

**MASTER IN EQUITY**  
**EQUITY COURT**  
**SPARTANBURG COUNTY JUDICIAL CENTER**  
**180 MAGNOLIA STREET, SUITE 901**  
**SPARTANBURG, SOUTH CAROLINA 29306**  
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MEMORANDUM

To: Attorneys and Staff  
From: Judge Gordon G. Cooper, Master-in Equity for Spartanburg County  
Re: E-Filing Payments  
Date: July 29, 2016

Hopefully, by this time you are all aware that E-Filing is coming to Spartanburg County. August 23, 2016 is the date that Court Administration has set for Spartanburg County to go live with the process.

This information is specifically for those attorneys who will be referring matters to the Master-in-Equity for hearings.

When you receive your confirmation back from the Clerk of Court stating that your Order has been **ACCEPTED**, or when you have your **CLOCKED** copy of the Order of Reference, you are then to attach the confirmation or clocked copy to the check and send it to our office for processing. At this point there is not a process in place for the Master's fee to be paid on line when e-filing. Our office should not have a check unless there is something in my E-File queue accepted by the Clerk and ready to process.

When you send in your check, please put the case number on the face of the check. Checks will be returned if the Order of Reference has not been filed or filed correctly.

If the required Master's Fee is not included with the Order of Reference and is not received within thirty (30) days after being notified by the Master's Officer, either by email or phone, the case will be dismissed due to lack of payment.

We are working with our Clerk of Court and Court Administration to make this conversion to E-Filing as seamless as possible. Obviously, there will be questions and concerns as this new system goes live. The purpose of this Memorandum is to help those attorneys and staff members get ready for the e-filing of cases that will be referred to the Master's Office.

