



**Office of the Probate Court**

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

[www.greenvillecounty.org/probate](http://www.greenvillecounty.org/probate)

Dear Citizens of Greenville County,

In view of the COVID-19 threat to public health, the Greenville County Probate Court is closed to the public effective Thursday, March 19, 2020. This date may be extended as circumstances demand. Please check our website periodically for updates. The Probate Court Staff will continue to work answering your mail, emails and telephone calls.

The following procedures are in place to address the immediate needs of the public while the office is closed:

**EMERGENCIES**

Emergency proceedings will be the priority of the Probate Court. These will be limited to the following 3 categories:

**INVOLUNTARY COMMITMENTS**

Emergency proceedings include the involuntary emergency treatment of mentally ill or chemically dependent persons. Persons needing assistance with involuntary commitments should first call a Mental Health Center: Greater Greenville Mental Health- Greenville Clinic (864) 241-1040, Simpsonville Clinic (864) 963-3421 or Greer Clinic (864) 879-2111.

**PROTECTION OF INCAPACITATED ADULTS**

If you believe an incapacitated adult is being abused or neglected, please call:

SCDSS Adult Protective Services: 467-7771  
WELLNESS CHECK Greenville City Police: 271-5333 press 0  
WELLNESS CHECK Greenville County Sheriff's office: 271-5210 press 7

If you have a facility complaint regarding an incapacitated adult who is a resident of the facility:

DHEC Certification (Nursing Homes)  
Public Complaint Email: [scboccomplaint@dhec.sc.gov](mailto:scboccomplaint@dhec.sc.gov)  
Toll Free: (800) 922-6735  
Main Number: (803) 545-4205

DHEC Licensing (Assisted Living and Nursing Home environmental issues)

Link to online complaint form:

<https://apps.dhec.sc.gov/Health/HRComplaints/DefaultComplaintPublic.aspx>

Main Number: (803) 545-4370

If the incapacitated adult has a Probate Court appointed Guardian, please call Jackie Adams at 864.467.7610 or email her at [jaadams@greenvillecounty.org](mailto:jaadams@greenvillecounty.org) if you have further questions.

## ACCESS TO CONSERVATORSHIP FUNDS

If you are a Conservator needing immediate access to protected funds for an emergency, please call Sandra Street at 864-467-7546 or email her at [sstreet@greenvillecounty.org](mailto:sstreet@greenvillecounty.org)

## NON EMERGENCIES

- MARRIAGE LICENSES

APPLICATIONS FOR MARRIAGE LICENSES WILL NOT BE ACCEPTED UNLESS YOU CAN SHOW THAT YOU HAVE A CEREMONY PLANNED FOR A DATE WITHIN 30 DAYS OF THE DATE OF YOUR APPLICATION.

To prove date of your ceremony, you may email copies of one of the following: wedding invitation, statement by your officiant (minister/notary), newspaper or other announcement, bill from caterer, etc. The email address can be sent to [probatemarriage@greenvillecounty.org](mailto:probatemarriage@greenvillecounty.org). You will also need to complete the online Marriage License Worksheet and pay your license fee.

<https://www.greenvillecounty.org/disclaimer/MarriageLicense.aspx>

Upon receipt of the above, a member of the marriage license staff will contact you or you may call our marriage license division for further instruction. 864.467.7468, 864.467.7178, or 864.467.7571.

## IF YOU HAVE ALREADY APPLIED

If you have already applied for your license; and, the 24 waiting period has expired, your license will be mailed to you. No in-office pick-ups will be allowed. If you MUST pick up the license due to the date of your ceremony, please call one of the following numbers: 864-467-7571, 864-467-7178, or 864-467-7468 to make arrangements to pick up the license. It may be left in a box outside of the marriage license office.

## MARRIAGE CEREMONY OFFICIANTS

You must mail the completed Marriage License to Greenville County Probate Court, Marriage License Division, Suite 5600, 301 University Ridge, Greenville, SC 29601. Or, you may drop the license in the box marked for this purpose outside of Suite 5600.

## CERTIFIED COPIES OF MARRIAGE LICENSES

If you need a certified copy of your marriage license, please call or email a member of our Marriage License Division Staff:

Elizabeth Robinson: 864.467-7571  
[erobinson@greenvillecounty.org](mailto:erobinson@greenvillecounty.org)

Janis Chapman: 864-467-7178  
[jachapman@greenvillecounty.org](mailto:jachapman@greenvillecounty.org)

Ruby Moore: 864-467-7468  
[rmoore@greenvillecounty.org](mailto:rmoore@greenvillecounty.org)

- **ESTATES**

Please consider delaying filing Wills and opening new estates until the threat of the virus has subsided. Be sure to keep the original Will in a safe place for filing with us later, after the threat of the virus has lifted.

If you must file probate documents, a box labeled **Probate Court Drop Box** will be placed outside the door of our office located at Suite 1200. If you drop off a Will, you will be required to complete a form giving us your contact information.

- **PROTECTIVE PROCEEDINGS**

#### **GUARDIANSHIPS**

Annual Reports should be emailed to Jackie Adams at [jaadams@greenvillecounty.org](mailto:jaadams@greenvillecounty.org). KEEP YOUR ORIGINALS. Other filings can be dropped in a box outside of Suite 5600. If you have questions, please call Jackie Adams at 864-467-7610.

#### **CONSERVATORSHIPS**

Annual Accountings can be emailed to Sandra Street at [sstreet@greenvillecounty.org](mailto:sstreet@greenvillecounty.org). KEEP YOUR ORIGINALS. Other filings can be dropped in a box outside of Suite 5600. If you have questions, please call Sandra Street at 864-467-7546 to discuss.

- **RECORDS AND RESEARCH**

No title abstractors or other researchers will be allowed in our office until the threat of the COVID-19 Virus subsides. Attorneys registered with PAWS can access Probate Court filings through PAWS for checking probate filings.

Again, please remember to check our website periodically as these procedures are subject to change without notice.

Thank you for your understanding and cooperation. Stay well.

From six feet apart, we are all in this together,

Chadwicke L. Groover, Probate Judge