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| --- | --- | --- |
| STATE OF SOUTH CAROLINA | ) | IN THE FAMILY COURT |
|  | ) | JUDICIAL CIRCUIT |
| COUNTY OF | ) |  |
|  | ) |  |
|  | ) |  |
| Plaintiff, | ) | **FAMILY COURT COVERSHEET** |
| vs. | ) |  |
|  | ) |  |
|  | ) |  |
| Defendant. | ) | Docket No. |

**NOTE: The coversheet and information contained herein neither replaces nor supplements the filing and service of pleadings or other papers as required by law. This form is required for docketing purposes for the Clerk of Court and must be signed and dated, and filled out completely. A copy of this coversheet must be served on the defendant(s) along with the Summons and Complaint.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Submitted by:** |  | **SC Bar #** |  |
| **Address:** |  | **Telephone #** |  |
|  |  | **Fax #** |  |
| **Email:** |  | **Other:** |  |

**DOCKETING INFORMATION**

This case is subject to MEDIATION pursuant to the Family Court Alternative Dispute Resolution Rules.

This case is exempt from ADR (certificate attached).

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| **Nature of Action Codes**  **(Check One)** | |
| **Marital Dissolution** | **Support** |
| Divorce (110) | Child Support – Private (501) |
| Annulment (120) | Child Support – Administrative Process (502) |
| Separate Support and Maintenance (130) | Child Support – Judicial Process (503) |
| Registration of Foreign Divorce Decree – without support/custody (190) | Registration of Foreign Order of Support (504) |
| Registration of Foreign Divorce Decree – with support/custody (191) | UIFSA – Outgoing (505) |
| Marital Dissolution – Other (199) | UIFSA – Incoming (506) |
|  | Modification of Child Support – Private (507) |
| **Abuse and Neglect** | Modification of Child Support – DSS (508) |
| Abuse and Neglect – Child (210) | Modification of Alimony (525) |
| Abuse and Neglect – Adult (220) | College Expenses (530) |
| Abuse and Neglect – Other (299) | Support – Other (599) |
|  |  |
| **Juvenile Delinquency** | **Custody/Visitation** |
| Truancy (311) | Child Custody/Visitation (610) |
| Incorrigible (312) | Modification of Custody/Visitation (615) |
| Runaway (313) | Temporary Custody – Nonparent (616) |
| Criminal Offense – Drug (315) | Registration of Foreign Child Custody Order (690) |
| Criminal Offense – Against a Person (316) | Visitation Involvement Parenting (VIP) (DSS only) (691) |
| Criminal Offense – Property (317) | Custody/Visitation – Other (699) |
| Criminal Offense – Public Order (318) |  |
| Criminal Offense – Other (320) | **Miscellaneous Actions** |
| Juvenile Delinquency – Other (399) | Name Change (710) |
|  | Correction/Birth Record (720) |
| **Protection from Domestic Abuse** | Judicial Bypass (730) |
| Domestic Abuse – Intimate Partner (410) | Adoption (740) |
| Domestic Abuse – Minor (420) | Foreign Adoption (741) |
| Registration of Foreign Order of Protection (490) | Post Dissolution Equitable Distribution (750) |
| Domestic Abuse – Other (499) | Paternity – Private (761) |
|  | Paternity – DSS (762) |
|  | Termination of Parental Rights – Private (771) |
|  | Termination of Parental Rights – DSS (772) |
|  | Miscellaneous Actions – Others (799) |
|  |  |
|  |  |

**Submitting Party Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Custodial Parent (if applicable):

**Effective January 1, 2016**, family court actions in all counties are subject to mediation. Under the provisions of the Supreme Court’s Rules for Alternative Dispute Resolution (ADR), mediation is defined as an informal process in which a third-party mediator facilitates settlement discussions between parties. Any settlement is voluntary. In the absence of settlement, the parties lose none of their rights to trial.

Also under the ADR Rules, the parties may agree on a mediator or the Clerk of Court will appoint a mediator from the certified list. If the Clerk appoints a mediator from the list, the mediator will be certified by the Board of Arbitrator and Mediator Certification and may be either a lawyer, a licensed mental health professional or any other individual meeting the certification requirements.

Whether or not the mediator is a lawyer, if appointed by the court, the charge per hour is set at a specified amount under the provisions of ADR Rule 9. Parties are responsible for payment of the mediator as set out in ADR Rule 9.

**SUPREME COURT RULES REQUIRE MEDIATION OF ALL CONTESTED DOMESTIC RELATIONS ACTIONS.** IF THE DOCKETING INFORMATION ON PAGE 1 OF THIS COVERSHEET INDICATES THAT THIS CASE IS SUBJECT TO **MEDIATION** YOU ARE NOTIFIED THAT MEDIATED SETTLEMENT CONFERENCES ARE REQUIRED IN THIS CASE, AND THAT THE COURT-ANNEXED ADR RULES SHALL APPLY TO ALL CASES IN WHICH MEDIATION IS REQUIRED. FOR ADDITIONAL INFORMATION CONCERNING THE PROCESS AND TIME FRAMES, PLEASE CONSULT THE ADR RULES. KEY SECTIONS OF THE RULES ARE IDENTIFIED BELOW.

**CONTESTED ACTIONS INVOLVING CUSTODY AND VISITATION**

Rule 3 Actions Subject to ADR

Rule 4(d)(1)(3)(4) &(5) Appointment of Mediator by Family Court

Rule 5(g) Scheduling in Family Court

Rule 6(g) Agreement in Family Court

Rule 7(f) Reporting Results of Conference

Rule 9 Compensation of Neutral

**ALL OTHER CONTESTED ACTIONS**

Rule 3 Actions Subject to ADR

Rule 4(d)(2)(3)(4) &(5) Appointment of Mediator by Family Court

Rule 5(g) Scheduling in Family Court

Rule 6(g) Agreement in Family Court

Rule 7(f) Reporting Results of Conference

Rule 9 Compensation of Neutral

**Indigent Cases:** Where a mediator has been appointed, a party may move before the Chief Judge for Administrative Purposes to be exempted from payment of neutral fees and expenses based upon indigency. Applications for indigency shall be filed no later than ten (10) days after the ADR conference has been concluded. Determination of indigency shall be in the sole discretion of the Chief Judge for Administrative Purposes.

**Please Note:** **Attendance at mediated settlement conferences is mandatory. You must comply with the Supreme Court rules regarding court-ordered mediation. Failure to do so may affect your case and may result in sanctions.**