

FORM 4C INSTRUCTIONS—JUDGMENT IN A CIVIL CASE

1. Form 4C-Judgment in a Civil Case has been modified to add order information and enrollment instructions for the clerk of court. The purpose of Form 4 has not changed with the exception that judgment information is provided when applicable.
2. The attorney or prevailing party shall attach Form 4C when submitting a formal order to the court. The “submitted by” box should only be completed when the form is submitted by an attorney or prevailing party.
3. In accordance with Rules 54 and 58, SCRCP, Form 4C can be prepared by the clerk of court or the prevailing party; however, the “Information for the Public Index” portion of the form should be completed by the prevailing party or judge. The Clerk of Court is not responsible for completing the judgment information.
4. The “Information for the Public Index” section should be completed when the judgment affects title to real or personal property or if any amount should be enrolled. In the “Judgment in Favor of” column, enter the name of the party to whom the judgment is awarded. In the “Judgment Against” column, enter the name of the person to whom the judgment is against. The judgment amount to be enrolled should be noted in the “Judgment Amount” column. As necessary, describe any property referenced in the order if it is to be enrolled in the judgment index. If there is no judgment information to enroll, indicate “N/A” in one of the boxes in this section of the form.
5. To enter information to accommodate multiple parties, additional Form 4Cs may be used as necessary. Additional space may be inserted on the form as necessary.
6. The section “For the Clerk of Court Office Use Only” should be completed by the clerk as it has been with the previous version of Form 4.
7. If the matter is on appeal to the Circuit Court, then the parties on the form should be changed from Plaintiff and Defendant to Appellant and Respondent.
8. If an arbitrator prepares an order after arbitration, the arbitrator should strike through “Circuit Court Judge” and indicate “Arbitrator” in the signature block.
9. If a master in equity or special referee prepares an order after hearing a Circuit Court matter, the master in equity or special referee should strike through the title “Circuit Court Judge” below the signature line and indicate master in equity or special referee.
10. When using Form 4 for Orders of Foreclosure, note in the Order Information Section that the order does not end the case and write that this is a foreclosure action.

11. In foreclosure actions, the debt owed should not be listed in the Information for the Public Index Section, unless the foreclosure order specifically requires entry of the full judgment amount before the foreclosure sale, pursuant to Section 29-3-650 of the SC Code.
12. If the deficiency judgment is waived, indicate N/A in the “Judgment Amount To Be Enrolled” box.
13. Foreclosure actions should not be ended by the Clerk of Court until a Report of Sale is filed.
14. List only the parties who the judgment is for and against in the Information for the Public Index box. Subordinate parties and lienholders should not be included in the box if there is not a judgment amount specifically for or against them.