

LOCAL RULE 5005-4: ELECTRONIC FILING

- (a) **Record of the Court.** All pending, reopened, and newly filed cases and proceedings in the Court shall be assigned to the Case Management/Electronic Case Filing system (CM/ECF). The docket of the cases and proceedings shall be available electronically. The electronic record is the official record of this Court. The Court's electronic records are available for public access (view only) at www.pacer.gov.
- (b) **Manner of Filing.** Except as provided, all documents, including proofs of claim, shall be electronically filed utilizing the [CM/ECF system](#) or the Court's [electronic claims interface](#).¹ Attorneys and certain parties may become registered CM/ECF participants. Information about registration is available on the [Court's website](#).
- (c) **Exceptions to Mandatory Electronic Filing.**
- (1) **Pro Se Parties.** Parties without legal representation may effect filings in paper form. Filing may be made by submitting the documents to the Clerk of Court at 1100 Laurel Street, Columbia, South Carolina 29201 or by other methods specified by the [Chambers Guidelines](#).
- (2) **Registered CM/ECF Participants and Represented Parties.**
- (A) **CM/ECF Unavailable.**
- (i) **Normal Hours.** If CM/ECF cannot be accessed during regular business hours of the Clerk's Office, the filer shall contact the CM/ECF Help Desk at the Clerk's Office to confirm that CM/ECF is not accessible and make suitable arrangements with the Clerk of Court for the filing to occur.
- (ii) **After Hours.** If CM/ECF cannot be accessed after regular business hours of the Clerk's Office, and the filing is time-sensitive and will be made untimely as the result of a technological failure of CM/ECF, the filer shall either electronically mail the document to the CM/ECF Help Desk at cmecf_helpdesk@scb.uscourts.gov or send the document to the attention of the Clerk's Office by facsimile to 803-253-3368.
- (B) **CM/ECF Available.** If the filer is unable to file electronically notwithstanding the general availability of CM/ECF,² filing of a time-sensitive document may be made by filing the paper document with the Clerk of Court in Columbia, electronically mailing the document to the CM/ECF Help Desk at cmecf_helpdesk@scb.uscourts.gov or sending the document to the attention of the Clerk's Office by facsimile to 803-253-3368.
- (C) **Certification of Inability to File Electronically.** Any document submitted under paragraphs (c)(2)(A) or (B) shall be accompanied by a certification setting forth in detail the reasons for the filer's failure to submit the documents though CM/ECF, the time-sensitive nature of the filing, and a request to receive the documents in the manner submitted.

¹ Information about claim filing and the interface to file a claim or related document is available at www.scb.uscourts.gov/epoc.html.

² If the inability to electronically file is expected to persist, due to natural disaster or other reasons beyond the control of the filer, the request for an alternative means of filing may govern multiple cases if requested and approved by the applicable judge of the United States Bankruptcy Court.

- (D) **Determination of Filing.** The Clerk's Office shall immediately submit the documents received pursuant to paragraphs (c)(2)(A)-(C) to the judge assigned to the case for consideration, with or without hearing, and to determine whether to allow the filing or an extension to file. The Court may strike the pleading, deny relief, and require electronic filing if the submission is found to be an abuse of the Court's exceptions to electronic filing.

Notes:

(2013) This new rule incorporates provisions previously found in Operating Order 08-07.