



Office of the Clerk of Court

Greenville, South Carolina

Paul B. Wickensimer

Clerk of Court

Circuit Court Division

PROTECTION REQUEST MEMO

(Please do not e-file requests/proposed Orders for Attorney Protection)

RE: Common Pleas Chief Administrative Judge's Attorney Protection Request Preferences

1. Please submit ONE general request for protection* irrespective of the number of active cases you have. Send via e-mail or regular mail to the civil court coordinator's office (kwatford@greenvillecounty.org).
2. Requests which do not conflict with currently scheduled hearings or trials will be summarily granted as to ALL your active cases. If there is a conflicting court event, please note it in your request and copy all counsel/pro se parties. ALL conflicts will need to be cleared before the request can be granted.
3. After protection is granted, you will be e-mailed a confirmation that the requested dates have been entered in the case Management System and will be reflected in EVERY civil action in which you are listed as attorney of record. The original confirmation will be stored for a time in the Clerk's Office but will not be made a part of a case file.
4. Should a court event be inadvertently scheduled during a previously granted date range, please send an email to the civil court coordinator's office (kwatford@greenvillecounty.org).

Thank you,

Kimberly Watford
Non-Jury Coordinator
Greenville County Clerk of Court
ph (864) 467-8546
kwatford@greenvillecounty.org