

**Civil Court Guidance and Requirements for Filing  
The Honorable L. Casey Manning  
Chief Administrative Judge for Common Pleas, Fifth Judicial Circuit**

All orders must be accompanied by a motion. All motions/orders and any required attachments must be E-Filed **and** Emailed to CManningLC@sccourts.org and CManningSC@sccourts.org

Case captions should be specific e.g. "Plaintiff's Motion/Order for Continuance"; "Consent Order for ..." All orders should include signature blocks with phone numbers and addresses. For consent orders, signature blocks should be included for all consenting attorneys. Motions/Orders should include detailed information and the history of the case, including when the action was initiated and filing dates of all pleadings. All orders should include a signature block for Judge Manning.

All orders for Entry of Default should include a Form 4 with no monetary value listed.

Orders for Default Judgment will not be considered unless they include:

- Order of Default and Form 4
- Itemized court costs
- Motion of Default or Certification/Petition for Judgment
- Affidavit of Default
- Affidavit of non-military service (or included in Affidavit of Default)
- Affidavit of Service
- Affidavit of Attorneys' Fees, if seeking
- A filed Complaint
- Verification of Account or Statement of Account (or Verified Complaint)
- Date of last payment by defendant
- Bill of Sale, if account sold from original creditor
- Accounting of Deficiency, if repossessed collateral is resold

Orders for Protection should include: (1) the attorney's name in the caption i.e. "In Re: name", (2) all dates seeking protection from in one order, (3) all active cases in Richland and/or Kershaw County, and (4) all counsel-of-record in the active cases.

Do not E-File orders for protection. Email to CManningLC@sccourts.org **and** CManningSC@sccourts.org; include a return mailing address when emailing orders for protection.

Parties should attempt to submit proposed motions/orders for continuance at least five days before the hearing date.

Scheduling orders will not be considered without a status conference; do not E-File scheduling orders. Email CManningLC@sccourts.org to request a status conference. Requests for a status conference generally should include a cover letter with reasons for the request.

You may contact any judge to schedule a settlement hearing, including the Master-in-Equity for Richland County, the Hon. Joseph M. Strickland. Email CManningSC@sccourts.org to schedule a settlement hearing with Judge Manning. If scheduled, all paperwork should be submitted at least 48 hours before the hearing.