

Family Court Checklist

DATE OF FILING: _____

Filing a Petition:

- Family Court Coversheet
- Summons
- Complaint
- UCCJEA Affidavit
- Verification
- Filing Fee
- Affidavit of Service

Application for Ex Parte Order:

- Application for Ex Parte Order
- Affidavit in Support
- Ex Parte Order
- Notice of Motion and Motion for
Emergency Temporary Relief
- Motion Fee

Answer & Counterclaims:

- Date Complaint Rec'd: _____
- Answer and CC
- Notice of Appearance
- Verification
- Certificate of Service
- Date Filed: _____

Discovery (Ours):

- Date Sent: _____
- RFP
- RTA
- Interrogatories
- Verification
- Certificate of Service

Filing a Temporary Order:

- Motion and Order Coversheet
- Proposed Temporary Order
- Attached Agreement (if any)
- Proof of Correspondence

Filing a Motion for Temporary Relief:

- Motion and Order Coversheet
- Notice of Motion and Motion
- Hearing Request
- Motion Fee
- Cert/Aff of Service

Date of Hearing: _____

Temporary Hearing Packet:

- Submissions List
- Background Info Sheet
- Financial Declaration
- Proposed Parenting Plan
- Child Support Calculation
- Affidavits (any exhibits)
- Affidavit of Attorney's Fees
With Statement of Fees

Reply to Answer & Counterclaims:

- Date Ans/CC Rec'd: _____
- Reply
- Verification
- Certificate of Service
- Date Filed: _____

Discovery (Theirs):

- Date Rec'd: _____
- Answer to RFP
- Answer to RTA
- Answer to Interrogatories
- Verification
- Certificate of Service

Filing a Final Order:

- Form 4F
- Proposed Final Order
- Attached Agreement (if any)
- Support Information Sheet
- DHEC Divorce Report
- Proof of Correspondence