

**DOCUMENTS THAT NEED TO BE E-FILED FOR  
PICKENS COUNTY MASTER IN EQUITY HEARINGS**

**FORECLOSURE HEARINGS**

Order  
Notice of Hearing (with all service documentation)  
Affidavit of Debt  
Affidavit of Attorney's Fees  
Affidavit of Non-Military Service  
Affidavit of Default  
Record of Hearing  
Note and Mortgage (with all assignments)  
Certificate of Costs  
Schedule of Advances  
Guardian ad Litem Report (if applicable – Report must be current)

**UPDATE HEARINGS**

Order  
Notice of Hearing (with all service documentation)  
Affidavit of Debt  
Affidavit of Attorney's Fees  
Record of Hearing  
Guardian ad Litem Report (if applicable – Report must be current)

**HOA FORECLOSURE HEARINGS**

Order Notice of Hearing (with service documentation)  
Affidavit of Debt  
Affidavit of Attorney's Fees  
Certificate of Costs  
Record of Hearing  
Covenants (applicable portions)

**QUIET TITLE HEARINGS**

Order  
Notice of Hearing (with all service documentation)  
Order of Publication (if needed)  
Affidavit of Publication (if needed)  
Affidavit of Tax Collector  
Deeds  
Tax Deed  
Record of Hearing  
Guardian ad Litem Report (if applicable – Report must be current)

**SEE PAGES BELOW FOR ADDITIONAL INSTRUCTIONS**

1. Please E-file any documents you would normally submit to the Judge at the hearing. We are trying to streamline the process and the Clerk's Office has asked that we only mark exhibits when necessary. Exhibits will no longer be filed and scanned. If exhibits are presented at hearings, the court reporter will do an Exhibit List for the Clerk's Office. The Clerk's Office will then store the exhibits and destroy them in six months if a self-addressed stamped envelope is not provided at the hearing for returning the exhibits to your office. If you think any document should be in the permanent file, it must be e-filed.
2. All Orders and Form 4's must be E-filed in Word format. The action description to file an Order has been created for Master/Order of Foreclosure and Sale. The Form 4 action description is Order/Form
3. Please omit the signature line for the Judge. When the Judge signs the Order a separate page is created at the end of the document with his e-signature. The following must be in the Order: Date of hearing; if held via Zoom; owner at time Lis Pendens was filed. When you're asked to revise an Order, please DO NOT e-file the revised version. Please email directly to [fjunkins@pickenscountysc.gov](mailto:fjunkins@pickenscountysc.gov) the revisions.
4. When you E-file Orders, do not do a coversheet, as this creates an additional \$25 fee you must pay. Do not use the action description code Order/Coversheet. Just e-file the Order without a coversheet.
5. All documents MUST be e-filed at least 24 business hours before the hearing. The Clerk's Office must accept all filings before we can proceed with our files for Judge Lambert while on the bench. If you don't file at least 24 business hours prior, your hearing(s) will not be held. When e-filing documents, please use the appropriate action description in the master section of the e-file system. Such as: master/exhibit/affidavit of attorney's fees; master/exhibit/tax deed. If you fail to use the appropriate action description, we have to look at all exhibits to make sure all necessary documents have been e-filed.
6. The \$35 fee for a supplemental hearing must be mailed before the hearing because the Order cannot be processed until we have received the check.
7. The Court Reporter fee of \$50.00 must be presented at the hearing or if the hearing is being held via Zoom, the check must be received by our office before the hearing. **Please make checks payable to "Barbara McCurley"**. A transcript will be provided upon request.
8. You will ALWAYS need to bring your hard copy of the files to provide the necessary documentation to any pro se Defendants in attendance at the hearings.
9. Please inform Freda Junkins which newspaper you plan to publish the Notice of Sale and/or other notices in so she can confirm publication.