

# The Supreme Court of South Carolina

Re: Civil Cover Sheet

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## ORDER

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Pursuant to the provisions of S.C. Const. Art. V § 4,

Civil Cover Sheet, SCCA/234 (3/2004), is approved for use in the Circuit Courts of the State of South Carolina. For the purposes of administration, the attached form will be mandatory effective July 1, 2004 and required with all initial pleadings filed in the court of Common Pleas. Prior to the effective date of July 1, 2004, the civil coversheet is optional and not required in counties where Alternative Dispute Resolution is not mandated.

This coversheet should be completed, in its entirety, by the attorney filing the action and served on the defendant with the Summons and Complaint. This coversheet shall remain as an attachment in order to document the nature of the action that is being filed and as proof of payment of the filing fee.

SCCA/234 (3/2004) supersedes and replaces the ADR coversheet currently available on the South Carolina Judicial Department website.

The civil coversheet will be available in the Office of the Clerk of Court of each county and on the South Carolina Judicial Department website at [www.sccourts.org](http://www.sccourts.org) located under the 'Forms' link.

IT IS SO ORDERED.

S/ Jean Hofer Toal

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Jean Hofer Toal, Chief Justice

March 19, 2004  
Columbia, South Carolina