

**STATUS CONFERENCE**  
**GREENVILLE COUNTY COURT OF COMMON PLEAS**

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**GREENVILLE COUNTY COURT OF COMMON PLEAS**  
**STATUS CONFERENCE PROCEDURE AND INFORMATION**  
(previously referred to as Pre-Trial Conferences)  
*Effective January 2019*

The Administrative Judge prefers that you agree on a trial date, if possible, in lieu of attending the Status Conferences by emailing the Status Conference Form to the Trial Coordinator, Lyndall Coker  
[lcoker@greenvillecounty.org](mailto:lcoker@greenvillecounty.org)

The links to the Status Conference Form and Procedure are found above the list of rosters on the **Greenville County 13<sup>th</sup> Judicial Circuit Court Rosters** website at  
<https://www2.greenvillecounty.org/SCJD/courtrosters/RosterSelection.aspx>.

**Notice: All correspondence and Status Conference Forms must be sent to the coordinator at least 24 hours prior to the Status Conference.**

<p><b>Jury Trial Coordinator</b></p>	<p><b>Lyndall Coker, Jury Trial Coordinator</b>  <b>Email <a href="mailto:lcoker@greenvillecounty.org">lcoker@greenvillecounty.org</a></b>  <b>Telephone 864-467-8510</b></p> <p><b>Notice: All correspondence regarding the Status Conferences should be received at least 2 working days prior to the Status Conference.</b></p>
<p><b>Time the Status Conference is scheduled</b></p>	<p>Cases set on the Status Conference Roster will all be set at 9:00 a.m. or 9:30 a.m. depending on the current Administrative Judge's starting time preference. The cases will be called in the order they appear on the Status Conference Roster. The Administrative Judges strongly urge you to try and agree on a trial term in lieu of attending the Status Conference.</p>
<p><b>Upcoming Common Pleas Terms/Rosters</b></p>	<p>You will find the upcoming Greenville County Common Pleas Jury terms of court on the Greenville County Internet Roster page  <a href="http://www.greenvillecounty.org/scjd/courtrosters/RosterSelection.aspx">http://www.greenvillecounty.org/scjd/courtrosters/RosterSelection.aspx</a></p> <p>TIP: For easier access and in order to see only the "Common Pleas Jury Terms" select <i>Common Pleas</i> in the COURT AGENCY drop down box and then select <i>Jury Trial</i> in the ROSTER TYPE drop down box.</p>
<p><b>"Tentative Term - subject to Ct. Admin's scheduling" explanation</b></p>	<p>If any terms of court are ever listed on the Greenville County Roster Website as "<b><i>Tentative Term - subject to Ct. Admin's scheduling</i></b>" this means that Court Administration has not published the terms of court for that 6 month session.</p> <p>Sometimes the terms aren't published until a few days prior to the Status Conferences or are published after the Status Conferences are held. You may choose a "tentative" term but please be aware that the case may need to be moved if there is no court scheduled for the week you choose. Should your case be moved, you will receive a notice from the court.</p> <p>The Jury Rosters are Real Time and as soon as Court Administration publishes the terms it will be reflected on the Greenville County Roster website.</p>

<p><b>Status Conference Form</b></p>	<p>The Status Conference form must be <b>E-MAILED</b> to Lyndall Coker, Jury Trial Coordinator, at <a href="mailto:lcoker@greenvillecounty.org">lcoker@greenvillecounty.org</a> . The link to the Status Conference Form is found above the list of rosters on the <b>Greenville County 13<sup>th</sup> Judicial Circuit Court Rosters</b> website - at <a href="https://www2.greenvillecounty.org/SCJD/courtrosters/RosterSelection.aspx">https://www2.greenvillecounty.org/SCJD/courtrosters/RosterSelection.aspx</a>.</p> <p>If the attorney plans to attend the Status Conference, <u>no form</u> is necessary.</p> <p>For cases that have settled, email Lyndall Coker, Jury Trial Coordinator, and the case will be removed from the Status Conference roster <i>only</i>. <b>You must <u>submit a proposed order through the E-filing System</u></b> for the judge’s approval for the case to be dismissed from the General Docket.</p>
<p><b>Day Certain Requests</b></p>	<p>If you feel your case needs to be set as Day Certain, please indicate the same when submitting the Status Conference Form in an email to Lyndall Coker, Jury Trial Coordinator at <a href="mailto:lcoker@greenvillecounty.org">lcoker@greenvillecounty.org</a></p>
<p><b>Mediation</b></p>	<p>Sanctions may be imposed for failure to mediate the case prior to the Status Conference. Greenville County is under Mandatory Mediation.</p>
<p><b>Case on Appeal or in Bankruptcy</b></p>	<p>If your case is on Appeal or in Bankruptcy, and is still pending, please submit the appropriate documents through the E-filing system. The case will be removed from the Status Conference Roster when appropriate documents are received. If you have any questions, please contact the Civil Records Department.</p>
<p><b>Telephone conference capability at the Status Conference</b></p>	<p>At this time, we do not have telephone conference capability in the courtroom. You may email a detailed letter, addressing any issues pertinent to your case, to Lyndall Coker <a href="mailto:lcoker@greenvillecounty.org">lcoker@greenvillecounty.org</a> and it will be made available for the Administrative Judge when the Status Conference is held. Please check the Internet Rosters the day after the Status Conference to see where the judge set your case for trial.</p>

<p><b>If you are unable to attend the Status Conference and cannot agree on a trial date</b></p>	<p>If you are unable to attend the Status Conference and have not been able to agree on a trial date with opposing counsel, you may email a detailed letter, addressing any issues pertinent to your case to Lyndall Coker <a href="mailto:lcoker@greenvillecounty.org">lcoker@greenvillecounty.org</a> and it will be made available for the Administrative Judge when the Status Conference is held. Please check the Internet Rosters the day after the Status Conference to see where the judge set your case for trial.</p>
<p><b>Updating Email addresses</b></p>	<p>If your email address changes, please update your AIS account. If you wish for your staff to receive notices coming from the court, please add them to your AIS account in the <i>Alternative Email Address</i> field. If you need multiple email addresses added, you may set up an email distribution list within your own e-mail account.</p>
<p><b>Juror Lists for all trial terms are now free (CP and GS)</b></p>	<p>The free Juror lists are made available to the attorneys on the Greenville Attorney Page (GAP). The Juror list will not be posted until the <b>Thursday</b> before the term of court. You will be given the USERNAME and PASSWORD when you receive your trial notice. This trial notice will be emailed to you during the week prior to the trial.</p> <p>Please do not give this Juror website to your clients. The juror information is for attorney use only and is not made available to the public.</p>
<p><b>Juror Qualification</b></p>	<p><b>Juror Qualification</b> is held at approximately 10:00 a.m., the first day of the term of court, in the jury assembly room on the first floor of the judicial wing.</p>
<p><b>Weekly Courtroom Assignments</b></p>	<p><b>Courtroom Assignments</b> will be posted on the television screen above the Bailiff's desk in the lobby of the Courthouse. The Clerk of Court also posts the assignments on the GAP page under <i>CALENDARS – Weekly Courtroom Assignments</i>. They are usually posted on the Friday before the term of court.</p>

<p><b>Weekly Roster Meetings</b></p>	<p><b>Mandatory Roster Meetings</b> are held on the first day of the term of court at 9:15 a.m. The Administrative Judge or the trial judge will hold the roster meeting. Please check with Lyndall Coker, 864-467-8510 or email her at <a href="mailto:lcoker@greenvillecounty.org">lcoker@greenvillecounty.org</a> on the Friday prior to the term of court, for the courtroom assignment. The courtroom assignments are also posted on the television screen above the bailiff's desk in the courthouse lobby.</p>
<p><b>Corrections needed on cases set on the Status Conference roster</b></p>	<p>All information listed on the Status Conference roster is generated from the Clerk of Court's Case Management System. Please contact Sandra Mansel, Civil Records Supervisor, directly at <a href="mailto:smansel@greenvillecounty.org">smansel@greenvillecounty.org</a> if there are any discrepancies regarding your case. (i.e. Attorneys, Dismissals, Appeals, Bankruptcies) When Civil Records has made the necessary corrections, it will be reflected on the Status Conference roster.</p>
	<p style="text-align: right;">01/01/2016 09/06/2016 01/31/2019</p>