

## MEMORANDUM

From: Julie J. Armstrong, Charleston County Clerk of Court  
Subject: Coronavirus (COVID-19) Office Operations  
Date: March 26, 2020

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In an effort to protect employees and citizens, effective immediately, the **Charleston County Judicial Complex** will only be open to the public Monday through Friday between 10 a.m and 2 p.m. All court filings must be left in the drop-box located in the lobby. Additionally, any Family Court purge payments and emergency filings must be done during this time period. Staff will also be available from 8:30 a.m. to 5 p.m. by phone or email. For questions, please email [clerkofcourt@charlestoncounty.org](mailto:clerkofcourt@charlestoncounty.org) or by calling 843-958-5000 for Circuit Court or 843-958-4400 for Family Court.

Child support and alimony payments must be made to the South Carolina State Disbursement Unit in one of three ways:

- Personal Check mailed to: South Carolina SDU, P.O. Box 100302, Columbia, SC 29202
- Electronic Payment from Bank: [www.expertpay.com](http://www.expertpay.com)
- Credit/Debit Card: [www.e-childspay.com](http://www.e-childspay.com)