

**PLAINTIFF'S DIRECTIONS FOR FILING AN EJECTMENT (EVICTION)
BEAUFORT COUNTY MAGISTRATE COURT**

Plaintiff/Landlord must have a valid written lease or rental agreement to file for eviction. If no lease exists, but verbal agreement does, the Plaintiff/Landlord must give the Defendant/Tenant thirty (30) days written notice to vacate the premises and attach a copy of the written letter that was served on the Defendant/Tenant to vacate. A copy of the Certified Receipt once returned from the Post Office must also accompany said application.

1. Complete the Application for Ejectment form.
2. Submit the **original application plus three (3) copies**. If there is more than one defendant, please submit three (3) copies per defendant.
3. Submit **four (4) copies of the lease and/or four (4) copies** of a thirty (30) day notice to vacate with certified mail receipt, please submit additional copies as required for additional defendants (3 copies, per defendant).
4. You will be given a date and time to appear in Magistrate's Court. On the receipt, you will receive a case number; please make note of this number – it is how your case is filed, located, and identified.

Below is the procedure that is followed upon filing:

1. The papers are processed and served by a Sheriff's Deputy. When the Defendant is in receipt of the papers he/she must vacate the premises or appear at the Rule to Show Cause Hearing at the specified time and date that appears on the Rule to Show Cause Hearing form.
2. The Plaintiff/Landlord must notify the court if the Defendant/Tenant has vacated the premises or for whatever reason the case should be dismissed by responding in writing. If the Defendant/Tenant does not vacate, the Plaintiff/Landlord must appear at the Rule to Show Cause Hearing.

**** If the above steps and directions are followed as instructed, it will assure a more efficient system and court process.**

**** It is VERY important that you keep up with your eviction date.**

**** When this form is submitted with the filing and service fees it must be notarized. For an additional fee, this form can be notarized by the court, if the Plaintiff/Landlord is present.**

Filing Fee	\$20.00
Service Fee	\$10.00
Mailing Fee	\$5.00
SS.22-3-340 Fee	\$10.00
Total Filing Fee	\$45.00

Other Fees

Notary Fee	\$2.00
Writ of Ejectment	\$10.00

Beaufort County Magistrate
104 Ribaut Road
PO Box 2207
Beaufort, SC 29901
Telephone: (843) 255-5700
Fax: (843) 255-9516

**STATE OF SOUTH CAROLINA
COUNTY OF BEAUFORT**

**CIVIL CASE NUMBER
IN THE MAGISTRATE'S COURT**

PLAINTIFF(S)

MAILING ADDRESS

CITY, STATE, ZIP

TELEPHONE

VS

**APPLICATION FOR EJECTMENT
(EVICTION)**

DEFENDANT(S)

MAILING ADDRESS

CITY, STATE, ZIP

TELEPHONE

I, _____, Plaintiff in this action, state that I am the landlord-lessor of premises within the jurisdiction of Beaufort County Beaufort Magistrate which is described as: (address and description of premises – apartment, house, etc.) _____

I further state that, with regard to the above described premises, a landlord-tenant relationship exists between me and the Defendant, _____, the tenant-lessee, as evidenced by the following: (Attach lease papers or other written proof.)

____ Lease or
____ Other written proof

Grounds for this ejectment are one or more of the following:

- ____ The tenant fails or refuses to pay rent when due or when demanded in the amount of \$ _____; or
- ____ The term of tenancy or occupancy has ended; or
- ____ The terms or conditions of the lease have been violated as follows:

SWORN to and Subscribed before me)
)
This _____ day of _____, 20____)
)
____)
Notary Public of South Carolina)
My Commission expires: _____)

Signature of Plaintiff or Attorney

NOTICE TO RESPONDENT: YOU HAVE THE RIGHT TO EMPLOY COUNSEL TO REPRESENT YOU.

STATE OF SOUTH CAROLINA
COUNTY OF BEAUFORT

IN THE MAGISTRATE'S COURT

PLAINTIFF(S)

VS

DEFENDANT

**AUTHORIZATION FOR
NON-LAWYER REPRESENTATIVE**

MAILING ADDRESS

CITY, STATE, ZIP

TELEPHONE

I, THE UNDERSIGNED, AS _____ OF
(Title/Relationship to Business)

_____ AUTHORIZE _____
(Name of Business) (Name of Representative)

A NON-LAWYER, TO REPRESENT THIS BUSINESS IN CIVIL ACTIONS IN MAGISTRATE'S COURT. I ACKNOWLEDGE THAT THE BUSINESS IS LEGALLY BOUND BY ALL ACTIONS UNDERTAKEN BY THE REPRESENTATIVE DURING THE COURSE OF REPRESENTATION, AS WELL AS TO ANY JUDGMENT OF THE COURT OBTAINED THEREFROM. I FURTHER ACKNOWLEDGE THAT IT IS MY RESPONSIBILITY TO NOTIFY THE COURT OF ANY CHANGE IN THE STATUS OF THIS AUTHORIZATION.

SWORN to and subscribed before me,

This ____ day of _____, 20____

(Signature)

Notary Public for South Carolina

(Printed Name)

My Commission Expires: _____

For: _____
(Business Name)