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UNITED STATES BANKRUPTCY COURT  
DISTRICT OF SOUTH CAROLINA

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U.S. BANKRUPTCY COURT  
DISTRICT OF SOUTH CAROLINA

IN RE:

Filings by Individuals Not Represented by  
Counsel (*Pro Se* Individuals)

**OPERATING  
ORDER 22-02**

To better serve the public, the Court establishes the following procedures for filings by individuals not represented by counsel (*Pro Se* Individuals). This Order applies only to individuals representing themselves, and does not include corporations, partnerships, LLCs or other similar business entities.<sup>1</sup>

**(1) Paper Filings.** *Pro se* individuals are to file documents in paper form and pay any required fees at the Court's locations as indicated below. If the submission is a petition for bankruptcy relief and accompanying documents, it must be submitted with a copy of a government-issued photo identification of the *pro se* individual that includes name and address. Unless otherwise provided herein, documents or payments received will be processed after receipt during normal business hours on Court business days.<sup>2</sup>

**Greenville** – no documents or payments accepted at this location; deliver to Columbia.

**Charleston** – no documents or payments accepted at this location;<sup>3</sup> deliver to Columbia.

**Columbia** – documents and payment of any required fee may be delivered in person, by mail, or common courier delivery. Address: Clerk of Court, 1100 Laurel Street, Columbia, SC 29201.

If the Bankruptcy Court's Columbia and/or Charleston locations are unable to open to the public or operate during normal business hours, *pro se* individuals may utilize a “**drop box**” when available. With each submission, the *pro se* individual shall note the current time and date on the envelope, document, or payment and call (803)765-5436 to alert the Clerk's Office that the document or payment was placed in the drop box. Each submission shall be deemed filed or received at the time noted (if available), unless otherwise ordered

<sup>1</sup> See SC LBR 9011-2(c). For filings not covered by this Operating Order see SC LBR 3001-1 (*Claims and Related Documents – Electronic Filing*), SC LBR 5005-4 (*Electronic Filing*), and SC LBR 9011- 4 (*Signatures*). This Operating Order supplements Op. Or. 14-07.

<sup>2</sup> This term as used in this Order excludes weekends and holidays posted on the Court's website, available at <https://www.scb.uscourts.gov/court-info/court-holidays>.

<sup>3</sup> For additional methods of filing in the Charleston division by judge preference, see Operating Order 14-07, which can be found on the Court's website. Any required fee payment for such filing must be delivered to Columbia.

by judicial determination. If no notation is available, the submission shall be deemed filed or received upon retrieval.

**Columbia Drop Box** – access hours are 8:30 a.m. to 4:30 p.m. on business days. The Clerk’s Office shall check for any items in the drop box at least once per business day. If a *pro se* individual asserts an item placed in the drop box is urgent, a prompt call to the Clerk’s Office will facilitate retrieval or other guidance.

**Charleston Drop Box** – access hours are 8:30 a.m. to 4:00 p.m. on business days. The Clerk’s Office shall regularly check for any items in the drop box as staff is available. If a *pro se* individual asserts an item placed in the drop box is urgent, a prompt call to the Clerk’s Office will facilitate retrieval or other guidance. Documents only; payments must be delivered to Columbia.

- (2) **Electronic Filings.** If *pro se* individuals need to file a petition for bankruptcy relief and accompanying documents, or a document in an existing bankruptcy case or proceeding pending before this Court, and cannot do so by delivery to the Court as directed above, they shall transmit the documents to the Court by email to [ProSeFilings@scb.uscourts.gov](mailto:ProSeFilings@scb.uscourts.gov) or by fax to (803)253-3710 (“electronic filing”). Each electronic filing shall include a statement detailing the inability to file in person or by mail and a copy of a government-issued photo identification of the *pro se* individual that includes name and address. Each electronic filing shall be deemed filed at the time of receipt by the Clerk’s Office, unless otherwise ordered by judicial determination. The Court reserves the right to refuse or return any electronic filing that does not comply with applicable procedures.
- (3) **Signatures.** Any submission that requires a *pro se* individual’s signature shall be signed with the original handwritten signature of the filer before transmission or delivery to the Court and the submission must reflect this signature. *Pro se* individuals shall not electronically sign documents. If the submission is an electronic filing made pursuant to subsection (2) above, the original petition or original document shall be mailed or delivered to the Clerk of Court in Columbia within seven (7) days of the electronic filing.
- (4) **Filing Fees.** All fees must be paid in cash, certified check, or money order, in the exact amount. If a submission requires payment of a filing fee, and the fee is not delivered therewith, the fee shall be remitted to the Clerk of Court in Columbia within seven (7) days as indicated in (1) above.
- (5) **Effect of Non-Compliance.** Should a *pro se* individual fail to comply with applicable procedures, appropriate action may be taken without further notice, including, but not limited to, denying the relief requested and dismissing and closing any case initiated.

SO ORDERED THIS 21ST DAY OF MARCH, 2022.

/s/ Helen E. Burris

Chief United States Bankruptcy Judge