

STATE OF SOUTH CAROLINA )  
COUNTIES OF HORRY AND )  
GEORGETOWN )

IN THE COURT OF COMMON PLEAS  
FIFTEENTH JUDICIAL CIRCUIT

ADMINISTRATIVE ORDER

To: ALL MEMBERS OF THE PRIVATE BAR, PRO SE INDIVIDUALS, CLERK OF COURT OF HORRY COUNTY, CLERK OF COURT OF GEORGETOWN COUNTY

Re: ORDERS OF THE CIRCUIT COURT

FILED  
GEORGETOWN COUNTY  
2012 JUN -6 PM 3:26  
ALMA Y. WHITE  
CLERK OF COURT

Due to the significant problems that the Court has encountered with lost or misplaced orders, the following process shall be instituted in Horry and Georgetown Counties. The attorney or party submitting an order to the circuit court for signature must provide proof with the proposed order that the necessary and proper filing fee for the matter involved in the order has been paid to the respective Clerk of Court. No order will be accepted by any circuit judge in this circuit for their signature without proof of payment. All orders submitted to the Circuit Court must include a stamped self-addressed return envelope for the clerks' convenience. All original orders signed by any circuit judge shall be transferred for filing only to the Clerk of Court of the proper county. It is further

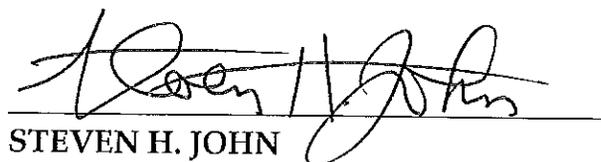
**ORDERED** that upon receipt of original orders from the circuit court the respective Clerks of Court will immediately process that original order, and thereafter, placing them in the proper circuit court file and giving the required notification to the parties and attorneys of record. It is further

**ORDERED** that this Administrative Order shall go into effect as of the date of this order, and shall thereafter remain in effect unless rescinded by the Chief Justice of the State of South Carolina or the Chief Administrative Judge of the Court of Common Pleas of the Fifteenth Judicial Circuit.

IT IS SO ORDERED.

6/4/2012

Conway, South Carolina



STEVEN H. JOHN  
Chief Administrative Judge  
Court of Common Pleas  
Fifteenth Judicial Circuit