



# Office of the Clerk of Court

**Paul B. Wickensimer**

Clerk of Court

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## **Circuit Court Division**

Greenville County Courthouse  
305 East North Street  
Greenville, SC 29601  
(864) 467-8551 FAX 467-8540

## **Family Court Division**

301 University Ridge  
Post Office Box 757  
Greenville, SC 29602  
(864) 467-5800 FAX 467-5856

### **Clerk of Court** **Procedures for Approval of Surety for a Bond**

All applicants must have the following forms completely filled out by her/her attorney:

- *Certificate of Value for Bond*
- *Notice of Pledge of Real Estate*

The Clerk of Court must have an *Order for Bail* in order to process the *Certificate of Value for Bond and Notice of Pledge of Real Estate*.

At the presentment of the completed Certificate of Value for Bond and the Notice of Pledge of Real Estate forms to the Clerk, the clerk will begin the process of release and transport it to the Greenville Detention Center to be completed there.

Any applicant who is interested in bond approval to go to another county must have these forms completed by his/her attorney before a Certificate of Ownership will be given.

The Clerk of Court will not accept any information for bonds that has to be approved by a Magistrate or City Recorder.

At the conclusion of this process, the applicant will hand deliver this Notice of Pledge to the Register of Deeds Office, along with a fee of \$10.00 to be paid by the applicant.

STATE OF SOUTH CAROLINA )  
COUNTY OF GREENVILLE )

\_\_\_\_\_)  
\_\_\_\_\_)  
TO \_\_\_\_\_) )

**NOTICE  
OF PLEDGE  
OF REAL  
ESTATE**

Paul B. Wickensimer, Clerk of Court )  
Of Greenville or his successor in office )

KNOW ALL MEN by these presents that \_\_\_\_\_,  
Owner, does hereby pledge the below described real estate to Paul B. Wickensimer, Clerk  
of Court for Greenville County or his successor in office, as collateral for the approval of  
surety bonds for (defendant's name) \_\_\_\_\_  
Bond Amount:\_\_\_\_\_.  
Offense:\_\_\_\_\_  
County for which bond is to posted \_\_\_\_\_  
Warrant # (s) \_\_\_\_\_

SEE ATTACHED FOR DESCRIPTION

In consideration for the issuance of approval of surety bonds by Paul B.  
Wickensimer, Clerk of Court of Greenville County, the undersigned does agree that the  
said real estate will not be transferred, conveyed or encumbered without prior notice to  
the said Paul B. Wickensimer, Clerk of Court for Greenville County.

This pledge shall remain in force and effect until cancelled or released by  
instrument filed in the Register of Deeds Office for Greenville County.

\_\_\_\_\_  
Property Owner

IN THE PRESENCE OF:  
\_\_\_\_\_

Personally appeared before me \_\_\_\_\_ and  
made oath that (s)he saw the within named \_\_\_\_\_ sign,  
seal and as his/her act and deed, deliver the within instrument for the uses and purposes  
therein mentioned, and that (s)he, with \_\_\_\_\_,  
witnessed the execution thereof.

Sworn to before me this \_\_\_\_\_  
\_\_\_\_ day of \_\_\_\_\_, 2004.  
\_\_\_\_\_(Seal)

Notary Public for South Carolina  
My Commission Expires:\_\_\_\_\_

In order to cancel a lien, we must have the original Notice of Pledge of Real Estate.

1. We must write "CANCELLED" and the date on the front of the Notice of Pledge of Real Estate.
2. The cancellation must be signed by the Clerk of Court, Paul B. Wickensimer, and witnessed by a clerk.
3. The applicant must take the original Notice of Pledge of Real Estate to the Register of Deeds office after the cancellation process has been completed in the Clerk's Office. The applicant will be required to pay \$10.00 when filing the cancellation notice.

**STATE OF SOUTH CAROLINA** )  
 )  
**County of Greenville** )

**CERTIFICATE OF VALUE  
FOR BOND**

This is to certify that title to the real estate designated as: \_\_\_\_\_

\_\_\_\_\_ is vested in \_\_\_\_\_ and is situate in the County of  
Property Owner's Name

\_\_\_\_\_, State of South Carolina, the derivation of which is a Deed  
from \_\_\_\_\_, recorded \_\_\_\_\_ in book \_\_\_\_\_,  
at page \_\_\_\_\_ in the office of the \_\_\_\_\_ for \_\_\_\_\_

County and is more particularly described in the attached Deed. This Certificate of Value

Is being issued so that \_\_\_\_\_ may pledge the real estate  
Property Owner's Name

Described herein as collateral for a surety bond for \_\_\_\_\_  
Defendant's Name

who has been charged with \_\_\_\_\_

and perhaps other offenses, bond having been set at \_\_\_\_\_;

and this is to certify that, after deducting the amount due under the liens affecting the property  
and not including the value of any mobile home which may be situate on the property, that the  
value of the property is equal to at least \_\_\_\_\_.

Date:

\_\_\_\_\_  
Signature of Attorney

Printed Name:

Address:

\_\_\_\_\_  
\_\_\_\_\_