

Chesterfield County Government offices will remain open and operational, continuing to provide essential services. However, in an effort to minimize the threat of spread of the coronavirus COVID-19, we strongly urge the public to handle business with the County online or by phone where possible. We understand that there are crucial transactions that must take place and are not available online. The public is asked to call those departments directly for information and coordination. Please see the information below regarding operating modifications.

- **Administration/ Clerk to Council/Finance/HR** – Please contact the respective department with questions.

Administrator
178 Mill Street
Chesterfield, SC 29709
Phone: 843-623-2535
Email: ccadministrator@chesterfieldcountysc.com

Clerk to Council
178 Mill Street
Chesterfield, SC 29709
Phone: 843-623-2535
Email: sboswell@chesterfieldcountysc.com

Finance Director
178 Mill Street
Chesterfield, SC 29709
Phone: 843-623-2535
Email: mstanley@chesterfieldcountysc.com

Human Resources
178 Mill Street
Chesterfield, SC 29709
Phone: 843-623-2535
Email: lgainey@chesterfieldcountysc.com

- **Auditor's Office** – Please call the department at 843-623-2338 with any questions about business that needs to be conducted with the office.
- **Assessor's Office** – The Assessor's Office will work with everyone to accommodate their needs or meet the requirements of the Assessor's Office during this time. In absence of coming into the Assessor's Office, you can communicate with the office first via, phone number 843-623-7362, fax number 843-623-5043, email cao@chesterfieldcountysc.com and by mail to Assessor's Office, 178 Mill Street, Chesterfield, SC 29709.
- **Chesterfield County Legislative Delegation Office** – Due to the fluid conditions of COVID-19 (Coronavirus), limited public access to the Chesterfield County Legislative Delegation office will

be restricted. We will continue to assist any constituent concerns via telephone at 843-623-5001 and/or email cfielddelegation@yahoo.com . If a visit to this office is necessary, you will need to make an appointment.

Chesterfield County residents can mail completed notary applications, with fee of \$25 in check or money order, made payable to the Secretary of State, to this office at 178 Mill Street, Chesterfield, SC 29709.

- **Codes Enforcement** – Individuals seeking permits should go to chesterfieldcountysc.com/buildingcodes to fill out an application, then submit the application to buildingcodes@chesterfieldcountysc.com or fax it to 843-623-9637. Once an application is received, staff will review the application and contact the applicant regarding approval and payment. All payments for permits and other fees will be handled over the phone at 843-623-9615. In regards to building inspections: Inspections on new construction will be conducted as usual. Inspections that require an inspector to go into an occupied structure will be reviewed on a case by case basis and may be delayed until COVID-19 is no longer perceived as a public health crisis. If you have any questions or concerns regarding these changes, please contact our office at 843-623-9615.
- **Register of Deeds** – Register of Deeds office will remain open during normal hours with limited attendance, we request that paralegals call or email the office in advance of their visit. We will continue to process mail, e-recordings and documents dropped off within our office lobby until further notice. We will temporarily waive our records website user access fee.
- **Treasurer's Office** – Current taxes on automobiles can be paid online at www.chesterfieldcountysc.gov or on our automated phone system at 866-543-2615. Fees for doing so have been temporarily waived. Taxes can also be mailed to the address below. Delinquent 2019 taxes on real estate, mobile homes, boats and motors, and business personal property can be mailed to Chesterfield County Treasurer, P.O. Box 750, Chesterfield, SC 29709. Please direct all questions concerning taxes to 843-623-2563. We have a drive through located on the courthouse side of the Administration Building. Please have your tax bill or receipt number with you. We also have a night drop box at the drive through for after hours use.
- **Economic Development** – The Chesterfield County Economic Development office will be closed to the public until further notice. We can be reached by telephone or email until then. 843-623-6500 or kburchatccc@shtc.net.
- **County Courthouse** – County Courthouse is closed to the public. If you need assistance from the Clerk of Court's office, please call 843-623-2574 and for Family Court, please call 843-623-6301.
- **Probate Court** – As a protective measure for everyone to prevent the spread of coronavirus 19, the Probate Court is working behind closed doors with mail and email only, and answering and returning telephone calls.

Attorneys and title searchers/abstractors can request estate files by email, but a charge of \$.25 will be made for each page that is emailed due to the Court having to make a hard copy of the requested file or document before it can be emailed.

All probate hearings have been postponed for the month of March.

No estate or small estate affidavit appointments will be made for the rest of March.

People can still forward documents to open estates or file small estate affidavits by mail, email or fax.

Filings by personal representatives, conservators and guardians can be done by mail. The Probate Court is extending all deadlines for paperwork due to the difficulty people may face in locating a notary public to notarize their forms.

All probate filings can be done by mail. There is currently a drop box for the Probate Court at the deputies' station where filings can be placed in manila envelopes. We will be checking this box during the day to receive any filings.

The issuance of marriage licenses has been postponed for the rest of March. The Court has already mailed marriage licenses to individuals who previously applied.

Requests for a certified copy of a marriage license for the DMV, SSI, etc. must be done by mail. Our address is 200 West Main Street, Chesterfield, SC 29709.

To make a request by mail, please send a payment of \$10.00 (local check, cash or money order) along with the following:

- name, address and telephone number of person making the request
- self-addressed stamped envelope
- full name of groom
- full name of bride (including maiden name)
- date of marriage

If you have a family member or friend that you believe requires immediate treatment for either mental illness or chemical dependency, you must go to Tri-County Community Mental Health Center (TCCMHC) on 207 Commerce Avenue in Chesterfield to request an emergency commitment (Order of Detention). If after hours or during the weekend, you must call TCCMHC (843-623-2229). We have in place Community Crisis Response and Intervention (CCRI) for after hours and during the weekend. Judge Ingram is working closely with TCCMHC and CCRI to handle emergency commitments during this crisis.

Please take note of the contact information for the Probate Court:

Chesterfield County Probate Court
Chesterfield County Judicial Center-2nd Floor
200 West Main Street
Chesterfield, South Carolina 29709
Tel. 843-623-2376
Fax 843-623-9886

Email pcourt@shtc.net

- **SC Department of Probation, Parole and Pardon Services** – Effective March 16th – 31st, 2020 offender office reports will **NOT** be taken in the county office. In the event of any concerns or changes with your supervision, you are to contact your Agent immediately. Your Agent will be in contact with you over this two week period for continued communication. In the event of an emergency, please contact the local office at 843-623-7748 or mobile 803-486-5334.
- **SC Department of Juvenile Justice** – Effective March 19 – 31st, 2020 our offices will remain open but not to clients for routine appointments. We ask that you wait to be contacted by your Case Manager/Probation Officer for further instructions and if immediate assistance is needed for any reason, that you call our main number 843-623-2378 and your call will be returned. Thank you for your understanding and patience.
- **Veterans Affairs** – The Veteran Affairs Office will not take any any walk-ins. We are asking that all Veterans call the Veterans Affairs Office at 843-623-2482 prior to coming in and we will attempt to resolve their issue(s) over the phone.
- **Sheriff's Department** - Beginning March 17, 2020, the lobby of the Sheriff's Office will be closed to the public. If you have questions, need an incident report, or a scrap metal permit, please contact the Chesterfield County Sheriff's Office, 843-623-2101. All staff will be working to assist you!
- **Detention Center** – All visits are cancelled until further notice. No visitors are allowed inside the lobby area of the Detention Center to include volunteers, citizens for fingerprinting or individuals to use the inmate or visitation kiosk. Inmates may still receive money orders mailed to their attention. Home visits will not be affected.
- **Magistrate's Office** – Chesterfield County Magistrate Court remains in operation limiting walk-ins one at time.

Most criminal and civil court dates are being rescheduled to a later date.

Under order of S.C. Supreme Court Chief Justice, evictions ordered and scheduled are to be rescheduled for a hearing no earlier than May 1. New filings and writs of ejectments on existing evictions are only be accepted on a case by case basis if there is harm to person or property.

Payments in the form of cashier's checks or money orders for fines or most civil paperwork can be mailed to 200 W. Main St., Chesterfield, SC 29709; or paid online at www.ChesterfieldCountySC.com. Do not send cash.

Bond hearings are currently being held once daily.

Eviction order: <https://www.sccourts.org/whatsnew/displaywhatsnew.cfm?indexID=2464>

General information: <https://www.sccourts.org/whatsnew/displaywhatsnew.cfm?indexID=2461>

- **Chesterfield County Voters Registration and Elections Office** – Will remain open for regular hours to accommodate filing for partisan elected officials. Staff will take action to limit the number of people inside the facility at one time.
- **Chesterfield County Libraries** – Closed. If you need any assistance, please call 843-623-7489.
- **Public Works** – Please call the department at 843-623-2464 with any road issues.
- **Convenience Centers** – All convenience centers will remain open under normal operation hours.
- **Animal Shelter** – Closed. If you need any assistance, please call 843-623-3585.

We ask our community to be patient and to continue to practice good hygiene and social distancing.

Chesterfield County officials are actively monitoring conditions and will make ongoing adjustments as needed.