



Attorney: _____ JA: _____
Office of the Probate Court

Chadwicke L. Groover
Probate Judge for Greenville
County Greenville, South Carolina

www.greenvillecounty.org/probate

OFFICE USE ONLY:

Initial Contact Date: _____ By/Staff: _____
 Docs Mailed/Picked up/Emailed: _____
 Payment Received: _____
 Receipt # _____
 Obligations: _____

ONLINE PAYMENT TRANSACTION # _____

COPY REQUEST FORM

1. Search the Probate Index online at to obtain case information.
<https://www.greenvillecounty.org/disclaimer/PublicRecords.aspx?DirURL=Probate>
2. **Complete form and email to probaterecords@greenvillecounty.org. We will contact you with copy fee.**
3. **To pay by mail:** complete this form and send to the Estate Division and Records address below with your check/money order payable to **Greenville County Treasurer.**
OR
To pay online: go to www.greenvillecounty.org/probate and click Pay Fees Online. You will see the **CLICK TO PAY NOW** button on the right. After paying, scan and email payment confirmation page and completed request form to probaterecords@greenvillecounty.org. When we get these two pages, we'll email your copies.
4. **There is a 3-day turn around for all copy requests from date payment is received.**

FEES: EMAILED OR SEARCH FEE: \$7.00 PHOTOCOPIES: \$.50/PAGE
CERTIFIED COPIES Add \$5.00 PER DOCUMENT (generally used for in-state filing)
EXEMPLIFICATION COPIES are a flat rate of \$20 (regardless of how many documents) + \$7 search fee + \$.50/page photocopy fee

Case Name: _____ File Number: _____
 (Deceased/Ward/Minor)

Requested by: _____
 Address: _____
 Telephone _____ Email : _____

- Emailed entire file**
- Mail copies to address above. **Include a self-addressed, stamped envelope with payment.**
- CERTIFIED COPIES ARE REQUESTED** **EXEMPLIFIED COPIES ARE REQUESTED**
- Include a Certificate of Filing for County:** _____ **State:** _____
- Mail certified copies (South Carolina counties only) directly to above county. An additional check or money order payable to above county in the amount of \$20.00 is included.

DOCUMENTS REQUESTED Entire File (not all documents can be certified/exemplified)

1. Last Will & Testament	5.
2. Application	6.
3. Fiduciary Letter	7.
4. Inventory & Appraisalment	8.

Date Emailed/Called: _____ By: _____