INSTRUCTIONS FOR EVICTION HEARINGS

1. Both plaintiff and defendant have the right to come to court and give his/her side of the case.

2. If either party desires a jury trial, s/he must request one in writing at least 5 business days before the date originally scheduled for the hearing.

3. Parties may come to court and speak for themselves, or they may have a lawyer represent them. If you want a lawyer, you should get one right away.

4. Parties may call the South Carolina Lawyer Referral Service at (800) 868-2284 and ask them to refer you to a lawyer if you do not have one.

5. If the defendant cannot afford a lawyer, you may call South Carolina Legal Services at (888) 346-5592 to see if you qualify for free legal assistance.

6. It is the parties' responsibility to bring any witnesses or other evidence they want the Court to consider because the Court does not accept written witness statements, even notarized ones.

7. The Court will not telephone a witness to take testimony.

8. The Court cannot reschedule a case because a witness is not present *unless* the witness is under subpoena.

9. The Court will issue subpoenas to any witnesses if you advise the Court at least 10 days before trial of the name, address, and phone number of the witness. **If you want to subpoena a witness in your county, you will have to mail or deliver the following fees/costs to the Magistrate's Office: (1) A money order payable to the witness for $25.00, (2) a $3.00 fee for issuing the subpoena, and (3) a $10.00 fee for serving the subpoena.**

10. If an emergency arises (not a mere inconvenience or a conflict) and you cannot be in Court at your scheduled time, you must notify the Court immediately.

11. If you are an active member of the Armed Services of the United States, please advise the Court immediately upon receipt of this notice.

12. If you are a business and are going to be represented by someone who is not an attorney, a Non-Lawyer Authorization Form *must* be on file at the Magistrate's Office before trial.