

FOREIGN JUDGMENT CHECKLIST

- ☐ ***Civil Action Cover Sheet:***

<https://www.sccourts.org/media/forms/word/SCCA234.dot>

- ☐ ***\$100 Filing Fee*** – Cashier’s Check or Money Order made payable to the Greenville County Clerk of Court.
- ☐ ***Authenticated Copy of Judgment*** from the originating County (note: a certified copy is not sufficient: it must have an authenticating instrument attached to the copy of the Judgment which in most states will be signed by both the Clerk of Court and a State Court Judge of the originating county).
- ☐ ***Affidavit of Filing Foreign Judgment*** which states the following:
 - a. That the Judgment is final;
 - b. That it is unsatisfied in whole or in part ;
 - c. The amount remaining unpaid on the judgment;
 - d. Whether the judgment is further contested.
- ☐ ***Notice of Filing Foreign Judgment*** must be served on the Defendant before the judgment is enforceable (30 days after service is accomplished). This Notice may accompany the original filing or be filed within a reasonable amount of time after initial filing.

Please supply any additional copies of the above-listed documents to be returned for service and recordkeeping.

For further information regarding the filing of foreign judgments in South Carolina please refer to the follow links:

- [**South Carolina Codes of Laws**](#)
 - §15-35-900 through §15-35-960 (Article 11 – Uniform Enforcement of Foreign Judgments)
- [**South Carolina Rules of Civil Procedure**](#)

