



Office of the Probate Court

Debora A. Faulkner
Probate Judge for Greenville County
Greenville, South Carolina

www.greenvillecounty.org/probate

OFFICE USE ONLY: Initial Contact Date: _____ Via: _____ Staff: _____ Docs Mailed/Picked up: _____ Payment Received: _____ Transaction # _____

ONLINE PAYMENT TRANSACTION # _____

COPY REQUEST FORM

1. Search the Probate Index online at www.greenvillecounty.org/probate to obtain case information.
2. Contact Debbie Weeks in the Records Division to obtain the cost for the copies.
 Phone: 864.467.7458 or Email: dweeks@greenvillecounty.org. **Please allow 48 hours for a reply.**
3. Complete this form and send with your check/money order payable to Greenville County Treasurer. Payment may also be made online using the "Online Payment" tab at www.greenvillecounty.org/probate. There is an additional "convenience fee" to use your credit/debit card. See fee schedule online.
4. **There is a 3 day turn around for all copy requests from date payment is received.**

FEES: SEARCH/COPY FEE: \$5.00/ESTATE NAME PHOTOCOPIES: \$.25/PAGE
 CERTIFIED COPIES Add \$5.00/DOCUMENT (generally used for in-state filing)
 EXEMPLIFICATION Add \$20.00/ESTATE (generally used for out-of-state filing)

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

Requested By: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone _____ Email _____

- Call or email when copies are ready for pick up
- Mail copies to address above. **Self-addressed stamped envelope included**

- Certified copies are requested Exemplification is requested
 - Include a Certificate of Filing for County: _____ State: _____
 - Mail certified copies (South Carolina counties only) directly to above county. An additional check or money order payable to above county in the amount of \$20.00 is included.

DOCUMENTS REQUESTED Entire File (note the entire file cannot be certified/exemplified)

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.