clerk.
- 3- Once the order of reference has been signed and filed with the clerk of court and placed in the MIE referral portal and the MIE office has received your check and checklist (normally takes about 1 week – depending on when you send MIE check and checklist) then you will need to contact MIE for a hearing date.
- 4- The MIE court staff will e-mail a hearing date to you for your **Sup. Proc. RTSC**.
- 5- Put hearing date in **Sup. Proc. RTSC** and e-file with a note to the clerk of court that this RTSC needs to go to Judge Spence.

### **All other Orders of Reference:**

- Clerk of Court will send order to Judge Spence for conflict review
- Judge Spence to review OR:
  - If no conflict Judge Spence will send order to Clerk of Court or Circuit Ct. Judge to process
  - If Judge Spence has a conflict he will send order back to COC with note that a Special Referee is needed and COC will reject order back to attorney.
  - Scheduling cases will work the same as before – once attorney has confirmation of order of reference being signed and filed by COC – Law Firm will e-mail Gail Faircloth and/or Leslie Shealy to set hearing date. (gfaircloth@lex-co.com – lshealy@lex-co.com)

Note: wait 3-5 days after the order of reference has been filed by the COC to request your hearing date. It takes a little time to get OR on MIE portal and for your check to reach MIE.

## **Default Foreclosure Hearing Packages**

- Law Firm to e-mail (in Word attachment) Notice of Sale, Form 4 and Order at least **72 business hours** prior to hearing to Leslie Shealy (lshealy@lex-co.com)
- All other documents to be e-filed (**72 business hours** prior to hearing)
- \$35.00 MIE fee for supplemental hearing is to be handed up at the hearing.  
Note: Exhibits/Attachments to be e-filed **prior** to hearing  
Record Cover Sheet to be e-filed **after** hearing

### **Note when e-filing orders that are scheduled for hearing in Lex. Co. MIE:**

Only orders on default foreclosures are filed prior to the hearing.

All other orders are not to be filed until **AFTER** the hearing.

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

- All of these documents (deed, satisfaction, assignment, report on sale, deficiency order & form 4) and checks will be **mailed** (**none are e-filed**) to the attention of Gail Faircloth

### **Any document on a case that is already referred to the MIE that needs**

**a hearing/other date such as:** Rule to Show Cause; order of continuance; writ order put out date, etc. (**other than Supplemental Proceeding RSC-see above**)

- Law Firm will need to e-mail Gail Faircloth or Leslie Shealy for a hearing/set out date prior to e-filing the document.

Lexington County Master-In-Equity  
205 E. Main Street, Suite 204  
Lexington, SC 29072