

**PICKENS COUNTY
MASTER IN EQUITY FORECLOSURE FAQ'S**

What is the Court's contact information?	The Honorable Adam B. Lambert 214 E Main St. PO Box 220 Pickens, SC 29671 fjunkins@pickenscountysc.gov OFFICE: (864) 898-5799 FAX: (864) 898-5863
Who do we send the order of reference to?	Clerk of Court with Motion and \$25; \$125 reference fee to be paid separately to Pickens County Master in Equity.
How much is the reference fee?	\$125.00 (\$100 for reference and \$25 for deed fee)
How do we schedule a hearing	After the Order of Reference is e-filed and the fee is received by the Pickens County MIE Office – the MIE Office will email the attorney's office to give dates and times.
Where is the hearing held?	Courthouse: Courtroom #4 (unless otherwise directed)
Who provides Court Reporter?	Court - \$50 payable to Barbara McCurley paid before hearing.
Who send hearing notice(s)?	Attorney/Plaintiff
What are the sale dates?	1 st Monday at 11:00 a.m. (1 st Tuesday if Monday is a holiday) Cancellations must be by 10:30 am day of sale
Where is the sale held?	Courthouse: Courtroom #4 (unless otherwise directed)
Who sells the property?	Master in Equity
Who prepares notice of sale (NOS)?	Attorney/Plaintiff
Who sends the NOS to newspaper?	Attorney/Plaintiff
Which newspapers publish the NOS?	Pickens County Courier or Easley Progress
What if a Deficiency Judgment applies or if we want to waive Deficiency Judgment after the hearing?	Demanded: Defendant's name must be on first page of Order To waive post-hearing: In writing before sale, e-filed with copy to all Defendants and Certificate of Mailing e-filed. Copy of Waiver sent to MIE via email or fax
What is required to assign a bid after the sale?	Written/Notarized Assignment of Bid
What documents are prepared after the sale?	Deed Report of Sale Receipts and Disbursements (optional) Release Deficiency Judgment if applicable
What are the costs associated with the sale?	1% of bid as commission (\$25-\$2500) Cost of Deed - \$25 (only if not included with reference fee)
What is needed to start the eviction of the owner/tenant?	Send Writ of Ejectment/Assistance: \$25 for Clerk of Court and \$35 for Master

	Hearing if unusual circumstances or occupant challenges Affidavit re: Tenants 90-day notice if applicable
What is the E-Filing procedure?	JMT/Form 4 and NOS to be emailed to fjunkins@pickenscountysc.gov as Word Documents. See below: List of Documents that need to be e-filed for Pickens County Master in Equity Hearings.

DOCUMENTS THAT NEED TO BE E-FILED FOR PICKENS COUNTY MASTER IN EQUITY HEARINGS

FORECLOSURE HEARINGS

Order with Form 4 attached at the end (as one Word document)
 Notice of Hearing (with all service documentation) (PDF)
 Affidavit of Debt (PDF)
 Affidavit of Attorney's Fees (PDF)
 Affidavit of Non-Military Service (PDF)
 Affidavit of Default(PDF)
 Record of Hearing (PDF)
 Note and Mortgage (with all assignments) – as separate documents (PDF)
 Certificate of Costs(PDF)
 Schedule of Advances (PDF)
 Guardian ad Litem Report (if applicable – Report must be current) (PDF)

UPDATE HEARINGS

Order with Form 4 attached at the end (as one Word document)
 Notice of Hearing (with all service documentation) (PDF)
 Affidavit of Debt (PDF)
 Affidavit of Attorney's Fees (PDF)
 Record of Hearing (PDF)
 Guardian ad Litem Report (if applicable – Report must be current) (PDF)

HOA FORECLOSURE HEARINGS

Order with Form 4 attached at the end (as one Word document)
 Notice of Hearing (with service documentation) (PDF)
 Affidavit of Debt (PDF)
 Affidavit of Attorney's Fees (PDF)
 Certificate of Costs (PDF)
 Record of Hearing (PDF)
 Covenants (applicable portions) (PDF)

QUIET TITLE HEARINGS

Order (No Form 4 required) (Word Document)
 Notice of Hearing (with all service documentation) (PDF)
 Order of Publication (if needed) (PDF)
 Affidavit of Publication (if needed) (PDF)
 Affidavit of Tax Collector (PDF)
 Exhibits (PDF)
 Deeds (PDF)
 Tax Deed (PDF)
 Record of Hearing (PDF)
 Guardian ad Litem Report (if applicable – Report must be current) (PDF)