

E-Filing Procedures for Lexington County Master In Equity

Orders of Reference

- Clerk of Court will send order to Judge Spence for conflict review
- Judge Spence to review Order of Reference:
 - 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.

Supplemental Proceeding Order of Reference Procedure:

- 1- You will e-file an order of reference only with the clerk of court. (you can't combine OR & RTSC)
- 2- You will mail # (see below) the **MIE reference fee \$25.00(Supplemental Proceeding)** and **NEF** to the MIE office attention Order of Reference Clerk. We suggest you do this on the same day as you e-file the order of reference. (note: checklist is not needed with Supplemental Proceedings) **Note: List a contact name and e-mail for the Law Firm please.**
- 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 NEF (normally takes about 1 week – depending on when you send MIE check and NEF) the MIE court staff will e-mail a hearing date to you for your **Sup. Proc. RTSC**.
- 4- Put the hearing date in your **Sup. Proc. RTSC** and e-file with a note to the clerk of court that this RTSC needs to go to Judge Spence.

Foreclosure/Other Orders of Reference:

- 1- You will e-file order of reference with clerk of court.
- 2- You will mail # (see below) the **NEF, Judge Spence's checklist** and the **MIE reference fee \$125.00(Foreclosure) \$50.00(Other/Quiet Title etc.)** to the MIE office attention Order of Reference Clerk. We suggest you do this on the same day as you e-file the order of reference **Note: List a contact name and e-mail for the Law firm please.**
- 3- Scheduling these 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 MIE office to schedule hearing.

Note: wait 3-5 days after the order of reference has been **signed and 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.

#Lexington County Master-In-Equity
Attn: Order of Reference Clerk
205 E. Main Street, Suite 204
Lexington, SC 29072

Default Foreclosure Hearing Packages

- Law Firm to e-mail (**in Word format**) 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)
 - Note: Exhibits/Attachments to be e-filed **prior** to hearing
 - Record Cover Sheet to be e-filed **after** hearing
- \$35.00 MIE fee for supplemental hearing is to be handed up at 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 Court.
- Note: you will put the date and signature line on these documents as they will be “ink” signed and then e-filed by the MIE court.

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 MIE office for a hearing/set out date prior to e-filing the document.
- Please be sure to include all contacts from MIE office when requesting date.

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Updated 02/27/25