

E-FILING INSTRUCTIONS

NEW CASE:

1. Go to EZ-File website – www.ez-filing.net/southcarolina - create an account.
2. To File a New Case – click on **File a New Case.**
 - a. Select Charleston as **Jurisdiction,**
 - b. Select Estates for **Court,** and
 - c. Then select the **Case Type** that you are filing and hit **Continue** to move forward.
3. Complete the **Case Information** and **Parties.** Verify the case information and hit **Next** on bottom right corner to move forward.
4. When you get to **Documents,** choose your document type and upload. **EZ-File only accepts PDF format.**
5. At **Checkout,** please enter your payment information. Please note there is a one-time \$7.00 E-file fee per case along with a bank service fee per transaction. If your document requires a filing fee, it will be added at checkout.
6. Once submitted, you will receive an email that confirms your filing was submitted to the Court.

If you experience any problems with the site, please call:

Toll Free 1-800-428-4855

Help Desk email: helpdesk@iconsoftware.net