

# South Carolina Summary Court



## The Honorable Tomothy Edmond Upper Township Magistrate

7615-A Wilson Boulevard  
Columbia, South Carolina 29203

Phone (803) 576-2570  
Facsimile (803) 576-2579

Dear Richland County Citizens,

Due to the COVID-19 Pandemic, all Richland County Government Offices will be closed to the public until further notice. All filings, including evictions, for magistrate offices will be handled exclusively by mail as long as offices are closed to the public.

Please note for evictions, you must attach the *Certification of Compliance with the Coronavirus Act Relief* application to confirm you are able to file accordingly within compliance of the CARES Act. The CARES Act mostly effects lower income and housing residents. Please visit <https://www.sccourts.org/forms/pdf/SCCA256B.pdf> to print this form. Additionally, the Application for Ejectment (Eviction) form can be found at: <https://www.sccourts.org/forms/pdf/SCCA732.pdf>.

If you qualify to file an eviction or would like to begin any other civil matter, please mail your filing with a cashier's check or money order to the Magistrate's Office in your filing jurisdiction. Please do not mail cash. If you are unsure of which magistrate to send your filing, please call 803-576-2570.

You can visit [sccourts.org](http://www.sccourts.org) or the Richland County Magistrate website at: <http://www.richlandcountysc.gov/Government/Courts-and-Judicial-System/Magistrates/Magistrates-Court-Forms> for a list of all civil applications.

If you would like to file a restraining order, or if you have a question about a pending restraining order, please contact the Central Court Magistrate located at 2500 Decker Blvd, at 803-576-2300.

Richland County Bond Court will proceed with bond hearings as normally scheduled. Criminal warrants for Law Enforcement personnel can be obtained at Richland Bond Court. If you have questions about Bond Court, please call 803-576-3281.

Thank you for your cooperation during this time.

Tomothy C. Edmond  
Chief Administrative Judge  
Richland County