



State of South Carolina  
The Family Court of the Thirteenth Judicial Circuit

Alex Kinlaw, Jr.  
Judge

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ADMINISTRATIVE RULE  
REGARDING 365 DAY DISMISSALS

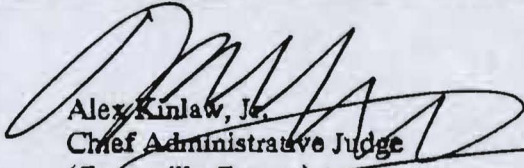
When a Summons/Complaint is filed with the Court, notice is given by the Clerk's Office by stamping on the face of the Summons in **RED INK** the instructions that read:

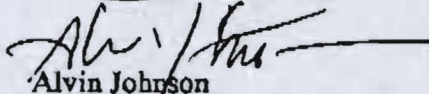
"Written request for a final hearing in this case must be delivered by a party or his/her attorney to the Clerk of Court's Office within 365 days of this filing date. Failure to comply with this rule shall result in the dismissal of the case by the Court."

It is the responsibility of the filer to monitor the case. The Clerk's Office will no longer send a 30 day reminder notice and cases will be dismissed if it appears there is no activity or intent to further adjudicate the matter.

Before submitting a hearing request, you should make sure the case is ready for trial. Just sending in a hearing request will not keep it in active status.

Once a case is dismissed, a written request stating the reason the case was not disposed before the 365 days must be submitted to the Chief Administrative Judge for consideration to vacate the dismissal and reinstate the case. A legitimate reason why you have not concluded the case and whether the case has been mediated should also be submitted. Your request also must include the amount of time needed to finalize your case. Case will not be reinstated for an indefinite period of time.

  
Alex Kinlaw, Jr.  
Chief Administrative Judge  
(Greenville County)

  
Alvin Johnson  
Chief Administrative Judge  
(Pickens County)