

FORM 4F INSTRUCTIONS – JUDGMENT IN A FAMILY COURT CASE

1. Form 4F – Judgment in a Family Court 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, prevailing party, or GAL should complete Form 4F when submitting a formal order to the court. The “submitted by” box should be completed only when the form is submitted by an attorney, prevailing party, or GAL.
3. In accordance with Rules 54 and 58, SCRCF, Form 4F can be prepared by the clerk of court or the prevailing party; however, the “Information for the Public Index/Transcript of Judgment” 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/Transcript of Judgment” section should be completed when the judgment affects title to real or personal property or if any amount should be enrolled. Items traditionally awarded in family court cases such as the payment of attorney’s fees, Guardian ad Litem fees or court costs should not be entered in this section unless the judge orders those amounts be reduced to judgment. 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 4Fs may be used as necessary. Additional space may be inserted on the form as necessary.
6. The section “For Clerk of Court Office Use Only” should be completed by the clerk as it has been with the previous version of Form 4F.