|  |  |  |
| --- | --- | --- |
| STATE OF SOUTH CAROLINA | ) | IN THE PROBATE COURT |
|  | ) |  |
| COUNTY OF GREENVILLE | ) |  |
|  | )) | **APPLICATION/\*PETITION FOR APPOINTMENT** **OF SPECIAL ADMINISTRATOR** |
| IN THE MATTER OF:  | ) |  |
|  | ) | CASE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (Decedent) | ) |  |
|  |
| **\*COMPLETE THIS SECTION ONLY IF FILING PETITION FOR SPECIAL ADMINISTRATOR** |
| \*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,  Petitioner(s)  vs.\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, |
|  Respondent(s)  |
|  |
|  | [x]  | **INFORMAL** |  |  | [ ]  | **\*FORMAL** |

Appointment of a Special Administrator is requested:

**INFORMAL PROCEEDING**:

 [ ]  to protect the Estate of Decedent prior to the appointment of a general Personal Representative.

 [ ]  to safeguard Estate assets until a Successor Personal Representative is appointed due to the death or

 disability of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the previously appointed Personal Representative.

 [ ]  to enforce a creditor’s security interest upon property of the Estate or to institute proceedings to establish

 the Decedent’s liability to the extent of the limits of insurance protection only.

 [ ]  to take appropriate actions involving Estate assets, specifically: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 [ ]  to obtain medical, tax, or other confidential records, specifically: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 [ ]  to gain access to and take possession of any Wills, deeds to cemetery plots, and insurance policies, or other

 Estate related documents in Decedent’s safe deposit box located at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**FORMAL PROCEEDING**:

 [ ]  Appointment of a Special Administrator is requested to preserve the Estate and to secure the Estate and to

 secure the Estate’s proper administration because: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**\*NOTE: IF THIS IS A FORMAL PROCEEDING, IN ADDITION TO A PETITION, YOU MUST ALSO FILE**

**A SUMMONS (FORM SCCA 401PC) AND PAY THE STATUTORY FILING FEE OF $150.00.**

**A HEARING IN THE PROBATE COURT ON THE PETITION MAY BE REQUIRED.**

**NOTICE TO INTERESTED PARTIES: You are being provided with a copy of the above Motion as required by the Probate Court. You will have 10 days to DEMAND A HEARING IN WRITING concerning this appointment by directing your written objection to Greenville County Probate Court, 301 University Ridge, Suite 1200, Greenville, SC 29601.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COURT USE ONLY**

Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_\_\_ Court Cost Paid \_\_\_\_\_\_\_\_ JA: \_\_\_\_\_

$10.00 Will Fee Paid \_\_\_\_\_\_\_\_\_\_JA: \_\_\_\_

**VERIFICATION**

The undersigned, being sworn, states that the facts set forth in the foregoing statements are true to the best of the undersigned’s knowledge, information and belief; and hereby submits to the Court’s jurisdiction in this matter.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SWORN to before me this  |  | day of | Signature: |  |
|  | , 20 |  |  | Print Name: |  |
|  |  |  | Address: |  |
|  |  |  |  |
| Notary Public for South Carolina |  |  | Telephone (Work): |  |
| My Commission Expires: |  |  | (Home): |  |
|  |  |  | (Cell): |  |
|  |  |  | Email: |  |
| Relationship to Decedent/Estate: |  |
|  |

# ORDER FOR HEARING

IT IS HEREBY ORDERED that a hearing on this matter be set for:

|  |  |
| --- | --- |
| DATE: |  |
| TIME: |  |
| PLACE: | 301 University Ridge, Suite 1200, Greenville, SC 29601 |

Pursuant to SCPC 62-1-401, Petitioner is ordered to give notice of this hearing to all interested persons at least twenty (20) days prior to the hearing date.

|  |
| --- |
| Executed this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_. |

|  |
| --- |
| Chadwicke L. Groover, Probate Court Judge |
|  |

**ORDER OF APPOINTMENT**

IT IS HEREBY ORDERED that the above application/petition for appointment of Special Administrator in the above estate be [ ]  GRANTED [ ]  DENIED as follows:

**RESTRICTIONS:**

**Special Administrator is hereby appointed for the sole purpose of**

**No bond shall be required, and Special Administrator shall have no authority to take possession of any estate assets.**

**Upon accomplishment of the foregoing, the estate is summarily closed and the herein appointed Special Administrator is discharged.**

|  |
| --- |
| Executed this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_. |
|  |

|  |
| --- |
|  |
| [ ] Chadwicke L. Groover, Probate Court Judge[ ] Caroline M. Horlbeck, Associate Probate Court Judge[ ] Elizabeth P. Wiygul, Associate Probate Court Judge[ ] Christie Martin-Kelley, Deputy Probate Court Judge |
|  |

**QUALIFICATION AND STATEMENT OF ACCEPTANCE**

I accept appointment and agree to perform the duties and discharge the trust of the office of Special Administrator of the foregoing Estate and submit to the jurisdiction of the Court in this matter.

|  |  |
| --- | --- |
| Signature: |  |
|  | Print Name: |  |
|  | Address: |  |
|  |  |  |
|  | Telephone (Work): |  |
|  | (Home): |  |
|  | (Cell): |  |
|  | Email: |  |
|  |  |  |
|  |  |  |
| Attorney: |  |
| Address: |  |
|  |  |
| Telephone: |  |
| Email: |  |