

OFFICE OF THE CLERK OF COURT GREENVILLE COUNTY, SOUTH CAROLINA

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Clerk of Court
JAY GRESHAM

September 30, 2026

RE: GENERAL SESSIONS MOTIONS UPDATE

Dear Fellow Members of the Greenville County Bar:

I wanted to provide a brief update regarding the new process for scheduling and coordinating General Sessions motions in Greenville County.

This is a new responsibility for the Clerk of Court's Office, and we are continuing to refine the process as our office, the Solicitor's Office, and members of the Bar become accustomed to the new division of responsibilities. My goal is to make the process from our office's side as clear, consistent, and workable as possible for everyone involved.

General Sessions Motions Docket

Court Coordinator Mary Ann Young (864-467-8749), who works in the Criminal Records Department of our Circuit Court office, is responsible for overseeing the day-to-day administration of the General Sessions motions docket.

To provide attorneys with a clear and consistent point of contact, we have established a dedicated email address:

GSmotions@GreenvilleCounty.org

I encourage attorneys to use this address for motions scheduling requests, docket questions, and other matters relating to the General Sessions motions docket. Mary Ann and other appropriate members of our office monitor the account so that inquiries can be addressed or directed as efficiently as possible.

When initially scheduling motions, Mary Ann will make every reasonable effort to accommodate counsel within the available court calendar, applicable attorney protections, and the scheduling parameters established by the Court.

As a general scheduling framework, motions filed from the 1st through the 15th of the month will ordinarily be placed on the first General Sessions motions docket, while motions filed from the 16th through the end of the month will ordinarily be placed on the second General Sessions motions docket.

For planning purposes, the first General Sessions motions docket will generally be published on the last business day of the month. The second General Sessions motions docket will generally be published on the first Friday of the month, which coincides with Second Appearances.

These timeframes are intended to provide counsel with a general understanding of the scheduling process and remain subject to the available court calendar, applicable attorney protections, and approval by the Chief Administrative Judge.

There is, however, an important distinction regarding final docket placement. Under the current directive of the Chief Administrative Judge, General Sessions motions dockets are subject to his approval. Once a motion has been placed on an approved docket, the Clerk of Court's Office does not have independent authority to move, continue, or otherwise change that hearing date. Any subsequent request affecting the placement of a matter on an approved docket must be presented to and approved by the Chief Administrative Judge.

This distinction is important because our office will do everything reasonably within its authority to assist attorneys with scheduling, while also ensuring that the docket is administered consistently with the Court's direction.

The Court has also directed motions seeking modification of bond conditions be scheduled before the Administrative Judge.

These procedures are continuing to develop as the new system is implemented, and we will communicate any material changes to the Bar as they occur.

Court Rosters and Attorney Resources

We are also working to make court scheduling information easier for attorneys and the public to access.

General Sessions motions dockets are now being published through the South Carolina Judicial Branch court rosters system. Our office has also expanded the publication of other appropriate Greenville County General Sessions rosters, including for Second Appearances, so that more scheduling information can be accessed online.

Links to court rosters and other useful materials are available through the **Attorney Resources** (<https://www.greenvillecounty.org/attorneylogs/Default.aspx>) section of the Greenville County Clerk of Court website. That page also includes staff contact information, jury information, courtroom assignments, FAQs, and other resources intended to assist attorneys practicing in Greenville County.

I encourage members of the Bar to make use of those resources.

Staying Informed

Our office also posts weekly courtroom assignments, courthouse updates, and other information through our Facebook and Instagram pages. Attorneys who use social media may find those channels helpful for staying informed about day-to-day courthouse operations.



Jay Gresham, Greenville County Clerk of Court
Court of Common Pleas | Court of General Sessions | Family Court

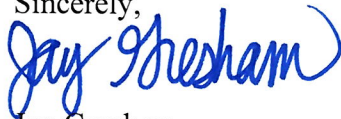
Feedback from the Bar

I value the perspective of attorneys who work with our courts and our office every day. If you have a suggestion about the General Sessions motions process, our online resources, or any other way the Clerk of Court's Office can better serve the legal community, please feel free to contact me directly (864-467-8554). I am always happy to hear your thoughts.

My goal is for our office to set a high standard for service to the legal community and support of our courts. Doing that well requires good communication among the Clerk's Office, the judiciary, our courthouse partners, and an engaged Bar. Greenville County is fortunate to have one.

I appreciate your patience and cooperation as we work through this new General Sessions process, and I look forward to continuing to work with you.

Sincerely,



Jay Gresham
Clerk of Court



Jay Gresham, Greenville County Clerk of Court
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