

OBTAINING MEDICAL RECORDS AS SPECIAL ADMINISTRATOR



A Special Administrator may be appointed for the sole purpose of obtaining medical records. This would apply in cases that do not require an estate to be probated or in cases that do not require the appointment of a Personal Representative.

To apply to become a Special Administrator, call Sheryll Smith at (864) 467-7179 to set an appointment. For the appointment you will need to bring:

- Decedent's will
- Decedent's death certificate
- List of interested parties (names and addresses)
- Filing fee: \$22.50

Interested parties for this process are the devisees named to inherit in a will. If there is no will, the interested parties are the statutory heirs of the decedent (Spouse and Children; if none, then Parents; if none, then Brothers and Sisters, etc.).

At the appointment time, you will sign an application and obtain copies to send to the interested parties. The parties will have 10 days from mailing to object to your application, and a hearing will then be scheduled.

If no objections are received, the appointment will be processed. You will receive Certificates of Appointment that authorize you to obtain the medical records.

The appointment will expire after 3 months.

Should an applicant wish to pursue litigation or any further probate issue, proper filings must be made for the appointment of a Personal Representative.

Greenville County Probate Court
1200 Greenville County Square
301 University Ridge
Greenville, SC 29601
(864) 467-7170
www.greenvillecounty.org