

**ORDER FORM FOR REQUESTING ESTATE RECORDS
(ESTATES FILED FROM 1900 TO THE PRESENT TIME)
(Complete a separate form for each request)**

Decedent's Name: _____
 First Middle Last (Sr./Jr./III)

Date of Death: _____
 Month Year

Name of Documents Requested: (ex. Entire File, Will, Deed of Distribution, or
Accounting, etc.)

- 1.
- 2.
- 3.

**SEARCH FEE FOR EACH FILE REQUESTED IS \$3.00 (FOR ESTATES FILED
BEFORE 1983)**

MAKE CHECKS OR MONEY ORDERS PAYABLE TO:

**RICHLAND COUNTY PROBATE COURT
POST OFFICE BOX 192
COLUMBIA, SOUTH CAROLINA 29202**

**COPIES ARE \$0.50 PER PAGE AND UPON RECEIVING THE SEARCH FEE
A BILL LETTER WILL BE FORWARDED FOR THE COST OF COPIES.**

PLEASE SEND BILL LETTER TO:

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE () _____ - _____ EMAIL: _____