

STATE OF SOUTH CAROLINA) IN THE FAMILY COURT
COUNTY OF _____) _____ JUDICIAL CIRCUIT

Petitioner,)
vs.)

Respondent.) Docket No. _____

FAMILY COURT COVERSHEET

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).

Nature of Action Codes (Check One)

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

Submitting Party Signature: _____ Date: _____
Custodial Parent (if applicable): _____

Note: Frivolous civil proceedings are subject to sanctions pursuant to Rule 11, SCRCP, and the South Carolina Frivolous Civil Proceedings Sanctions Act, S.C. Code Ann. §§ 15-36-10 et seq.
SCCA 467 (Revised 11/2024)

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. Determination of indigency shall be in the sole discretion of the Chief Judge for Administrative Purposes. Application of a party to be exempt from payment of neutral fees due to indigency should be filed prior to the scheduling of the ADR conference.

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.