

**2018 Edition**

**HANDBOOK FOR  
PROBATE  
PRACTITIONERS**

**Edited by Jay A. Mullinax, Esq.**

**Compiled by Lauren N. Koresdoski**

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Carolina Bar

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## **Table of Contents**

i.	Preface	53	Jasper County
ii.	Key	55	Kershaw County
iv.	Probate Court Forms	57	Lancaster County
1	Abbeville County	59	Laurens County
3	Aiken County	61	Lee County
5	Allendale County	63	Lexington County
7	Anderson County	65	Marion County
9	Bamberg County	67	Marlboro County
11	Barnwell County	69	McCormick County
13	Beaufort County	71	Newberry County
15	Berkley County	73	Oconee County
17	Calhoun County	75	Orangeburg County
19	Charleston County	77	Pickens County
21	Cherokee County	79	Richland County
23	Chester County	81	Saluda County
25	Chesterfield County	83	Spartanburg County
27	Clarendon County	85	Sumter County
29	Colleton County	87	Union County
31	Darlington County	89	Williamsburg County
33	Dillon County	91	York County
35	Dorchester County		
37	Edgefield County		
39	Fairfield County		
41	Florence County		
43	Georgetown County		
45	Greenville County		
47	Greenwood County		
49	Hampton County		
51	Horry County		

## **Preface**

This handbook is designed as a guide to assist practitioners in each of the Probate Courts throughout South Carolina. Practitioners should find this as a quick guide to basic actions. As a handbook, its utility is limited and it does not provide exhaustive details about estate administration and procedures that frequently materialize in most Probate Court matters.

Probate, estate planning and trust law continues to evolve during this time of an expanding older population. As the population ages and the practice in this area becomes more mobile, the need to know basic procedures and protocols in various counties throughout the state increases each year. In recognition of these issues and the major changes in South Carolina law in recent years, the Probate, Estate Planning and Trust Law Section of the South Carolina Bar Association decided to update and republish this Handbook for Probate Practitioners, last published in 2012. Jennifer Macleod and Charles (“Chuck”) Verdin, IV led the Probate, Estate Planning and Trust Law Section during this edition’s creation and provided much support and patience to me as editor.

As a Probate, Estate Planning and Trust Law Section Council member, I was given the task to update and edit the handbook in 2012 and asked to provide this update. Like many attorneys, I was blessed with wonderful assistance during this undertaking. Without the able and tireless assistance of my paralegal, Lauren N. Koresdoski, this project would not have been possible. Her relentless collection of data from the forty-six (46) Probate Courts and the creation of multiple edited versions of the handbook made this project successful.

We gathered available information about each Probate Court from various publications (i.e. Lawyers Desk Book, web sites, etc.) and prepared a custom template of procedures based on each county’s published information or previously provided information, South Carolina Code of Laws, Court Administration, and common procedures and protocols used in various counties in the state. We forwarded each personalized template to the respective Probate Judge in the forty-six (46) counties and requested that each respond with his or her Court’s unique procedures.

Although each case is unique and may vary from the general procedures at times, each Probate Judge graciously provided us with his or her best attempt to create a general guide on various court actions. Once the draft guides were collected, an effort was made to maintain each Court’s preferences while recognizing the aforementioned considerations along with the format constraints. An effort was also made to avoid pending legislative impacts to the procedures outlined in this handbook.

With the constant changes to our laws and procedures, the aging population and the dramatic speed of technological advances, improvements and the need for updates to this handbook are inevitable. I welcome your comments and suggestions for the next edition.

Lastly, I hope this handbook assists you in managing a legacy for your clients and yourself.

~ Jay A. Mullinax

## Key

In the interest of brevity and manageability as a reference, certain abbreviations and assumptions were used. It is highly recommended that the Probate Practitioner review and refer to the abbreviations and assumptions prior the individual counties requirements for a certain matter.

### Abbreviations

Acct	=	Accounting
Admin.	=	Administrative
AIP	=	Alleged Incapacitated Person
Assoc.	=	Associate
Comm.	=	Commitments
Con.	=	Conservatorship
DC	=	Death Certificate
GAL	=	Guardian Ad Litem
Guard.	=	Guardianship
HUD1	=	Housing and Urban Development Settlement Statement
I&A	=	Inventory and Appraisement
IC	=	Involuntary Commitments
JTROS	=	Joint Tenancy with Right of Survivorship
Lit.	=	Litigation
LWT	=	Last Will and Testament
MD	=	Medical Doctor
Obit.	=	Obituary
PR	=	Personal Representative
RE	=	Real Estate
Req'd	=	Required
RN	=	Registered Nurse
SCES	=	South Carolina Probate Code
TPP	=	Tangible Personal Property

### General Assumptions

- Each case is unique and should be evaluated based on its individual facts and circumstances.
- Other forms and/or documents may be required.
- Mandated forms must include all language as provided on the approved forms.

### Assumptions for Opening Estates

- Original Last Will and Testament (if available) must be filed.
- Estates may require bond or waivers of bond.
- Renunciation(s) of Right to Administer may be needed.
- Guardian(s) ad litem may be needed for minors or incapacitated adults.
- Original Tangible Personal Property Memorandum or an Affidavit of No Tangible Personal Property Memorandum may be needed.

- The initial filing fee includes the fee for the publication of Notice to Creditors, unless fee is payable to newspaper, more than one newspaper is listed, or as otherwise indicated.
- If more than one newspaper is listed for the publication of Notice to Creditors, the practitioner can choose: (1) the publication, (2) only has to publish in one newspaper, and (3) must send that respective fee.

#### Assumptions for Closing Estates

- Proof that shows satisfaction or disallowance is required for all filed claims.
- If RE was sold, proceeds should appear on the Acct.
- Guardian(s) ad litem may be needed for minors or incapacitated adults.
- Form 365ES may be filed in lieu of any or all of the following documents: Form 364ES, Form 401ES and Form 403ES.

#### Assumptions for Summary Administration under §62-3-1203(b)

- The Personal Representative(s) is/are also the sole devisee(s) (testate) or sole heir(s) (intestate) of the estate.
- The estate is opened as a normal estate.
- I&A must be filed.

#### Assumptions for Guardianships/Conservatorships

- Unless the alleged incapacitated person has counsel of his own choice, the Court shall appoint an attorney to represent him/her in the proceedings and that attorney shall have the powers and duties of a guardian ad litem.
- Visitors are required for Guardianships.

## **Probate Court Forms**

### **General Forms**

109ES	Motion for Removal
110ES	Notice of
111ES D	Demand for Notice in an Estate
111ES W	Waiver for Notice in an Estate
113ES	Demand for Hearing (Estates)
120PC	Proof of Delivery
121ES	Appointment of Agent for Service of Process
122ES	Motion for Service by Publication
123ES	Motion for Transfer of Venue
125ES	Proof of Delivery for Non-Probate Property Inventory
130ES	Order for Appointment of Guardian ad Litem (GAL)
151ES	Notice of Correction
153PC	Certification of Completion of Premarital Preparation Course

### **Estate Forms**

300ES	Application (Informal) / Petition (Formal) for Probate of Will or Appointment (Mandatory)
301ES	Additional Devisees/Heirs/Successors
302ES	Renunciation of Right to Administration and/or Nomination and/or Waiver of Bond
305ES	Information to Heirs and Devisees
306ES	Filing of a Will for Record
325ES	Release/Satisfaction of Claim
326ES	Notice of Hearing
327ES	Demand for Non-Probate Property Inventory
329ES	Application for Sale of Personal Property
330ES	Application for Restraint or Performance of Personal Representative
331ES	Petition for Removal of Personal Representative
332ES	Application/Petition for Appointment of Special Administrator
333ES	Application/Petition for Successor Personal Representative
334ES	Application/Petition for Subsequent Administration
335ES	Statement of Resignation
337ES	Application for Settlement & Accounting of Subsequent Administration
340ES	Statement of Value and Income for Purposes of Bond
341ES	Fiduciary Bond
342ES	Demand for Bond
343ES	Application to Alter Amount of Bond
344ES	Waiver of Bond
350ES LF	Inventory and Appraisement LF (Mandatory)
350ES SF	Inventory and Appraisement SF (Mandatory)
350ES SF Cont.	Inventory and Appraisement SF – Continuation Sheet
350ES SQA	Subsequent Administration Inventory

351ES	Application for Appointment of Appraiser(s)
352ES	Motion for Extension
355ES	Motion to be Relieved as Counsel
356ES	Notice of Intent to Appeal
361ES	Accounting (Mandatory)
364ES	Waiver of Filing Requirements
365ES	Waiver of Statutory Requirements and Beneficiary Receipt/Release
366ES	Affidavit of Adeemed or Abated Property
370ES	Notice to Creditors
371ES	Statement of Creditor's Claim (Mandatory)
372ES	Notice of Allowance/Disallowance of Claim
373ES O	Order for Petition for Allowance of Claim
373ES P	Petition for Allowance of Claim
375ES	Application for Approval of Compromise
376ES	Written Notice to Creditors
380ES	Renunciation of Fee
381ES	Petition for Review of Employment/Compensation
382ES	Petition for Omitted Spouse
383ES	Petition for Omitted Child
390ES	Petition for Administration Under Part 5
400ES	Deed of Distribution
401ES	Receipt
403ES	Receipt and Release with Waiver
404ES	Petition for Elective Share
406ES	Petition for Determination of Apportionment of Taxes
409ES	Affidavit of Due Diligence
410ES	Proposal for Distribution
412ES	Application of Settlement
416ES	Notice of Right to Demand Hearing
417ES	Petition to Deny or Limit Inheritance
420ES	Affidavit for Collection of Personal Property Pursuant to Small Estate Proceedings
421ES	Verified Statement to Close Estate
430ES	Petition for Sale of Real Estate
435ES	Exempt Property Claim
445ES	Affidavit of Heirs
446ES	Affidavit of Distribution for Personal Property
447PC	Filing of Disclaimer for Record
454ES	Additional Signature for Informal Administration
480ES	Safe Deposit Affidavit
481ES	Probate Rule 5 – Proof of ADR
482ES	Affidavit to Obtain Bank Balance

### Guardianship and Conservatorship Forms

530GC	Petition for Finding of Incapacity and/or Appointment of Guardian (Mandatory)
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531PC	Visitor's Report
534PC	Annual Report of Guardian
537PC	Probate Court Guidelines for Reports by Appointed Physician(s) Examiner(s)
538PC	Examiner's Report
540GC	Petition for Protective Order and/or Appointment of Conservator (Mandatory)
541PC	Doctor's Affidavit Regarding Capacity
550PC	Inventory and Appraisement (Conservator) (Mandatory)
552PC	Request for Expenditure(s)
560PC	Conservator Annual Accounting Cover Form
561PC	Conservator Annual Accounting Long Form
562PC	Conservator Annual Accounting Short Form
563PC	Conservator Receipt
564PC	Annual Report of Tangible and Real Estate Assets
571PC	Application for Discharge Guardianship/Conservatorship
573PC	Petition for Appointment of Successor Custodian
575GC	Petition for Acceptance of Guardianship and/or Adult Conservatorship (Mandatory)
578GC	Petition for Transfer of Guardianship and/or Conservatorship (Mandatory)
710PC	Trustee Information
SCCA401PC	Summons
SCRCPForm6PC	Confidential Reference List of Redacted Identifiers



## Abbeville County

Judge: Mark Sumner  
Associate Judge: None  
Administrative Contact: None  
Phone (All Matters): (864) 366-5312 Ext. 62  
Fax (All Matters): (864) 366-4023  
Email (Judge): [msumner@abbevillecountysc.com](mailto:msumner@abbevillecountysc.com)  
Website: [www.abbevillecountysc.com](http://www.abbevillecountysc.com)  
Mailing Address: Abbeville County Administrative Complex  
901 West Greenwood Street, Suite 2300  
Abbeville, SC 29620

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (copy allowed), \$25 initial filing fee payable to Abbeville County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (copy allowed), \$150 initial filing fee payable to Abbeville County Probate Court

Notice to Creditors: Court publishes in The Press and Banner, \$45 fee payable to newspaper but sent to the court

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Court will invoice for fees based on value  
Appraisers required if LWT directs sale of RE  
If appraiser appointed, appraised value shown on I&A

Closing: Required:  
Form 412  
Form 361 (include all assets except RE and TPP)  
Form 410 (not required if "0" balance on Acct)  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401, 402 and/or 403  
Form 400 (if applicable), recorded copy for RE  
Receipt for paid funeral bill  
HUD1 for any RE sales  
Copy of any JTROS deed – court notifies assessor

Summary Administration:    Required:  
Form 421  
Form 400 (if applicable)  
Form 361 (stating all expenses PR is responsible for)

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:

Petitioner recommends

Visitor:

Petitioner recommends

Examiners:

One examiner required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (social worker) cannot be associated  
with other examiner

## Aiken County

Judge: Tonya L. Marchant  
Associate Judges: Angela E. Little  
Administrative Contact: None  
Phone (Probate Court): (803) 642-2001  
Phone (Estates): (803) 642-2002  
Phone (Con./Guard.): (803) 642-2008  
Phone (IC): (803) 642-2005  
Fax (Probate Court, Probate  
Records & Estates): (803) 642-2007  
Fax (Con./Guard. & IC): (803) 642-7515  
Email (Judge): [pbcmarct@aikencountysc.gov](mailto:pbcmarct@aikencountysc.gov)  
Email (Probate Court): [pbcreads@aikencountysc.gov](mailto:pbcreads@aikencountysc.gov)  
Email (Con./Guard. & IC): [pbcclitta@aikencountysc.gov](mailto:pbcclitta@aikencountysc.gov)  
Email (Probate Records): [pbcbroos@aikencountysc.gov](mailto:pbcbroos@aikencountysc.gov)  
Website: [www.aikencountysc.gov](http://www.aikencountysc.gov)  
Mailing Address: P.O. Box 1576  
Aiken, SC 29802-1576

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (copy allowed), copies of all Deeds, \$40 initial filing fee payable to Aiken County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (copy allowed), \$150 initial filing fee payable to Aiken County Probate Court

Notice to Creditors: Court publishes in Aiken Standard

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Send fees with I&A (See SCPC §8-21-770)  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412  
Form 361 (include all assets except RE and TPP)  
Form 410  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111

Form(s) 401, 402 and/or 403 and Releases  
Form 400 (if applicable), recorded copy for RE  
Receipt for paid funeral bill  
HUD1 for any RE sales

Summary Administration: Required:  
Form 421  
Form 400 (if applicable)  
Form 361  
Form 414

### **GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL: Court selects

Visitor: Court appoints visitor who is member of Probate Court staff

Examiners: Two examiners required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD) can be associated with other examiner

**Allendale County**

Judge: D. Keith Smith  
Associate Judge: None  
Administrative Contact: Elaine M. Reed, Clerk  
Phone (All Matters): (803) 584-3157  
Fax (All Matters): (803) 584-7082  
Email (Judge): [dkeithsmith@allendalecounty.com](mailto:dkeithsmith@allendalecounty.com)  
Website: [www.allendalecounty.com](http://www.allendalecounty.com)  
Mailing Address: P.O. Box 603  
Allendale, SC 29810

**ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (copy allowed), no initial filing fee

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (copy allowed), \$150 initial filing fee payable to Allendale County Probate Court

Notice to Creditors: Court publishes in The Allendale Sun, \$75 fee payable to newspaper but sent to the court

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisalment: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412  
Form 361  
Form 410  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401, 402 and/or 403  
Form 400 (if applicable)  
Receipt for paid funeral bill  
HUD1 for any RE sales

Summary Administration: Required:  
Form 421  
Form 400 (if applicable)

Form 361  
Form 414

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:

Court appoints

Visitor:

Court appoints  
Attorney

Examiners:

Two examiners required for Conservatorship  
Two examiners required for Guardianship  
Second examiner can be associated with other examiner

## Anderson County

Judge: Martha D. Newton  
Associate Judge: James B. King  
Administrative Contact: None  
Phone (All Matters): (864) 260-4049  
Fax (All Matters): (864) 260-4811  
Email (Judge): [mnewton@andersoncountysc.org](mailto:mnewton@andersoncountysc.org)  
Website: [www.andersoncountysc.org](http://www.andersoncountysc.org)  
Mailing Address: P.O. Box 8002  
Anderson, SC 29622

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), \$50 initial filing fee payable to Anderson County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), \$150 initial filing fee payable to Anderson County Probate Court

Notice to Creditors: Court publishes in News Chronicle, The Journal

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412  
Form 361 (include all assets except RE and TPP)  
Form 410 (not required if "0" balance on Acct)  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401, 402 and/or 403 (specifics preferred)  
Form 400 (if applicable), recorded copy for RE

Summary Administration: Required:  
Form 421  
Form 400 (if applicable)  
Form 361

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney

Or AIP selected Attorney

With powers of GAL:

Petitioner recommends

Visitor:

Petitioner recommends

Examiners:

Two examiners required for Conservatorship

Two examiners required for Guardianship

Second examiner (MD, Psychologist) cannot be associated with other examiner



## **Bamberg County**

Judge: Sarah Guess Noel  
Associate Judge: None  
Administrative Contact: Michelle M. Kinsey  
Phone (All Matters): (803) 245-3008  
Fax (All Matters): (803) 245-3195  
Email (Judge): [noelsg@bambergcounty.sc.gov](mailto:noelsg@bambergcounty.sc.gov)  
Website: [www.bambergcounty.sc.gov](http://www.bambergcounty.sc.gov)  
Mailing Address: P.O. Box 180  
Bamberg, SC 29003-0180

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (original), \$25 initial filing fee payable to Bamberg County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (original), \$150 initial filing fee payable to Bamberg County Probate Court

Notice to Creditors: PR publishes in The Advertiser Herald, \$60 fee payable to newspaper

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisalment: Form 350LF or SF  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412  
Form 361 (include all money assets)  
Form 410 (list personal property only)  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401 and/or 403 (specifics preferred) or Form 364  
Form 400 (if applicable), recorded copy for RE  
HUD1 for RE sales

Summary Administration: Required:  
Form 421

Form 400 (if applicable)

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:

Petitioner or Court recommends

Visitor:

Court selects from list

Examiners:

Two examiners required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD, Psychologist) cannot be  
associated with other examiner

## **Barnwell County**

Judge: Myrna S. Dill  
Associate Judge: None  
Administrative Contact: None  
Phone (All Matters): (803) 541-1032  
Fax (All Matters): (803) 541-1012  
Email: [probatejudge@barnwellsc.com](mailto:probatejudge@barnwellsc.com)  
Website: [www.barnwellcounty.sc.gov](http://www.barnwellcounty.sc.gov)  
Mailing Address: Barnwell County Courthouse  
Probate Court Room 108  
Barnwell, SC 29812

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (original), no initial filing fee

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (original), \$150 initial filing fee payable to Barnwell County Probate Court

Notice to Creditors: PR publishes in The People: Sentinel, \$75 fee payable to newspaper

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Court will invoice for fees based on value  
Appraisers not required unless conflict

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all assets except RE and TPP)  
Form 410 (required for all assets distributed)  
Form 120 for all closing documents sent to all interested persons and/or Form 111 or 364ES  
Form 416 and/or Form 111  
Form(s) 401 and/or 403 (specifics preferred)  
Form 400 (if applicable), recorded copy for RE  
Receipt for paid funeral bill  
HUD1 for any RE sales

Summary Administration: Required:  
Form 421  
Form 400 (if applicable)

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney

Or AIP selected Attorney

With powers of GAL:

Petitioner recommends unless contested

Visitor:

Court selects from a list

Examiners:

Two examiners required for Conservatorship

Two examiners required for Guardianship

Second examiner (MD) cannot be associated with other  
examiner

## **Beaufort County**

Judge: Kenneth E. Fulp, Jr.  
Associate Judge: Heather R. Galvin  
Administrative Contact: Daniel J. Black  
Phone (Judges): (843) 255-5850  
Phone (Admin. Contact): (843) 255-5857  
Phone (Decedent's Estates): (843) 255-5854  
Phone (Con./Guard.): (843) 255-5862  
Phone (Comm.): (843) 255-5860  
Fax (All Matters): (843) 255-9447  
Email (Judge): [kfulp@bcgov.net](mailto:kfulp@bcgov.net)  
Email (Assoc. Judge): [hgalvin@bcgov.net](mailto:hgalvin@bcgov.net)  
Email (Admin. Contact): [dblack@bcgov.net](mailto:dblack@bcgov.net)  
Email (Decedent's Estates): [csimmons@bcgov.net](mailto:csimmons@bcgov.net)  
Email (Con./Guard.): [dmcmahon@bcgov.net](mailto:dmcmahon@bcgov.net)  
Email (Comm.): [silviat@bcgov.net](mailto:silviat@bcgov.net)  
Website: [www.bcgov.net](http://www.bcgov.net)  
Mailing Address: P.O. Box 1083  
Beaufort, SC 29901-1083

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (original, Obit. accepted until original DC becomes available), \$70 initial filing fee payable to Beaufort County Treasurer

Formal Opening: Form 300, Summons, Death Certificate (original), \$150 initial filing fee payable to Beaufort County Treasurer

Notice to Creditors: Court publishes in The Beaufort Gazette

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350 (SF or LF)  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser executes the I&A or appraiser's statement of value must be filed with I&A

Interim Accounting: Required in cases that are not closed within one year of the first publication of the Notice to Creditors, whether or not the estate appears to be subject to estate taxation.

Closing:

Required:

Form 412 (all that apply)  
Form 361 (include all assets)  
Form 410 (not required if “o” balance on Accounting)  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401 and/or 403  
Form 400 (if applicable), recorded copy not necessary  
HUD1 for any RE sales  
If JTROS RE in Schedule E of I&A, court notifies PR of options

Summary Administration:

Required:

Form 421  
Form 400 (if applicable)

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney

Or AIP selected Attorney

With powers of GAL:

Court selects and appoints

Visitor:

Court selects and appoints

Examiners:

Two examiners required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD, RN, Social Worker, Psychologist)  
cannot be associated with other examiner  
(Personal appearance at hearing required)

## **Berkeley County**

Judge:	Keith W. Kornahrens, Sr.
Associate Judge:	Crystal S. Smalls
Con./Guard. Contact:	Shelia B. Lampkin
Estate Contact:	Connie Ott
Phone (Judge):	(843) 719-4519
Phone (Assoc. Judge):	(843) 719-4518
Phone (Con./Guard.):	(843) 719-4526
Phone (Estates):	(843) 719-4512
Fax (All Matters):	(843) 719-4527
Email (Judge):	<a href="mailto:keith.kornahrens@berkeleycountysc.gov">keith.kornahrens@berkeleycountysc.gov</a>
Email (Assoc. Judge):	<a href="mailto:crystal.smalls@berkeleycountysc.gov">crystal.smalls@berkeleycountysc.gov</a>
Email (Con./Guard.):	<a href="mailto:sheila.lampkin@berkeleycountysc.gov">sheila.lampkin@berkeleycountysc.gov</a>
Email (Estates):	<a href="mailto:vaustin@berkeleycountysc.gov">vaustin@berkeleycountysc.gov</a>
Website:	<a href="http://www.berkeleycountysc.gov">www.berkeleycountysc.gov</a>
Mailing Address:	300-B California Avenue Moncks Corner, SC 29461

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (copy allowed), \$25 initial filing fee payable to Berkeley County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (copy allowed), \$150 initial filing fee payable to Berkeley County Probate Court

Notice to Creditors: PR publishes in Berkeley Independent, Berkeley Herald, Hanahan News, Goose Creek Gazette, News & Courier, fee payable to newspaper

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all assets)  
Form 410 (required for personal property only, not required for sole heirs)

Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401, 402 and/or 403  
Form 400 (if applicable), recorded copy for RE  
HUD1 for any RE sales

Summary Administration: Required:  
Form 421  
Form 400 (if applicable)  
Form 120 (showing Form 421 sent to all interested persons)

### **GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL: Court selects

Visitor: Court selects from a list, same person as GAL does both

Examiners: Two examiners required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD, RN, Psychologist) can be associated with other examiner



## Calhoun County

Judge: Kathy S. Brown  
Associate Judge: None  
Administrative Contact: Andrea Fogle, Clerk  
Phone (All Matters): (803) 874-3514  
Fax (All Matters): (803) 874-1942  
Email (Judge): [kbrown@calhouncounty.sc.gov](mailto:kbrown@calhouncounty.sc.gov)  
Email (Admin. Contact): [afogle@calhouncounty.sc.gov](mailto:afogle@calhouncounty.sc.gov)  
Website: [www.calhouncounty.sc.gov](http://www.calhouncounty.sc.gov)  
Mailing Address: 902 F.R. Huff Drive  
St. Matthews, SC 29135-1458

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (copy allowed), \$30 initial filing fee payable to Calhoun County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (copy allowed), \$30 initial filing fee, \$150 initial filing fee when a hearing is set

Notice to Creditors: Court publishes in The Calhoun Times

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisalment: Form 350  
Send fees with I&A (See SCPC §8-21-770); or Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all assets except RE)  
Form 410 (required for all assets)  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401, 402 and/or 403  
Form 400 (if applicable), recorded copy for RE

Summary Administration: Required:  
Form 421

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney

Or AIP selected Attorney

With powers of GAL:

Petitioner recommends

Visitor:

Court selects from a list

Examiners:

One examiner required for Conservatorship

Two examiners required for Guardianship

## Charleston County

Judge: Irvin G. Condon  
Associate Judges: Tamara C. Curry, Jack I. Guedalia, Lenna S. Kirchner  
Administrative Contact: Regina LeBlanc, Commitment Division, Alison Atwood,  
Estate Division  
Phone (Estates): (843) 958-5030  
Phone (Guard. & Comm.): (843) 958-5180  
Fax (Estates): (843) 958-5044  
Fax (Guard. & Comm.): (843) 958-5191  
Email (Judge): [irvcondon@charlestoncounty.org](mailto:irvcondon@charlestoncounty.org)  
Email: [aatwood@charlestoncounty.org](mailto:aatwood@charlestoncounty.org),  
[rleblanc@charlestoncounty.org](mailto:rleblanc@charlestoncounty.org)  
Website: [www.charlestoncounty.org](http://www.charlestoncounty.org)  
Mailing Address (Estates): Historic Courthouse  
84 Broad Street, Third Floor  
Charleston, SC 29401  
Mailing Address (Guard. & Comm.): Charleston County  
Judicial Center  
100 Broad Street, Suite 469  
Charleston, SC 29401

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (original), \$25-\$95 initial filing fee based on value and payable to Charleston County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (original), \$150 initial filing fee payable to Charleston County Probate Court

Notice to Creditors: Court currently publishes in Post & Courier (\$120), The Moultrie News (\$30), The Chronicle (\$55), West Of (\$30), fee payable to Charleston County Probate Court – need separate check

Info to Heirs/Devises: Form 305 to heirs/devises, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350LF  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing:

Required:

Form 412 (all that apply)  
Form 361 (only funds in estate checking account)  
Form 410 (required for all assets)  
Form 120 for all closing documents sent to all interested persons  
Form 416 and/or Form 111, Form 364  
Form(s) 401 and/or 403 (specifics required)  
Form 400 (if applicable), recorded copy for RE (if a pro se case, original deed to be sent to Probate Court first)  
Copy of any JTROS deed

Summary Administration:

Required:

Form 421  
Form 400 (if applicable)

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney

Or AIP selected Attorney

With powers of GAL:

Court selects

Visitor:

Court selects from a list

Examiners:

Two examiners required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD, RN, Social Worker, Psychologist)  
cannot be associated with other examiner  
One examiner must be a licensed physician

## Cherokee County

Judge: Joshua L. Queen  
Associate Judge: None  
Administrative Contact: None  
Phone (All Matters): (864) 487-2583  
Fax (All Matters): (864) 902-8426 (no documents requiring signatures)  
Email: See website (general information only)  
Website: [www.cherokeecountysc.com](http://www.cherokeecountysc.com)  
Mailing Address: P.O. Box 22  
Gaffney, SC 29342

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Form 150 (if necessary), Death Certificate (original) or other valid proof of death, copies of Deeds to any RE owned by decedent, \$25 initial filing fee payable to Cherokee County Treasurer

Formal Opening: Form 300, Summons, Form 120, \$150 initial filing fee payable to Cherokee County Probate Court

Notice to Creditors: Court publishes in The Gaffney Ledger, The Cherokee Chronicle, \$15 fee payable to newspaper but sent to the Court

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 and/or Form 111 (if applicable)

Inventory & Appraisement: Form 350  
Send fees with I&A (See SCPC §8-21-770)  
Appraisers not required  
SCRCForm6PC (if applicable)

Closing: Contact Court

Summary Administration: Required:  
Form 421  
Form 350 (if applicable)  
Recorded Form 400 (if applicable)

### **GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL: Petitioner recommends (unless matter is contested)

Visitor: Petitioner recommends (unless matter is contested)

Examiners: Petitioner recommends (unless matter is contested)  
One examiner (MD) required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD) cannot be associated with other  
examiner

Bond: Typically required; may be waived at Judge's discretion

## Chester County

Judge: Lois H. Roddey  
Deputy Judge: Terri B. Zion  
Administrative Contacts: Dianne S. Foster, Stella F. Wishert  
Phone (All Matters): (803) 385-2604  
Fax (All Matters): (855) 932-9283  
Email (Judge): [lroddey@chestercounty.org](mailto:lroddey@chestercounty.org)  
Email (Deputy Judge): [tzion@chestercounty.org](mailto:tzion@chestercounty.org)  
Email (Admin. Contacts): [dfoster@chestercounty.org](mailto:dfoster@chestercounty.org),  
[swishert@chestercounty.org](mailto:swishert@chestercounty.org)  
Website: [www.chestercounty.org](http://www.chestercounty.org)  
Mailing Address: P.O. Drawer 580  
Chester, SC 29706

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (copy allowed), \$25 initial filing fee payable to Chester County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (copy allowed), \$150 initial filing fee payable to Chester County Probate Court

Notice to Creditors: Court publishes in Chester News and Reporter, \$29.50 fee payable to newspaper but sent to the court

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Send fees with I&A (See SCPC §8-21-770) (payable to Chester County Probate Court)  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: **Required:**  
Form 412  
Form 361 (include all assets except RE and TPP)  
Form 410 (required for all assets)  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401, 402 and/or 403  
Form 400 (if applicable), recorded copy for RE  
HUD1 for any RE sales

Summary Administration: Required:  
Form 421  
Form 400 (if applicable)

### **GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:                      Petitioner recommends

Visitor:    Petitioner recommends

Examiners:    Two examiners required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD, Psychologist) cannot be  
   associated with other examiner



## Chesterfield County

Judge: Gail B. Ingram  
Associate Judge: Denise S. Vick  
Administrative Contact: Vanessa H. Brewer, Clerk  
Phone (All Matters): (843) 623-2376  
Fax (All Matters): (843) 623-9886  
Email: [pcourt@shtc.net](mailto:pcourt@shtc.net)  
Website: [www.chesterfieldcountysc.com](http://www.chesterfieldcountysc.com)  
Mailing Address: 200 West Main Street  
Chesterfield, SC 29709-1527

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (original), Funeral bill, certified copy of recent deeds, \$25 initial filing fee payable to Chesterfield County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (original), Obit. or funeral program (copy allowed), Funeral bill, Certified copy of recent deeds, \$150 initial filing fee payable to Chesterfield County Probate Court

Notice to Creditors: Court publishes in The Chesterfield County Shopper (\$75), The Link (\$80), The Pageland Progressive Journal (\$81), fee payable to newspaper but sent to the court

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Court will invoice for fees based on gross value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Interim Accounting: Required in cases that are not closed within one year of first publication of Notice to Creditors

Closing: Required:  
Form 412  
Form 361  
Form 410 (not required if "o" balance on Acct)  
Form 120 for all closing documents sent to all interested persons  
Form 416 and/or Form 111

Form 403  
Form 400 (if applicable), recorded copy for RE  
Form 414  
Receipt for paid funeral bill (if not paid in full at time of  
estate opening)

Summary Administration: Required:  
Form 350  
Form 421  
Form 400 (if applicable; recorded copy)  
First & Final Acct.

#### **GUARDIANSHIPS/CONSERVATORSHIPS**

Con./Guard.: Form 401  
Form 530 and/or Form 540  
\$150 filing fee for each Petition, payable to Chesterfield  
County Probate Court  
SLED report required for proposed Guardian  
SLED & credit reports required for proposed  
Conservator

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL: Court appoints

Visitor: Court appoints  
Must be a person trained in law, nursing or social worker

Examiners: Petitioner recommends  
Two examiners required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD) preferably not associated with  
other examiner

## Clarendon County

Judge: Margaret J. Sorrell  
Deputy Judge: Rebecca Massey  
Administrative Contact: None  
Phone (All Matters): (803) 435-8774  
Fax (All Matters): (803) 435-8698  
Email: [clarendonprobate@clarendoncountygov.org](mailto:clarendonprobate@clarendoncountygov.org)  
Website: [www.clarendoncountygov.org](http://www.clarendoncountygov.org)  
Mailing Address: 411 Sunset Drive  
Manning, SC 29102

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Form 344 (if necessary), Death Certificate (original), \$45 initial filing fee payable to Clarendon County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (original), Bond requirement waived or satisfied, \$170 initial filing fee payable to Clarendon County Probate Court

Notice to Creditors: Court publishes in The Manning Times or The Clarendon Citizen

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Send fees with I&A (See SCPC §8-21-770); or Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all assets except RE and TPP)  
Form 410 (not required if "o" balance on Acct)  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401, 402 and/or 403  
Form 400 (if applicable), recorded copy for RE  
HUD1 for any RE sales

Summary Administration:    Required:  
Form 421  
Form 400 (if applicable)

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:            Court appoints

Visitor:                            Attorney recommends

Examiners:                        Two examiners required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD) can be associated with other  
examiner

## Colleton County

Judge: Ashley H. Amundson  
Associate Judge: None  
Administrative Contact: None  
Phone (All Matters): (843) 549-7216  
Fax (All Matters): (843) 549-5571  
Email (Judge): [probate@colletoncounty.org](mailto:probate@colletoncounty.org),  
[aamundson@colletoncounty.org](mailto:aamundson@colletoncounty.org)  
Website: [www.colletoncounty.org](http://www.colletoncounty.org)  
Mailing Address: P.O. Box 1036  
239 N. Jefferies Blvd.  
Walterboro, SC 29488

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (original), \$25 initial filing fee payable to Colleton County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (original), \$150 initial filing fee payable to Colleton County Probate Court

Notice to Creditors: Court publishes in The Press & Standard (\$15), The Colletonian (\$15), fees payable to newspaper

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser executes extra copy of page 1 of I&A

Closing: Required:  
Form 412  
Form 361 (include all assets except RE) or 364  
Form 410 (not required if "o" balance on Acct) or 364  
Form 120 for all closing documents sent to all interested persons or Form 364  
Form 416 or Form 364  
Form(s) 401 and/or 403 (specifics required)  
Form 400 (if applicable), recorded copy for RE  
Copies of any new certificates of title  
HUD1 and Deed for any RE sales

Summary Administration:    Required:  
Form 421  
Form 400 (if applicable)  
Proof of Resolution of Claims  
Copies of any new Certificates of Title

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:            Court appoints

Visitor:                            Court selects from a list

Examiners:                        Two examiners required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD, RN, Social Worker, Psychologist)  
   can be associated with other examiner

## **Darlington County**

Judge: Marvin I. Lawson  
Deputy Judge: Dianne F. Byrd  
Administrative Contacts: Sharon L. Osborne, Administrative Assistant, Corrie Mae Williams, Clerk  
Phone (All Matters): (843) 398-4310  
Fax (All Matters): (843) 398-4076  
Email (Judge): [mlawson@darcosc.com](mailto:mlawson@darcosc.com)  
Website: [www.darcosc.com](http://www.darcosc.com)  
Mailing Address: Courthouse Room 208  
1 Public Square  
Darlington, SC 29532

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (original), no initial filing fee

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (original), \$150 initial filing fee payable to Darlington County Probate Court

Notice to Creditors: PR publishes in News and Press, Hartsville Messenger

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisalment: Form 350  
Send fees with I&A (See SCPC §8-21-770); or Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all assets except RE)  
Form 410 (not required if "o" balance on Acct)  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401, 402 and/or 403  
Form 400 (if applicable), recorded copy for RE  
Copy of any JTROS deed

Summary Administration: Required:  
Form 421

Form 400 (if applicable)

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:

Petitioner recommends

Visitor:

Court selects from a list

Examiners:

Two examiners required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD) can be associated with other  
examiner



## Dillon County

Judge: Teresa W. Campbell  
Associate Judge: Delores Jacobs  
Phone (All Matters): (843) 774-1423  
Fax (All Matters): (843) 841-3732  
Email: None  
Website: <http://dilloncounty.sc.gov>  
Mailing Address: P.O. Box 189  
401 W. Main Street  
Dillon, SC 29536

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Form 111 (if necessary), Death Certificate (original), Obit., funeral home statement, \$25 initial filing fee payable to Dillon County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Form 111 (if necessary), Death Certificate (original), \$150 initial filing fee payable to Dillon County Probate Court

Notice to Creditors: PR publishes

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to Court

Inventory & Appraisalment: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value be filed with I&A

Closing: Required:  
Form 412  
Form 361  
Form 403  
Form 400 (if applicable)

Summary Administration: Required:  
Form 400 (if applicable)  
Form 361  
Form 413

## **GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney

Or AIP selected Attorney

With powers of GAL:

Court appoints

Visitor:

Petitioner recommends

Must be a disinterested person (usually RN or social worker)

Examiners:

Two examiners required for Conservatorship

Two examiners required for Guardianship

Second examiner can be associated with other examiner

## **Dorchester County**

Judge: Mary L. Blunt  
Associate Judges: Russell A. DeMott, Molly D. Edwards  
Administrative Contact: Melissa Burns  
Phone (Admin. Contact): (843) 851-5785, (843) 563-5785  
Phone (Estates): (843) 832-0136, (843) 563-0136  
Phone (Con./Guard.): (843) 832-0253, (843) 563-0253  
Fax (Estates/all matters): (843) 832-0222, (843) 563-0222  
Email (Judge): [mburns@dorchestercounty.net](mailto:mburns@dorchestercounty.net)  
Website: [www.dorchestercounty.net](http://www.dorchestercounty.net)  
Mailing Address: 5200 East Jim Bilton Blvd.  
St. George, SC 29477

### **Estates**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (original), Copies of all deeds to RE, \$25 initial filing fee payable to Dorchester County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (original), Copies of all deeds to RE, \$150 initial filing fee payable to Dorchester County Probate Court

Notice to Creditors: PR publishes in Summerville Journal Scene or Dorchester Eagle Record, fee payable to newspaper

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court

Inventory & Appraisement: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all cash assets)  
Form 410 (required for all assets)  
Form 416  
Form 120 for all closing documents sent to all interested persons  
Form 403 (specifics required)  
Form 400 (if applicable), recorded copy for RE

Summary Administration:    Required:  
Form 421  
Form 400 (if applicable)

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:            Court appoints

Visitor:                                Court selects from a list

Examiners:                            Two examiners required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD, RN, Social Worker, Psychologist)  
    can be associated with other examiner

## **Edgefield County**

Judge: Robert E. Peeler  
Associate Judge: Melanie D. Smith  
Administrative Contact: None  
Phone (All Matters): (803) 637-4076  
Fax (All Matters): (803) 637-7157  
Email (Judge): [repeeler@hotmail.com](mailto:repeeler@hotmail.com)  
Website: [www.edgefieldcounty.sc.gov](http://www.edgefieldcounty.sc.gov)  
Mailing Address: P.O. Box 45  
Edgefield, SC 29824-1342

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (copy allowed), no initial filing fee

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (copy allowed), \$150 initial filing fee payable to Edgefield County Treasurer

Notice to Creditors: Court publishes in the Edgefield Advertiser, \$25 fee payable to newspaper but sent to the court

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisalment: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412  
Form 361  
Form 410  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401 and/or 403  
Form 400 (if applicable)  
Receipt for paid funeral bill  
HUD1 for any RE sales

Summary Administration: Required:  
Form 421  
Form 400 (if applicable)

Form 361  
Form 414

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:

Court appoints  
Petitioner recommends

Visitor:

Court appoints  
Petitioner recommends

Examiners:

Two examiners required for Conservatorship  
Two examiners required for Guardianship

## **Fairfield County**

Judge: Pamela W. Renwick  
Deputy Judge: Carol D. Brice  
Administrative Contact: Frances Jolly, Clerk  
Phone (All Matters): (803) 712-6519  
Fax (All Matters): (803) 712-6939  
Email (Judge): [pam.renwick@fairfield.sc.gov](mailto:pam.renwick@fairfield.sc.gov)  
Website: [www.fairfieldsc.com](http://www.fairfieldsc.com)  
Mailing Address: P.O. Box 385  
Winnsboro, SC 29180-0385

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (original), Obit., no initial filing fee

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (original), \$150 initial filing fee payable to Fairfield County Probate Court

Notice to Creditors: Court publishes in The Voice (\$15) or Country Chronicle (\$32), fee payable to newspaper but sent to the court

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisalment: Form 350  
Send fees with I&A (See SCPC §8-21-770); or Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A and appraiser signs itemized schedule

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all assets except RE)  
Form 410 (not required if "o" balance on Acct)  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401 and/or 403 (specifics required)  
Form 400 (if applicable), recorded copy for RE  
HUD1 for any RE sales

Summary Administration: Required:  
Form 421

Form 400 (if applicable)

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:

Petitioner recommends

Visitor:

Petitioner recommends

Examiners:

Two examiners required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD, RN, Social Worker, Psychologist)  
can be associated with other examiner



## **Florence County**

Judge: J. Munford Scott, Jr.  
Deputy Judge: Sharon C. Davis  
Administrative Contact: Chandra R. Graham  
Phone (All Matters): (843) 665-3085  
Fax (All Matters): (843) 665-3068  
Email (Judge): [mscottatt@gmail.com](mailto:mscottatt@gmail.com)  
Email (Deputy Judge): [s.davis@florenceco.org](mailto:s.davis@florenceco.org)  
Website: [www.florenceco.org](http://www.florenceco.org)  
Mailing Address: 180 N. Irby Street, MSC-L  
Florence, SC 29501

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (original), \$45 initial filing fee plus advertising cost payable to Florence County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (original), \$150 initial filing fee payable to Florence County Probate Court

Notice to Creditors: Court publishes in Morning New-Florence, News & Post-Lake City, The News Journal-Florence, Community Times, PR chooses one, fees payable to Florence County Probate Court

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412  
Form 361  
Form 410  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form 403  
Form 400 (if applicable), recorded copy for RE  
HUD1 for any RE sales

Summary Administration:    Required:  
Form 421  
Form 400 (if applicable)

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:            Court appoints  
Petitioner recommends

Visitor:                            Court appoints  
Petitioner recommends  
Must be an attorney or social worker

Examiners:                        One examiner required for Conservatorship  
Two examiners required for Guardianship  
Second examiner cannot be associated with other  
examiner

## Georgetown County

Judge: Leigh Powers Boan  
Associate Judge: None  
Administrative Contacts: Susan L. Stewart, Court Coordinator, Patricia W. McCrea, Clerk of Court, Lisa Wheeler, Deputy Clerk  
Phone (Judge and Clerks): (843) 545-3274  
Phone (Court Coordinator): (843) 545-3078  
Fax (All Matters): (843) 545-3512  
Email (Judge): [lboan@gtcounty.org](mailto:lboan@gtcounty.org)  
Email (Court Coordinator): [sstewart@gtcounty.org](mailto:sstewart@gtcounty.org)  
Email (Clerk of Court): [pmccrea@gtcounty.org](mailto:pmccrea@gtcounty.org)  
Email (Deputy Clerks): [lwheeler@gtcounty.org](mailto:lwheeler@gtcounty.org), [pmccrea@gtcounty.org](mailto:pmccrea@gtcounty.org)  
Website: [www.gtcounty.org](http://www.gtcounty.org)  
Mailing Address: P.O. Box 421270  
401 Cleland Street, Room #140  
Georgetown, SC 29442-1270

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (copy allowed), \$60 initial filing fee payable to Georgetown County Treasurer

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (copy allowed), \$180 initial filing fee payable to Georgetown County Treasurer

Notice to Creditors: Court publishes in Georgetown Times

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all assets except RE)  
Form 410 (not required if "o" balance on Acct)  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401, 402 and/or 403 (Specifics required)  
Form 400 (if applicable), recorded copy for RE

Summary Administration:    Required:  
Form 421  
Form 400 (if applicable)

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:

Court appoints

Visitor:

Court selects from a list

Examiners:

One examiner required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD, RN, Social Worker, Psychologist)  
cannot be associated with other examiner

## Greenville County

Judge: Debora A. Faulkner  
Associate Judge: Caroline Horlbeck  
Administrative Contacts: Sheryll Smith, Tracy Sharp-Robertson  
Phone (Estates): (864) 467-7170  
Phone (Con./Guard.): (864) 467-7404  
Fax (Estates): (864) 467-7198  
Fax (Con./Guard.): (864) 467-7082  
Email (Judge): [dfaulkner@greenvillecounty.org](mailto:dfaulkner@greenvillecounty.org)  
Email (Admin. Contact): [ssmith@greenvillecounty.org](mailto:ssmith@greenvillecounty.org)  
Website: [www.greenvillecounty.org](http://www.greenvillecounty.org)  
Mailing Address (Estates): 301 University Ridge  
Suite 1200  
Greenville, SC 29601  
  
Mailing Address (Con./  
Guard.): 301 University Ridge  
Suite 5600  
Greenville, SC 29601

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Form 344 (if necessary) Form 121 (if applicable), Death Certificate (original), \$56 initial filing fee payable to Greenville County Treasurer

Formal Opening: Form 300, Summons, Form 302 (if necessary), Form 121 (if applicable), Death Certificate (original), \$150 initial filing fee payable to Greenville County Treasurer

Notice to Creditors: Court publishes in Greenville News

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350 SF  
Court will invoice for fees based on value  
Appraisers not required

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all assets) or Form 364  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111 or Form 403  
Form 403 (specifics required)

Form 400 (if applicable), recorded copy for RE  
HUD1 for any RE sales or a copy of recorded deed  
Confirmation of out-of-state real estate transfer/probate

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:

Court appoints

Visitor:

Court appoints

Examiners:

One examiner required for Conservatorship (MD)  
Two examiners required for Guardianship  
Second examiner (MD)

## **Greenwood County**

Judge: Travis Moore  
Associate Judge: None  
Administrative Contacts: Deborah Dixon, Estate Supervisor, Wendy A. Williams, Estate Supervisor, Caridad Timmermand, Estate Clerk, Trudy Sherard, Administrative Assistant, Caroline R. Nave, Office Manager  
Phone (All Matters): (864) 942-8625  
Fax (All Matters): (864) 942-8620  
Email (Judge): [tmoore@greenwoodsc.gov](mailto:tmoore@greenwoodsc.gov)  
Website: [www.co.greenwood.sc.us](http://www.co.greenwood.sc.us)  
Mailing Address: P.O. Box 1210  
Greenwood, SC 29648-1210

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (copy allowed), \$25 initial filing fee payable to Greenwood County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (copy allowed), \$150 initial filing fee payable to Greenwood County Probate Court

Notice to Creditors: Court publishes in Index Journal, \$55 fee payable to newspaper but sent to the court, PR publishes in Ware Shoals Observer, fee payable to newspaper

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: **Required:**  
Form 412 (all that apply)  
Form 361 (include all assets except RE and TPP)  
Form 410 (include all assets)  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401, 402 and/or 403 (specifics required)  
Form 400 (if applicable), recorded copy for RE

Summary Administration:    Required:  
Form 421  
Form 400 (if applicable)

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:            Court appoints

Visitor:                            Court selects from a list

Examiners:                      One examiner required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD, Psychologist) can be associated  
with other examiner



## **Hampton County**

Judge: Sheila B. Odom  
Associate Judge: None  
Administrative Contact: April Murdaugh  
Phone (All Matters): (803) 914-2172  
Fax (All Matters): (803) 914-2183  
Email (Judge): [sodom@hamptoncountysc.org](mailto:sodom@hamptoncountysc.org)  
Email: [hcpobateo2@yahoo.com](mailto:hcpobateo2@yahoo.com)  
Website: [www.hamptoncountysc.org](http://www.hamptoncountysc.org)  
Mailing Address: P.O. Box 601  
Hampton, SC 29924

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (original), no initial filing fee

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (original), \$150 initial filing fee payable to Hampton County Probate Court

Notice to Creditors: PR publishes in Hampton County Guardian, \$60 fee payable to newspaper

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412 (all that apply)  
Form 361 (required only if taxable or large estate of more than 2 heirs, include all assets except RE)  
Form 410 (not required if "o" balance on Acct)  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401, 402 and/or 403  
Form 400 (if applicable), recorded copy for RE  
HUD1 for any RE sales  
Copy of any JTROS deed

Summary Administration:    Required:  
Form 421  
Form 400 (if applicable)

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:                          Court appoints

Visitor:    Court selects from a list

Examiners:                                    Two examiners required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD, Psychologist) cannot be  
associated with other examiner

## Horry County

Judge: Kathy G. Ward  
Associate Judges: Carroll D. Padgett, Jr., Donna H. Lupo  
Administrative Contact: Susie Branton, Debra V. Stevens  
Phone (All Matters): (843) 915-5370  
Fax (All Matters): (843) 915-6370  
Email (Judge): [wardk@horrycounty.org](mailto:wardk@horrycounty.org)  
Website: [www.horrycounty.org](http://www.horrycounty.org)  
Mailing Address: P.O. Box 288  
Conway, SC 29528

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate or Obit., \$25 initial filing fee payable to Horry County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate or Obit., schedule hearing, \$150 initial filing fee payable to Horry County Probate Court

Notice to Creditors: Court publishes in Horry Independent (\$25), Loris Scene (\$25), Loris Times (\$30), Myrtle Beach Herald (\$25), North Myrtle Beach Times (\$40), Sun News (\$30), Tabor-Loris Tribune (\$30), fee payable to Horry County Probate Court

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser signs I&A beside items appraised

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all probate assets) or Form 364  
Form 410 (not required if "o" balance on Acct) or Form 364  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111 or Form 364  
Form 400 (if applicable), recorded copy for RE

Summary Administration:    Required:  
Form 421  
Form 400 (if applicable)

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:            Court appoints

Visitor:                            Court selects from a list or parties recommend

Examiners:                        One examiner required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD, RN, Social Worker, Psychologist)  
   cannot be associated with other examiner  
The parties provide the Court the names of the  
Physicians/Examiners

## **Jasper County**

Judge: Albert Kleckley, Jr.  
Associate Judge: Dixie S. Ford  
Administrative Contact: None  
Phone (All Matters): (843) 726-7718  
Fax (All Matters): (843) 726-5173  
Email (Judge): [akleckley@jaspercountysc.gov](mailto:akleckley@jaspercountysc.gov)  
Email (Assoc. Judge): [dford@jaspercountysc.gov](mailto:dford@jaspercountysc.gov)  
Website: [www.jaspercountysc.org](http://www.jaspercountysc.org)  
Mailing Address: P.O. Box 1028  
Ridgeland, SC 29936

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (original) or Obit., \$25 initial filing fee payable to Jasper County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (original) or Obit., \$150 initial filing fee payable to Jasper County Probate Court

Notice to Creditors: Court publishes in Jasper County Sun, \$150 fee payable to newspaper but sent to the court

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser signs I&A beside items appraised

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all assets except RE)  
Form 410 (include all assets)  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401, 402 and/or 403 (specifics preferred)  
Form 400 (if applicable), recorded copy for RE  
Copy of any JTROS deed

Summary Administration: Required:  
Form 421

Form 400 (if applicable)

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:

Court appoints

Visitor:

Court selects from a list

Examiners:

One examiner required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD, RN, Paramedic, Social Worker,  
Psychologist) cannot be associated with other  
examiner

## **Kershaw County**

Judge: Debra B. Branham  
Associate Judge: Rebecca J. Edwards  
Administrative Contacts: Virginia C. Ray, Clerk of Court & Con./Guard., Hannah Pate, Estate Clerk, L. Susan McCallister, Estate Clerk, Ruth Dowey, Estate Clerk  
Phone (All Matters): (803) 425-1503  
Fax (All Matters): (803) 425-1526  
Email (Judge): [debra.branham@kershaw.sc.gov](mailto:debra.branham@kershaw.sc.gov)  
Email (Assoc. Judge): [rebecca.edwards@kershaw.sc.gov](mailto:rebecca.edwards@kershaw.sc.gov)  
Email (Clerks): [ginny.ray@kershaw.sc.gov](mailto:ginny.ray@kershaw.sc.gov),  
[hannah.pate@kershaw.sc.gov](mailto:hannah.pate@kershaw.sc.gov),  
[susan.mccallister@kershaw.sc.gov](mailto:susan.mccallister@kershaw.sc.gov),  
[ruth.dowey@kershaw.sc.gov](mailto:ruth.dowey@kershaw.sc.gov)  
Website: [www.kershaw.sc.gov](http://www.kershaw.sc.gov)  
Mailing Address: 1121 Broad Street, Room 225  
Camden, SC 29020-3635

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (original), Affidavit of PR, copy of applicant's ID, no initial filing fee

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (original), \$150 initial filing fee payable to Kershaw County Probate Court

Notice to Creditors: Court publishes in the Chronicle-Independent (103.50), fee payable to newspaper but sent to the court

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisalment: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser statement of value must be filed with I&A

Closing: Required:  
Form 412  
Form 361  
Form 410  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111

Form 401 or 403  
Form 400 (if applicable)  
HUD1 or Settlement Statement for any RE sales

Summary Administration: Required:  
Form 421  
Form 400 (if applicable)  
Form 412

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:

Petitioner recommends

Visitor:

Petitioner recommends  
Must be an attorney, MD, RN or Social Worker

Examiners:

Two examiners required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD, RN, Social Worker, Psychologist)  
can be associated with other examiner



## Lancaster County

Judge: Sandra S. Estridge  
Associate Judge: Dee Studebaker  
Administrative Contacts: Jean M. Ghent, Rena C. Thompson, Misty H. Broome,  
Jennifer L. Bryan, Mariah A. Cousar  
Phone (All Matters): (803) 283-3379  
Fax (All Matters): (803) 283-3370  
Email (Judge): [sandyestridge@lancastercountysc.net](mailto:sandyestridge@lancastercountysc.net)  
Email (Assoc. Judge): [deestudebaker@lancastercountysc.net](mailto:deestudebaker@lancastercountysc.net)  
Email (Admin. Contacts): [jghent@lancastercountysc.net](mailto:jghent@lancastercountysc.net),  
[rthompson@lancastercountysc.net](mailto:rthompson@lancastercountysc.net),  
[mistybroome@lancastercountysc.net](mailto:mistybroome@lancastercountysc.net),  
[jbryan@lancastercountysc.net](mailto:jbryan@lancastercountysc.net),  
[mcousar@lancastercountysc.net](mailto:mcousar@lancastercountysc.net)  
Website: [www.lancastercountysc.net](http://www.lancastercountysc.net)  
Mailing Address: P.O. Box 1809  
104 North Main Street  
Lancaster, SC 29721

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (original), \$25 initial filing fee payable to Lancaster County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (original), \$150 initial filing fee payable to Lancaster County Probate Court

Notice to Creditors: Court publishes in The Lancaster News, \$50 fee payable to newspaper but sent to the court

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser signs I&A beside items appraised

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all assets except RE)  
Form 410 (include all assets)  
Form 120 for all closing documents sent to all interested persons and/or Form 111

Form 416 and/or Form 111  
Form 401 and/or 403 (specifics preferred)  
Form 400 (if applicable), recorded copy for RE  
Receipt for paid funeral bill  
Copy of any JTROS deed

Summary Administration: Required:  
Form 421  
Form 400 (if applicable)  
Form 361 (preferred)

### **GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:

Court appoints

Visitor:

Court selects from a list

Examiners:

One examiners required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD, RN, Social Worker, Psychologist)  
can be associated with other examiner

## Laurens County

Judge: Kaye W. Fridy  
Associate Judge: Bryan C. Able  
Administrative Contacts: Sherri T. Osborne, Deputy Clerk, Susan E. Chestein,  
Estate Clerk, Patricia G. Edwards, Estate Clerk, Nancy K.  
Sims, Estate Clerk, April L. Pigg, Con./Guard. Clerk,  
Victoria M. Anderson, Receptionist  
Phone (All Matters): (864) 984-7315  
Fax (All Matters): (864) 984-3779  
Email (Judge): [kwfridy@co.laurens.sc.us](mailto:kwfridy@co.laurens.sc.us)  
Website: [www.laurenscountysc.org](http://www.laurenscountysc.org)  
Mailing Address: P.O. Box 194  
100 Hillcrest Square, Suite A  
Laurens, SC 29360

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Form 121 (if applicable), Death Certificate (original), Obit., \$25 initial filing fee payable to Laurens County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Form 121 (if applicable), Death Certificate (original), Obit., \$150 initial filing fee payable to Laurens County Probate Court

Notice to Creditors: Court publishes in The Laurens Advertiser (\$75), The Clinton Chronicle (\$75), fee payable to newspaper but sent to the court (due when estate is opened)

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all assets) or Form 364  
Form 410 (not required if "o" balance on Acct) or Form 364  
Form 120 for all closing documents sent to all interested persons and/or Form 111 or Form 364  
Form 416 and/or Form 111  
Form(s) 401 and/or 403 (specifics preferred)

Form 400 (if applicable), recorded copy for RE  
HUD1 for any RE sales  
Copy of any JTROS deed

Summary Administration: Required:  
Form 421  
Form 400 (if applicable)  
Local form also allowed after creditors claim and will  
contest periods expire

#### **GUARDIANSHIPS/CONSERVATORSHIPS**

Guardianship: Form 530, SCCA401PC and Proof of Service, \$150 filing fee  
payable to Laurens County Probate Court

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL: Petitioner recommends

Visitor: Petitioner recommends

Examiners: One examiner required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD, Psychologist) can be associated  
with other examiner

## Lee County

Judge: Michael A. Davis  
Associate Judge: None  
Administrative Contacts: Jennie K. Darity, Deputy Clerk, Virginia S. Little, Clerk  
Phone (All Matters): (803) 484-5341 Ext. 338 or 339  
Fax (All Matters): (803) 484-6881  
Email (Judge): [madavis@leecountysc.org](mailto:madavis@leecountysc.org)  
Email (Admin. Contact): [jdarity@leecountysc.org](mailto:jdarity@leecountysc.org)  
Website: [www.leecountysc.com](http://www.leecountysc.com)  
Mailing Address: P.O. Box 24  
Bishopville, SC 29010

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (original), no initial filing fee

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (original), \$150 initial filing fee payable to Lee County Probate Court

Notice to Creditors: PR publishes in Lee County Observer (\$75.60; subject to change), Sumter Daily Item, The State, fee payable to newspaper (cost varies)

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Send fees with I&A (See SCPC §8-21-770); or Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all assets except RE and TPP)  
Form 410 (include all assets)  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form 400 (if applicable), recorded copy for RE  
HUD1 for any RE sales

Summary Administration: Required:  
Form 421

Form 400 (if applicable)

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:

Court appoints

Visitor:

Court selects from a list

Examiners:

Two examiners required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD, RN, Social Worker, Psychologist)  
cannot be associated with other examiner

## Lexington County

Judge: Daniel R. Eckstrom  
Associate Judge: Julie Hill Thompson  
Administrative Contact: Ann Boatwright, Clerk  
Phone (All Matters): (803) 785-8324  
Fax (All Matters): (803) 785-8199  
Email (Judge): [deckstrom@lex-co.com](mailto:deckstrom@lex-co.com)  
Website: [www.lex-co.com](http://www.lex-co.com)  
Mailing Address: 205 East Main Street, Room 134  
Lexington, SC 29072-3488

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (copy allowed) or Obit., Affidavit of Domicile (if applicable), Proposed GAL for minor beneficiaries when required, \$25 initial filing fee payable to County of Lexington

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (copy allowed) or Obit., \$150 initial filing fee payable to County of Lexington

Notice to Creditors: Court publishes in Chapin Times (\$24), Lexington County Chronicle (\$30), Twin City News (\$42), fee payable to newspaper but sent to court

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Send fees with I&A (See SCPC §8-21-770); or Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all assets except RE)  
Form 410 (not required if "o" balance on Acct)  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401, 402 and/or 403 (specifics preferred)  
Form 400 (if applicable), recorded copy for RE

Summary Administration:    Required:  
Form 421  
Form 400 (if applicable)

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:            Petitioner recommends

Visitor:                                Petitioner recommends

Examiners:                            One examiner required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD, RN, Ph.D., D.O., Psychologist)  
cannot be associated with other examiner



## Marion County

Judge: T. Carroll Atkinson, III  
Associate Judge: Patricia H. Owens Edwards  
Administrative Contact: Kris F. Nelson, Clerk Specialist  
Phone (All Matters): (843) 423-8244  
Fax (All Matters): (843) 431-5026  
Email: [probatejudge@marionsc.org](mailto:probatejudge@marionsc.org)  
Website: [www.marionsc.org](http://www.marionsc.org)  
Mailing Address: P.O. Box 583  
2523 E. Hwy. 76, Suite 115  
Marion, SC 29571-0583

### **ESTATES**

**\*All forms must be typed\***

Informal Opening: Form 300, Form 302 (if necessary), Form 111, Death Certificate (copy allowed), \$25 initial filing fee payable to Marion County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (copy allowed), \$150 initial filing fee payable to Marion County Probate Court

Notice to Creditors: PR or Court publishes in Marion Star & Enterprise (\$50), News Journal (\$49), fee payable to newspaper (Court will send if fee payable to newspaper is included)

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all assets except RE and TPP)  
Form 410 (include all assets)  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401, 402 and/or 403 (specifics preferred)  
Form 400 (if applicable), recorded copy for RE  
HUD1 for any RE sales

Summary Administration:    Required:  
Form 421

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:

Petitioner recommends

Visitor:

Petitioner recommends  
Must be an attorney or social worker

Examiners:

Two examiners required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD, RN, Social Worker, Psychologist)  
can be associated with other examiner

## Marlboro County

Judge: Mark Heath  
Associate Judge: None  
Administrative Contact: None  
Phone (All Matters): (843) 479-5610  
Fax (All Matters): (843) 473-5668  
Email: [mcprobate@gmail.net](mailto:mcprobate@gmail.net)  
Website: [www.marlborocounty.sc.gov](http://www.marlborocounty.sc.gov)  
Mailing Address: P.O. Box 455  
Bennettsville, SC 29512-0455

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (original), \$90 initial filing fee payable to Marlboro County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (original), \$150 initial filing fee payable to Marlboro County Probate Court

Notice to Creditors: Court publishes in Marlboro Herald Advocate, contact Court for fee

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisalment: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all assets)  
Form 410 (list personal property only)  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401, 402 and/or 403 (specifics preferred)  
Form 400 (if applicable), recorded copy for RE

Summary Administration: Required:  
Form 421  
Form 400 (if applicable)

## **GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney

Or AIP selected Attorney

With powers of GAL:

Court appoints

Visitor:

Court selects from list

Examiners:

Two examiners required for Conservatorship

Two examiners required for Guardianship

Second examiner (MD) can be associated with other  
examiner

## **McCormick County**

Judge: Kathryn P. Butler  
Associate Judge: None  
Administrative Contact: None  
Phone (All Matters): (864) 852-2630  
Fax (All Matters): (864) 852-0071  
Email: [probatecourt@mccormickcountysc.org](mailto:probatecourt@mccormickcountysc.org)  
Website: [www.mccormickcountysc.gov](http://www.mccormickcountysc.gov)  
Mailing Address: 133 S. Mine Street, Room 101  
McCormick, SC 29835

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (original), no initial filing fee

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (original), \$150 initial filing fee payable to McCormick County Probate Court

Notice to Creditors: Court publishes in The McCormick Messenger, \$60 fee payable to newspaper but sent to the Court (personal checks are not accepted by Court or newspaper)

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisalment: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all assets except RE)  
Form 410 (include all assets)  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401, 402 and/or 403  
Form 400 (if applicable), recorded copy for RE

Summary Administration: Required:  
Form 421  
Form 400 (if applicable)

## **GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney

Or AIP selected Attorney

With powers of GAL:

Court appoints

Petitioner can recommend

Visitor:

Court selects if person is in private residence

Petitioner recommends if person is in nursing home

Examiners:

Two examiners required for Conservatorship

Two examiners required for Guardianship

Second examiner (MD) can be associated with other  
examiner

## **Newberry County**

Judge: Kelly Baker Nobles  
Deputy Judge: Amelia W. Shields  
Administrative Contacts: Jeanna Martin, Alyson Jenkins  
Phone (All Matters): (803) 321-2118  
Fax (All Matters): (803) 321-2119  
Email (Judge): [knobles@newberrycounty.net](mailto:knobles@newberrycounty.net)  
Email (Assoc. Judge): [ashields@newberrycounty.net](mailto:ashields@newberrycounty.net)  
Email (Admin. Contacts): [jmartin@newberrycounty.net](mailto:jmartin@newberrycounty.net),  
[ajenkins@newberrycounty.net](mailto:ajenkins@newberrycounty.net)  
Website: [www.newberrycounty.net](http://www.newberrycounty.net)  
Mailing Address: P.O. Box 442  
1309 College Street  
Newberry, SC 29108-0442

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (copy allowed) or Obit., no initial filing fee

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (copy allowed), \$150 initial filing fee payable to Newberry County Probate Court

Notice to Creditors: Court publishes in The Whitmire News, \$15 fee payable to newspaper but sent to the court

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Court will invoice for fees based on value  
Appraisers not required; appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all assets except RE and TPP)  
Form 410 (not required if "o" balance on Acct)  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401, 402 and/or 403  
Form 400 (if applicable), recorded copy for RE  
HUD1 for any RE sales

Summary Administration:    Required:  
Form 421  
Form 361

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:            Petitioner recommends

Visitor:                            Petitioner recommends or Court selects from list

Examiners:                        Two examiners required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD, RN) cannot be associated with  
other examiner



## Oconee County

Judge: Kenneth E. Johns, Jr.  
Associate Judge: Karen W. Lee  
Administrative Contact: None  
Phone (All Matters): (864) 638-4275  
Phone (Assoc. Judge): (864) 638-4279  
Fax (All Matters): (864) 638-4278  
Email (Judge): [kjohms@oconeesc.com](mailto:kjohns@oconeesc.com),  
Email (Assoc. Judge): [klee@oconeesc.com](mailto:klee@oconeesc.com)  
Website: [www.oconeesc.com](http://www.oconeesc.com)  
Mailing Address: Oconee County Administrative Offices  
P.O. Box 471  
Walhalla, SC 29691-0471

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (copy allowed) or Obit., \$25 initial filing fee payable to Oconee County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (copy allowed) or Obit., \$150 initial filing fee payable to Oconee County Probate Court

Notice to Creditors: Court publishes in Keowee Courier (\$20), Seneca Journal (\$20), Westminster News (\$20), fee payable to Oconee County Probate Court

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include only liquidated assets)  
Form 410 (not required if "o" balance on Acct)  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form 403  
Form 400 (if applicable), recorded copy for RE  
Form 364 (if all interested parties agree to waive docs)

## **GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney

Or AIP selected Attorney

With powers of GAL:

Petitioner recommends

Visitor:

Court selects from list

Examiners:

One examiner required for Conservatorship

Two examiners required for Guardianship

Second examiner (MD) cannot be associated with other  
examiner

## Orangeburg County

Judge: Pandora Jones-Glover  
Associate Judge: None  
Administrative Contacts: Loxie Rael, Clerk of Court, Jeremy Fudge, Law Clerk/Lit. Supervisor, Courtney Cooper-Davis, Estate Clerk, Angel Greene, Estate Clerk, Pamela Crum, Administrative Assistant  
Phone (Judge & Clerk Typist): (803) 533-6280  
Phone (Clerk of Court): (803) 533-6284  
Phone (Lit. Supervisor): (803) 533-6283  
Phone (Estate Clerks): (803) 533-6281, (803) 533-6282  
Fax (All Matters): (803) 533-6279  
Email (Judge): [PLJones@orangeburgcounty.org](mailto:PLJones@orangeburgcounty.org)  
Email (Clerk of Court): [Lrael@orangeburgcounty.org](mailto:Lrael@orangeburgcounty.org)  
Email (Lit. Supervisor): [Jfudge@orangeburgcounty.org](mailto:Jfudge@orangeburgcounty.org)  
Email (Estate Clerks): [Ccooper-davis@orangeburgcounty.org](mailto:Ccooper-davis@orangeburgcounty.org),  
[Agreene@orangeburgcounty.org](mailto:Agreene@orangeburgcounty.org)  
Email (Admin. Assistant): [Pcrum@orangeburgcounty.org](mailto:Pcrum@orangeburgcounty.org)  
Website: [www.orangeburgcounty.org](http://www.orangeburgcounty.org)  
Mailing Address: P.O. Drawer 9000  
Orangeburg, SC 29115

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (original), initial filing fee based on value and payable to Orangeburg County

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (original), \$150.00 initial filing fee payable to Orangeburg County

Notice to Creditors: Court publishes in The Times & Democrat, \$56.34 fee payable to Orangeburg County

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all assets except RE)

Form 410 (not required if “o” balance on Acct)  
Form 120 for all closing documents sent to all interested  
persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401, 402 and/or 403 (specifics required)  
Affidavit of Tax Liability  
Form 400 (if applicable), recorded copy for RE  
HUD1 for any RE sales  
Copy of any JTROS deed

Summary Administration: Required:  
Form 421  
Form 400 (if applicable)  
Affidavit of Tax Liability

### **GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:

Court appoints

Visitor:

Court appoints

Examiners:

Two examiners required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD) cannot be associated with other  
examiner

## **Pickens County**

Judge: Kathy P. Zorn  
Associate Judge: Jodi B. Broom  
Administrative Contact: None  
Phone (All Matters): (864) 898-5903  
Website: [www.co.pickens.sc.us](http://www.co.pickens.sc.us)  
Mailing Address: Pickens County Administration Facility  
222 McDaniel Avenue, B-16  
Pickens, SC 29671

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (original) or Obit., no initial filing fee

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (original) or Obit., \$150 initial filing fee payable to Pickens County Probate Court

Notice to Creditors: Court publishes in Pickens Sentinel, Easley Progress, Pickens County Courier, contact Court for fee, fee payable to newspaper

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisalment: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all assets)  
Form 410 (include all assets)  
Form 120 for all closing documents sent to all interested persons  
Form 416 and/or Form 111  
Form(s) 401, 402 and/or 403 (specifics required)  
Form 400 (if applicable), recorded copy for RE  
HUD1 for any RE sales  
Copy of any JTROS deed

Summary Administration: Required:  
Form 421

## **GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney

Or AIP selected Attorney

With powers of GAL:

Petitioner recommends

Visitor:

Petitioner recommends

Examiners:

Two examiners required for Conservatorship

Two examiners required for Guardianship

Second examiner (MD) cannot be associated with other  
examiner

## **Richland County**

Judge: Amy W. McCulloch  
Associate Judge: Jacqueline D. Belton  
Administrative Contacts: Lori Elrod, Clerk of Probate, Kim Lewis, Deputy Clerk of Probate, Natalie Dalrymple, Judicial Law Clerk, Debbie Knox, Con./Guard. Director

Phone (Judge): (803) 576-1997  
Phone (Estates): (803) 576-1961  
Phone (Con./Guard.): (803) 576-1962  
Fax (Judge): (803) 576-1987  
Email (Judge): [mccullocha@rcgov.us](mailto:mccullocha@rcgov.us)  
Email (Assoc. Judge): [beltonj@rcgov.us](mailto:beltonj@rcgov.us)  
Email (Admin. Contacts): [elrodl@rcgov.us](mailto:elrodl@rcgov.us); [lewisk@rcgov.us](mailto:lewisk@rcgov.us)  
[probatelawclerk@rcgov.us](mailto:probatelawclerk@rcgov.us)

Website: [www.rcgov.us](http://www.rcgov.us)  
Mailing Address: P.O. Box 192  
1701 Main Street, Room 207  
Columbia, SC 29202

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Affidavit of PR, Death Certificate (original) or copy of funeral bill will be accepted until original DC is available, Obit. or funeral home program, copies of deeds to RE, copy of proposed PR's driver's license, \$45 initial filing fee payable to Richland County Treasurer, \$55 advertising fee payable to the Richland County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (original) or copy of funeral bill will be accepted until original DC is available, Obit. or funeral home program, copies of deeds to RE, copy of proposed PR's driver's license, \$150 initial filing fee payable to Richland County Treasurer

Notice to Creditors: Court publishes in The Columbia Star (\$55), fee payable to Richland County Probate Court (only if opening estate within one year from death; if opening after one year from death, not required)

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court

Inventory & Appraisement: Form 350SF

Send fees with I&A (See SCPC §8-21-770); or Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing:

Required:

Form 412 (all that apply)  
Form(s) 401, 402 and/or 403 (specifics required)  
Form 400 (if applicable), recorded copy for RE  
HUD1 for any RE sales  
and either:  
Form 364 (all should be waived) from all heirs/devisees  
or  
Form 361 (include all assets except RE),  
Form 410 (not required if "0" balance on Acct),  
Form 416 and Form 120 for all closing documents sent to all interested persons

Summary Administration:

Required:

Form 421 and Form 400 (if applicable)

**GUARDIANSHIPS/CONSERVATORSHIPS**

Guard.: Summons, Petition Form 530, SLED report or criminal background check from state of residence of proposed guardian, copy of driver's license and social security card of proposed guardian, copies of alleged incapacitated person's state issued I.D., recent photo and social security card; Visitor's Report Form 531, (2) Examiner's Report Form 538, (2) Physician's Affidavit Regarding Capacity Form 541, \$150 filing fee payable to Richland County Treasurer

Con.: Summons, Petition Form 540, SLED report or criminal background check from the state of residence of the proposed conservator, credit report of the proposed conservator, copy of driver's license and social security card of proposed conservator, copies of alleged incapacitated person's state issued I.D., recent photo and social security card; (1) Examiner Report Form 538, (1) Physician's Affidavit Regarding Capacity Form 541, \$150 filing fee payable to Richland County Treasurer

Court appointed Attorney

Or AIP selected Attorney

With powers of GAL:

Court appoints

Visitor:

Petitioner recommends or  
Court can appoint if Petitioner does not have someone  
who will serve

Examiners:

(See Guard./Con. Notes above)



## **Saluda County**

Judge: Brenda S. Griffith  
Deputy Judge: Melinda Kneece  
Administrative Contact: Gail Holcombe, Clerk  
Phone (All Matters): (864) 445-4500  
Fax (All Matters): (864) 445-9726  
Email (Judge): [b.griffith@saludacounty.sc.gov](mailto:b.griffith@saludacounty.sc.gov)  
Email (Deputy Judge): [m.kneece@saludacounty.sc.gov](mailto:m.kneece@saludacounty.sc.gov)  
Email (Admin. Contact): [g.holcombe@saludacounty.sc.gov](mailto:g.holcombe@saludacounty.sc.gov)  
Website: [www.saludacounty.sc.gov](http://www.saludacounty.sc.gov)  
Mailing Address: 100 E. Church Street  
Saluda, SC 29138

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (copy allowed), no initial filing fee

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (copy allowed), \$150 initial filing fee payable to Saluda County Probate Court

Notice to Creditors: PR publishes in Edgefield Advertiser (\$25), Index Journal (\$55), Newberry Observer (\$40), Saluda Standard Sentinel (\$25), The Twin City News (\$126), fee payable to the newspaper

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all assets except RE)  
Form 410 (not required if "o" balance on Acct)  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401, 402 and/or 403  
Form 400 (if applicable), recorded copy for RE

Summary Administration:    Required:  
Form 421  
Form 400 (if applicable)

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:            Court appoints

Visitor:                            Court selects from a list

Examiners:                      Two examiners required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD, RN) cannot be associated with  
   other examiner

## **Spartanburg County**

Judge: Ponda A. Caldwell  
Associate Judges: David F. Anderson, Cassie H. Cooper  
Administrative Contacts: Margaret Bradley, Darlett Owens  
Phone (All Matters): (864) 596-2556  
Fax (All Matters): (864) 596-2011  
Email (Judge): [pcaldwell@spartanburgcounty.org](mailto:pcaldwell@spartanburgcounty.org)  
Email (Admin. Contacts): [mbradley@spartanburgcounty.org](mailto:mbradley@spartanburgcounty.org),  
[dowens@spartanburgcounty.org](mailto:dowens@spartanburgcounty.org)  
Website: [www.spartanburgcounty.org](http://www.spartanburgcounty.org)  
Mailing Address: Spartanburg County Courthouse  
180 Magnolia Street  
Spartanburg, SC 29306

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (certified copy), initial filing fee based on value and payable to Spartanburg County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (certified copy), \$150 initial filing fee payable to Spartanburg County Probate Court

Notice to Creditors: Court publishes in Spartan Weekly (\$10), Landrum News Leader (\$75), Spartanburg Herald-Journal (\$10), fee payable to Spartanburg County Probate Court

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser executes the I&A

Closing: **Required:**  
Form 412 (all that apply)  
Form 361 (include all assets except RE)  
Form 410 (not required if "o" balance on Acct)  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401, 402 and/or 403  
Form 400 (if applicable), sent to court before recording, court will return original for recording

HUD1 for any RE sales  
Copy of any JTROS deed

Summary Administration: Required:  
Form 361\*  
Form 421\*  
Form 400 (if applicable)  
Form 401 (if applicable)  
Form 120 or Receipt for paid funeral bill  
\*Unless decedent passed longer than 1 year

### **GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:           Petitioner recommends

Visitor:                            Court selects from a list

Examiners:                       Two examiners required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD) can be associated with other  
  examiner

## Sumter County

Judge: Dale Atkinson  
Associate Judge: Betty B. Brown  
Deputy Judge: Theresa A. Duggan  
Administrative Contacts: Yvonne Choice, Clerk, Joy King, Clerk  
Phone (All Matters): (803) 436-2166  
Fax (All Matters): (803) 436-2407  
Email (Judge): [datkinson@sumtercountysc.org](mailto:datkinson@sumtercountysc.org)  
Email (Assoc. Judge): [bbrown@sumtercountysc.org](mailto:bbrown@sumtercountysc.org)  
Email (Deputy Judge): [tduggan@sumtercountysc.org](mailto:tduggan@sumtercountysc.org)  
Website: [www.sumtercountysc.org](http://www.sumtercountysc.org)  
Mailing Address: 141 North Main Street, Room 111  
Sumter, SC 29150

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (copy allowed), \$75 initial filing fee payable to Sumter County Probate Court

Formal Opening: Form 300, Summons, Death Certificate (copy allowed), \$150 initial filing fee payable to Sumter County Probate Court

Notice to Creditors: Court publishes in The Item

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 to court

Inventory & Appraisement: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412 (all that apply)  
Forms 361 (include all assets except RE)  
Form 410  
Form 416  
Form 120  
Form 403  
Form 400 (if applicable), recorded copy for RE

Summary Administration: Required:  
Form 421  
Form 400 (if applicable)

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney

Or AIP selected Attorney

With powers of GAL:

Petitioner recommends

Visitor:

Petitioner recommends

Examiners:

One examiner required for Conservatorship

Two examiners required for Guardianship

Second examiner (MD, RN, Social Worker, Psychologist)

can be associated with other examiner

## Union County

Judge: William D. All, III  
Associate Judge: None  
Administrative Contact: None  
Phone (All Matters): (864) 429-1625  
Fax (All Matters): (864) 427-1198  
Email (Judge): [wall@countyofunion.com](mailto:wall@countyofunion.com)  
Website: [www.unioncountyprobate.org](http://www.unioncountyprobate.org)  
Mailing Address: Office of the Probate Judge  
Union County Court House  
210 W. Main Street  
Union, SC 29379

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (original), \$25 initial filing fee payable to Union County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (original), Obit. (intestate only), \$150 initial filing fee payable to Union County Probate Court

Notice to Creditors: The Union Times, Union County News, contact Court for fee, fee payable to newspaper

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all assets except RE and TPP)  
Form 410 (not required if "o" balance on Acct)  
Form 120 for all closing documents sent to all interested persons and/or Form 111  
Form 416 and/or Form 111  
Form(s) 401, 402 and/or 403  
Form 400 (if applicable), recorded copy for RE  
HUD1 for any RE sales

Summary Administration:    Required:  
Form 421  
Form 400 (if applicable)

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:            Petitioner recommends

Visitor:                                Petitioner must locate and recommend

Examiners:                            One examiner required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD, Psychologist) can be associated  
with other examiner



## Williamsburg County

Judge: Betty F. Matthews  
Associate Judge: None  
Administrative Contacts: Lakeshia Huell, Deputy Administrator  
Phone (All Matters): (843) 355-9321, Ext. 6200  
Fax (All Matters): (843) 355-1579  
Email (Judge): [betty.mathews@wc.sc.gov](mailto:betty.mathews@wc.sc.gov)  
Email (Assoc. Judge): None  
Email (Admin. Contact): [lakeshia.huell@wc.sc.gov](mailto:lakeshia.huell@wc.sc.gov)  
Website: [www.williamsburgcounty.sc.gov](http://www.williamsburgcounty.sc.gov)  
Mailing Address: P.O. Box 1005  
147 West Main Street, Suite 201  
Kingstree, SC 29556

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Death Certificate (original), Obit., Copy of or paid receipt for funeral bill, \$25 initial filing fee payable to Williamsburg County Probate Court

Formal Opening: Form 300, Summons, Form 302 (if necessary), Death Certificate (original), Obit., \$150 initial filing fee payable to Williamsburg County Probate Court

Notice to Creditors: Court publishes in The News, \$90 fee payable to newspaper but sent to the court

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court, and/or Form 111

Inventory & Appraisement: Form 350  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Required:  
Form 412 (all that apply)  
Form 361 (include all liquid assets)  
Form 410  
Form 416 and/or Form 111  
Form 403 (specifics required)  
Form 400 (if applicable), recorded copy for RE  
Copy of any JTROS deed

Summary Administration:     Required:  
Form 421  
Form 400 (if applicable)

**GUARDIANSHIPS/CONSERVATORSHIPS**

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:     Petitioner recommends

Visitor:     Petitioner or Court recommends

Examiners:     Two examiners required for Conservatorship  
Two examiners required for Guardianship  
Second examiner (MD, RN, Psychologist) cannot be  
   associated with other examiner

## **York County**

Judge: Carolyn W. Rogers  
Associate Judge (Estates): Kelly J. Arwood  
Deputy Judge (Con./Guard.): Meagan S. Diedolf, Esq.  
Administrative Contact: Contact estate paralegal for the file (Estates); Kelly Curtice (Con./Guard.)  
Phone (All Matters): (803) 684-8513  
Fax (All Matters): (803) 684-8536  
Email (Assoc. Judge): [kelly.arwood@yorkcountygov.com](mailto:kelly.arwood@yorkcountygov.com)  
Email (Deputy Judge): [meagan.diedolf@yorkcountygov.com](mailto:meagan.diedolf@yorkcountygov.com)  
Email (Admin. Contact): [Probate2@yorkcountygov.com](mailto:Probate2@yorkcountygov.com)  
Email (Con./Guard.): [kelly.curtice@yorkcountygov.com](mailto:kelly.curtice@yorkcountygov.com)  
Website: [www.yorkcountygov.com](http://www.yorkcountygov.com)  
Mailing Address: P.O. Box 219  
2 South Congress Street  
York, SC 29745

### **ESTATES**

Informal Opening: Form 300, Form 302 (if necessary), Form 121ES (if necessary), Form 340ES (if necessary), Death Certificate (copy allowed – SSN redacted) or Obit., no initial filing fee

Formal Opening: Form 300, SCCA401PC, Form 302 (if necessary), Form 401 (Form 365ES may be filed in lieu of Form 401), Death Certificate (copy allowed – SSN redacted), Obit., \$150 initial filing fee payable to York County Probate Court

Notice to Creditors: Court publishes in The Herald, The Enquirer Herald, Fort Mill Times, \$67 fee payable to York County Probate Court at time of filing Form 300

Info to Heirs/Devises: Form 305 to heirs/devisees, Form 120 for Form 305 to court

Inventory & Appraisement: Form 350 SF or Form 350 LF  
Court will invoice for fees based on value  
Appraisers not required; if appointed, appraiser's statement of value must be filed with I&A

Closing: Long Version of Closing:  
Form 412 (all that apply)  
Form 361 (include all assets except RE)  
Form 410 (include all assets)  
Form 120 for all closing documents listed above - sent to all interested persons

Form 416  
Form(s) 401 and/or 403 (specifics preferred)  
Form 400 (if applicable), copy sent to court after recording

Short Version of Closing (if all in agreement):

Form 412 (all that apply)  
Form 364 (completed by all heirs/devisees)  
Form 403 (completed by all heirs/devisees)  
Form 400 (if applicable), copy sent to court after recording

Summary Administration:

Required:

Form 300  
Form 350  
Form 421  
Form 400 (if applicable)  
Death Certificate (copy allowed – SSN redacted)  
\$67 cash or check payable to York County Probate Court  
at time of filing Form 300 for notice to creditors

**GUARDIANSHIPS/CONSERVATORSHIPS**

Con./Guard.:

Form SCCA401PC, Form 530 and/or Form 540, \$150 filing fee for each petition payable to York County Probate Court – Anyone applying for appointment must file separate Form SCCA401PC, Form 530 and/or Form 540 and pay the filing fee

Court appointed Attorney  
Or AIP selected Attorney  
With powers of GAL:

Court appoints from a list

Visitor:

Court appoints from a list  
Must be a person trained in law, nursing or social work

Examiners:

Petitioner recommends  
Two examiners required for Conservatorship  
Two examiners required for Guardianship  
One examiner (MD) acceptable for emergency hearing for temporary appointment  
Second examiner (MD) can be associated with other examiner (person trained in nursing or social work)  
No examiner required for a minor's Conservatorship