

Charleston County Court of Common Pleas Covid 19 Procedures

While we navigate the uncertainties of the virus and what that means for our cases in civil litigation, your Charleston County Bar Association along with the Chief Administrative Judge for Common Pleas, Jennifer McCoy, and the Clerk of Court, Julie Armstrong wanted to pass along this info to help with the administration of cases. These “procedures” will be a “work in progress” as we move along.

Correspondence to the Court should be sent via email to Judge McCoy’s Law Clerk and copy opposing counsel and the Civil Docket Clerks.

- Judge McCoy’s Law Clerk English Maull at jmccoyle@sccourts.org
- Common Pleas Docket Manager Caroline Leonard at cleonard@charlestoncounty.org
- Common Pleas Non-Jury Docket Coordinator Lisa Chapman at lchapman@charlestounty.org

Pursuant to the Chief Justice’s Order dated April 22, 2020, “incoming paper documents, whether delivered or mailed to the trial court, may be quarantined for a period of up to forty-eight (48) hours once the documents are physically received by the trial court. Once the quarantine period has ended, these documents will be file stamped with the date on which they were received, and court staff will then process the documents.”

MOTIONS:

Since the most recent Supreme Court Order, and in conjunction with the Clerk’s office, we are back to running regular motions rosters. They will be published and available by checking: <https://jcmsweb.charlestoncounty.org/CourtRosters/RosterSelection.aspx>

You will continue to receive email notices when the Clerk’s Office publishes rosters.

Common Pleas motions will be decided on briefs submitted, unless a hearing is specifically requested and granted by the Court. Hearings will generally be held via video conference. To request a video or phone conference, contact:

- Judge McCoy’s Law Clerk English Maull at jmccoyle@sccourts.org
- Common Pleas Docket Manager Caroline Leonard at cleonard@charlestoncounty.org
- Common Pleas Non-Jury Docket Coordinator Lisa Chapman at lchapman@charlestounty.org

If you request hearing, please realistically estimate the amount of time the hearing will last.

It is very important to notify the Clerk’s office when your motion has been resolved or cases have settled. If you have resolved a motion or your case has settled, please contact:

- Common Pleas Docket Manager Caroline Leonard at cleonard@charlestoncounty.org
- Common Pleas Non-Jury Docket Coordinator Lisa Chapman at lchapman@charlestounty.org

Minor settlements and status conferences have continued to be held by the courts. Send your requests to:

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- Common Pleas Non-Jury Docket Coordinator Lisa Chapman at lchapman@charlestounty.org

Please contact our Clerk of Court Julie Armstrong if you need any assistance at:
clerkofcourt@charlestoncounty.org

We all are operating in the “new normal”. We all are having to learn new “tricks” that will involve using video conferencing software whether it's Zoom or WebEx, for example. WebEx now is the software that the state judiciary will be using. Depositions and mediations and other types meetings are being conducted on other platforms such as Zoom.

The key here for all of us is we need to get used to using these programs. If you don't know how to use it, just ask. We all need to work together to make this work for our clients. We won't be seeing jurors agreeing to sit in crowded jury rooms for a while longer. However, that does not mean that you cannot move your cases along. We all encourage everyone to continue with taking depositions; participating in mediations; and lawyer conferences online. These actions are taking place now and we want to continue to see lawyers doing this. You work for your clients and they are looking to you to move their cases along as best as practicable. Thank you and we will have more of these conferences as we go along.