

BEAUFORT COUNTY PROBATE COURT

JUDGE
HEATHER R. GALVIN



ASSOCIATE JUDGE
LINDSAY A. SUTCLIFFE
HALEY G. FINNERAN

COUNTY COURTHOUSE
102 RIBAUT ROAD, BEAUFORT, SC 29902

August 28, 2026

NOTICE TO MEMBERS OF THE BEAUFORT COUNTY BAR, HILTON HEAD ISLAND BAR, AND THE CITIZENS OF BEAUFORT COUNTY

Estate Department Operational Improvements and New Departmental Email Addresses

Beginning August 31, 2026, the Beaufort County Probate Court is implementing operational improvements designed to enhance efficiency, improve consistency, and provide more timely and responsive service to the public and legal community.

As part of these improvements, the Estate Department is transitioning from an alphabet-based case assignment system to a specialized functional team model. Staff will be organized by specific areas of responsibility rather than by the last name of the decedent. This approach is intended to develop greater subject-matter expertise, improve quality control, and allow the Court to better manage workload across the Estate Department.

To support the new structure, the Court is implementing centralized departmental email addresses. Attorneys and members of the public should direct correspondence and inquiries to the appropriate departmental email rather than to an individual staff member.

ESTATE DEPARTMENT

Opening a New Estate / Estate Intake: estateintake@bcgov.net

For new estate applications, intakes questions, and matters related to beginning the probate process.

Existing Estate Administration: estateadmin@bcgov.net

For inventories and appraisements, including payment of fees, proofs of delivery, creditor claim matters, routine administrative filings, and questions concerning an estate already under administration.

Estate Closings: estateclosings@bcgov.net

For accountings, verified statements to close, proposals for distribution, receipts and releases, settlement documents, and other closing-related matters. Additionally, subsequent administration, special administrator, and Small Estate Affidavits.

Formal Proceedings / Litigation: estateformals@bcgov.net

For petitions, summons, motions, hearings, contested matters, process of service, and other formal probate proceedings.

Estate Compliance / Outstanding Requirements: estatecompliance@bcgov.net

For delinquency notices, outstanding filing requirements, compliance correspondence, and questions concerning overdue estate documents.

OTHER PROBATE COURT DEPARTMENTS

Guardianships & Conservatorships: guardianships.conservatorships@bcgov.net

Involuntary Commitments / Mental Health / Chemical Dependency: commitmentdept@bcgov.net

Marriage Licenses: marriagelicenses@bcgov.net

P.O. Box 1083 • Beaufort • SC 29901-1083 • Telephone: (843) 255-5850



IMPORTANT EMAIL ROUTING INSTRUCTION: Please send your correspondence to only one departmental inbox. Sending the same request to multiple Probate Court email addresses may delay processing.

During the transition, attorneys and members of the public should no longer direct routine estate inquiries based upon a clerk's alphabet assignment. Instead, please use the departmental email address corresponding to the type of filing or assistance needed. This allows correspondence to reach the appropriate functional team and permits multiple trained staff members to monitor and respond to the shared inbox.

NEW AUTOMATED PHONE TREE SYSTEM

The Court is also implementing a new automated telephone routing system designed to connect callers with the appropriate department more efficiently. Callers will select the type of assistance they need rather than attempting to identify an individual clerk or alphabet system.

When calling the Court, please listen carefully to the new menu options and select the option that most closely matches the assistance you need. Calls will be routed to staff trained in that area. This system is intended to reduce unnecessary transfers, improve first-call resolution, and allow processing staff to maintain focused work time while preserving access to Court personnel.

WHAT THIS MEANS FOR COURT USERS

These improvements are intended to reduce processing times, increase consistency and accuracy, improve communication, strengthen customer service, and create a more efficient and sustainable system for administering probate matters.

The Beaufort County Probate Court remains committed to providing efficient, professional, and accessible service. We appreciate the patience and cooperation of the Bar and the public as we implement these improvements.

Thank you for your continued cooperation and support.

Sincerely,



**Heather R. Galvin
Beaufort County Probate Judge**