

**DOCUMENTS THAT NEED TO BE E-FILED FOR
GREENVILLE COUNTY MIE HEARINGS**

FORECLOSURE HEARINGS

11/18/21

Order
Notice of Hearing (with all service documentation)
Affidavit of Debt
Affidavit of Attorney's Fees
Affidavit of Non-Military Service
Affidavit of Default
Note and Mortgage (with all assignments)
Certificate of Costs
Schedule of Advances
GAL Report (if applicable - Report must be current)

UPDATE HEARINGS

Order
Notice of Hearing (with all service documentation)
Affidavit of Debt
Affidavit of Attorney's Fees
GAL Report (if applicable - Report must be current)

HOA FORECLOSURE HEARINGS

Order
Notice of Hearing (with service documentation)
Affidavit of Debt
Affidavit of Attorney's Fees
Certificate of Costs
Covenants (applicable portions)

QUIET TITLE HEARINGS

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

SEE PAGES BELOW FOR ADDITIONAL INSTRUCTIONS

1. Our office no longer needs to receive 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. If you think any document should be in the permanent file, it must be e-filed.
3. All Orders and Form 4's must be E-Filed in Word format. The action description to file an Order has been created for Master/Order of Foreclosure and Sale. The Form 4 action description is Order/Form 4. Please omit the signature line for the Judge. When the Judge signs the Order a separate page is created at the end of the document with his ESignature.

The following must be in the Order: Date of hearing; if held via Zoom; owner at time Lis Pendens was filed.

When you're asked to revise an Order, please DO NOT e-file the revised version. Please email directly to the person who asked for the revisions.

4. When you E-File Orders, do not do a coversheet, as this creates an additional \$25 fee that you will have to pay. Do not use the action description code Order/Coversheet. Just file the Order without a coversheet.
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 our files for Judge Simmons while on the bench. If you don't file at least 48 business hours prior, your hearing(s) will not be held.

When e-filing documents, please use the appropriate action description in the master section of the e-file system. Such as: master/exhibit/affidavit of attorney's fees; master/exhibit/tax deed. If you fail to use the appropriate action description, we have to look at all exhibits to make sure all necessary documents have been e-filed.

6. The \$35 fee for a supplemental hearing must be either mailed before the hearing or presented at the hearing. Since we are still holding hearings via Zoom, it is imperative that you mail this check prior to the hearing. The Order cannot be processed until we have received this check.

7. The \$32.50 court reporter fee for preparation of the transcript must be presented at the hearing or if hearing is being held via Zoom, the check must be received by our office prior to the hearing.
8. You will ALWAYS need to bring your hard copy of the files 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 by your office at greenvillejournal.com.