



Attorney: _____ JA: _____
Office of the Probate Court

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

www.greenvillecounty.org/probate

OFFICE USE ONLY:

Initial Contact Date: _____ By/Staff: _____
 Docs Mailed/Picked up/Emailed: _____
 Payment Received: _____
 Receipt # _____
 Obligations: _____

ONLINE PAYMENT TRANSACTION # _____

COPY REQUEST FORM

1. Search the Probate Index online at to obtain case information.
<https://www.greenvillecounty.org/disclaimer/PublicRecords.aspx?DirURL=Probate>
2. **Complete form and email to probaterecords@greenvillecounty.org. We will contact you with copy fee.**
3. **To pay by mail:** complete this form and send to the Estate Division and Records address below with your check/money order payable to **Greenville County Treasurer.**
OR
To pay online: go to www.greenvillecounty.org/probate and click Pay Fees Online. You will see the CLICK TO PAY NOW button on the right. After paying, scan and email payment confirmation page and completed request form to probaterecords@greenvillecounty.org. When we get these two pages, we'll email your copies.
4. **There is a 3-day turn around for all copy requests from date payment is received.**

FEES: **EMAILED** OR SEARCH FEE: **\$5.00** PHOTOCOPIES: \$.25/PAGE
 CERTIFIED COPIES Add \$5.00 PER DOCUMENT (generally used for in-state filing)
 EXEMPLIFICATION COPIES are a flat rate of \$20 (regardless of how many documents) + \$5 search fee + \$.25/page photocopy fee

Case Name: _____ File Number: _____
 (Deceased/Ward/Minor)

Requested by: _____
 Address: _____
 Telephone _____ Email : _____

- Emailed entire file**
- Mail copies to address above. **Include a self-addressed, stamped envelope with payment.**
- CERTIFIED COPIES ARE REQUESTED** **EXEMPLIFIED COPIES ARE REQUESTED**
- Include a Certificate of Filing for County:** _____ **State:** _____
- Mail certified copies (South Carolina counties only) directly to above county. An additional check or money order payable to above county in the amount of \$20.00 is included.

DOCUMENTS REQUESTED Entire File (not all documents can be certified/exemplified)

1. Last Will & Testament	5.
2. Application	6.
3. Fiduciary Letter	7.
4. Inventory & Appraisalment	8.

Date Emailed/Called: _____ By: _____