



State of South Carolina
The Circuit Court of the Fifteenth Judicial Circuit

RE: Order of Defaults and Order of References

ADMINISTRATIVE ORDER

FILED
14 MAY -2 AM 10:53
CLERK OF COURT

It has come to my attention that many attorneys are combining Orders of Default within Orders of Reference. This practice causes some degree of confusion on the part of the staff in the Clerk's Office. Effective immediately, separate orders must be submitted for defaults or references. Furthermore, all default orders will include the specifics of service of the summons and complaint. At a minimum, Orders of Default will include the date and manner of service, as well as the identity of the person served. In the case of substituted service or service on a corporate entity the relationship of the person served to the defendant must be described.

Honorable Larry B. Hyman, Jr.
Common Pleas Chief Administrative Judge
Fifteenth Judicial Circuit

Conway, South Carolina
April 30, 2014