



JEAN HOEFER TOAL  
CHIEF JUSTICE



MARK KEEL  
CHIEF OF SLED

## MEMORANDUM

FROM: Jean Hoefer Toal, Chief Justice SC Supreme Court  
Mark Keel, Chief of SLED

RE: New Warrant Numbering Method

DATE: December 13, 2011

The Court Administration Memorandum issued on September 15, 2011 stated the new warrant numbering method would become effective on January 1, 2012. Due to joint efforts of the Courts with SLED to meet FBI standards as part of implementing this new warrant numbering method and after consultation with Rosalyn Frierson, Director of Court Administration, the effective date is now changed to **July 1, 2012**.

SCJD and SLED appreciate and acknowledge the work that has been completed in earnest by agencies and vendors to comply. With this new effective date, all vendors and agencies should continue to use the **current warrant numbering method until July 1, 2012**. The South Carolina criminal justice systems will begin using and processing the new warrant numbering method and format on **July 1, 2012**.

For the details on the new warrant numbering method and format, please see the original September 15, 2011 Court Administration Memorandum.

Thank you for your continued prompt attention to this matter.



**South Carolina Court Administration**  
South Carolina Supreme Court  
Columbia, South Carolina

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**MEMORANDUM**

TO: Summary Courts  
County Clerks of Court

FROM: Rosalyn W. Frierson

RE: Issuance of Warrant Numbers in South Carolina Criminal Courts

DATE: September 15, 2011

**On January 1, 2012, a new method of issuing warrant numbers will become effective in the South Carolina Criminal Courts.** The purpose of this new method is to eliminate the numerous issues that occur throughout the criminal justice system resulting from duplicate warrant numbers. The current warrant number process is based on an antiquated procedure that used preprinted paper warrants to serve a need when the volume was significantly less than the volume of warrants issued today.

The new method for CRIMINAL COURTS is as follows:

15 digit number that is comprised of the YEAR + 1 character type of warrant + COURT AGENCY + SEQUENCE# (9999 X 99999 99999).

For example, 2012A4610156789 (2012 A 46101 56789).

YEAR = 2012

TYPE OF WARRANT = A for arrest warrant, B for bench warrant, and C for courtesy summons

COURT AGENCY = 46101 which is comprised of the county code (2 digits) followed by the 3 digit court identifier. York Chief Magistrate office for this example.

000 series is the Circuit Court where General Sessions Court is 001 and Common Pleas is 002 in every county

100 series is the Magistrates Courts  
200 series is the Municipal Courts  
SEQUENCE # = 56789 = 5 digit sequence number that enables each court agency to issue 99,999 warrants a year; this sequence number is reset to 00001 every year.

The statewide Court Case Management System (CMS) version 6.1 will be enhanced by SCJD through a normal patch release later in the calendar year 2011 so no further effort is required for counties hosted by SCJD. Counties who host themselves with the CMS will need to put CMS version 6.1 into production following your normal upgrade procedures. On January 1, 2012, county and municipal courts using the Court CMS version 6.1 will no longer have to request warrant blocks from SCJD.

Municipal Courts that are not on the statewide Court CMS **must** update your court technology system to use this new numbering method. You will need to contact your vendor or technology provider to make this required change. Attached is the list of all Municipal Courts in South Carolina with your 5 digit Court Agency Code as assigned by SCJD. This list also indicates which Municipal Courts are currently on CMS.

Unused paper warrants already in possession by a Municipal or Magistrate Court should be kept and used as a backup in emergency situations if your automated system is unavailable at a critical time when a warrant needs to be issued. In these emergency cases, the court will issue the paper warrant and record it in your automated system as soon as it comes back online in the same manner as you issue and record paper warrants today in your automated system.

Thank you for your prompt attention to this matter.

CC: Circuit court judges, Solicitors, Criminal Justice Agencies

## South Carolina Municipal Courts

County #	County	CMS Court Agency Code	Municipality	On CMS
01	Abbeville	01201	Abbeville	
01	Abbeville	01202	Calhoun Falls	
01	Abbeville	01203	Due West	
02	Aiken	02201	Aiken	
02	Aiken	02202	Burnettown	
02	Aiken	02203	Jackson	
02	Aiken	02204	New Ellenton	
02	Aiken	02205	North Augusta	
02	Aiken	02206	Perry	
02	Aiken	02207	Salley	
02	Aiken	02208	Wagener	
03	Allendale	03201	Allendale	
03	Allendale	03202	Fairfax	
04	Anderson	04207	Anderson	
04	Anderson	04201	Belton	Yes
04	Anderson	04202	Honea Path	Yes
04	Anderson	04208	Iva	
04	Anderson	04204	Pendleton	Yes
04	Anderson	04205	Starr	Yes
04	Anderson	04206	West Pelzer	Yes
04	Anderson	04209	Williamston	
05	Bamberg	05201	Bamberg	
05	Bamberg	05202	Denmark	
05	Bamberg	05203	Ehrhardt	
05	Bamberg	05204	Olar	
06	Barnwell	06201	Barnwell	Yes
06	Barnwell	06202	Blackville	Yes
06	Barnwell	06203	Williston	Yes
07	Beaufort	07201	Beaufort	Yes
07	Beaufort	07202	Bluffton	Yes
07	Beaufort	07203	Hilton Head	
07	Beaufort	07204	Port Royal	
08	Berkeley	08201	Bonneau	
08	Berkeley	08202	Goose Creek	
08	Berkeley	08203	Hanahan	
08	Berkeley	08204	Jamestown	
08	Berkeley	08205	Moncks Corner	
08	Berkeley	08206	St. Stephen	
09	Calhoun	09201	Cameron	
09	Calhoun	09202	St. Matthews	
10	Charleston	10201	Charleston	
10	Charleston	10202	Folly Beach	
10	Charleston	10203	Hollywood	
10	Charleston	10204	Isle of Palms	
10	Charleston	10205	James Island	
10	Charleston	10206	Kiawah Island	
10	Charleston	10207	Lincolnton	
10	Charleston	10208	McClellanville	
10	Charleston	10209	Mount Pleasant	
10	Charleston	10210	North Charleston	
10	Charleston	10211	Ravenel	
10	Charleston	10212	Seabrook Island	

## South Carolina Municipal Courts

10	Charleston	10213	Sullivan's Island	
11	Cherokee	11201	Blacksburg	Yes
11	Cherokee	11202	Gaffney	
12	Chester	12201	Chester	
12	Chester	12202	Fort Lawn	
12	Chester	12203	Great Falls	
13	Chesterfield	13201	Cheraw	
13	Chesterfield	13204	Chesterfield	
13	Chesterfield	13205	Jefferson	
13	Chesterfield	13206	McBee	
13	Chesterfield	13207	Pageland	
14	Clarendon	14201	Manning	
14	Clarendon	14202	Summerton	
14	Clarendon	14203	Turbeville	
15	Colleton	15201	Cottageville	
15	Colleton	15202	Edisto Island	
15	Colleton	15203	Walterboro	
16	Darlington	16201	Darlington	
16	Darlington	16202	Hartsville	
16	Darlington	16203	Lamar	
16	Darlington	16204	Society Hill	
17	Dillon	17201	Dillon	
17	Dillon	17202	Lake View	
17	Dillon	17203	Latta	
18	Dorchester	18201	Harleyville	
18	Dorchester	18202	Reevesville	
18	Dorchester	18203	Ridgeville	
18	Dorchester	18204	Saint George	
18	Dorchester	18205	Summerville	
19	Edgefield	NONE	NONE	
20	Fairfield	20201	Winnsboro	
21	Florence	21201	Coward	
21	Florence	21202	Florence	
21	Florence	21203	Johnsonville	
21	Florence	21204	Lake City	
21	Florence	21205	Olanta	
21	Florence	21206	Pamplico	
21	Florence	21207	Quinby	
21	Florence	21208	Scranton	
21	Florence	21209	Timmonsville	
22	Georgetown	22201	Andrews	Yes
22	Georgetown	22202	Georgetown	Yes
22	Georgetown	22203	Pawleys Island	Yes
23	Greenville	23201	Travelers Rest	Yes
23	Greenville	23202	Fountain Inn	Yes
23	Greenville	23203	Mauldin	
23	Greenville	23204	Simpsonville	
23	Greenville	23205	Greer	Yes
23	Greenville	23206	Greenville	Yes
24	Greenwood	24201	Greenwood	
24	Greenwood	24202	Ninety-Six	
24	Greenwood	24203	Ware Shoals	
25	Hampton	25201	Brunson	
25	Hampton	25202	Estill	

## South Carolina Municipal Courts

25	Hampton	25203	Hampton	
25	Hampton	25204	Varnville	
25	Hampton	25205	Yemassee	
26	Horry	26201	Atlantic Beach	Yes
26	Horry	26202	Aynor	Yes
26	Horry	26203	Briarcliffe Acres	Yes
26	Horry	26204	Conway	Yes
26	Horry	26205	Loris	Yes
26	Horry	26206	Myrtle Beach	Yes
26	Horry	26207	North Myrtle Beach	Yes
26	Horry	26208	Surfside Beach	Yes
27	Jasper	27201	Hardeeville	Yes
27	Jasper	27202	Ridgeland	Yes
28	Kershaw	28201	Bethune	
28	Kershaw	28202	Camden	
28	Kershaw	28203	Elgin	
29	Lancaster	29201	Heath Springs	
29	Lancaster	29202	Kershaw	
29	Lancaster	29203	Lancaster	
30	Laurens	30201	Clinton	
30	Laurens	30202	Cross Hill	
30	Laurens	30203	Gray Court	
30	Laurens	30204	Laurens	
31	Lee	31201	Lynchburg	Yes
32	Lexington	32202	Batesburg-Leesville	
32	Lexington	32203	Cayce	
32	Lexington	32201	Chapin	Yes
32	Lexington	32204	Irmo	
32	Lexington	32205	Lexington	
32	Lexington	32206	Pelion	
32	Lexington	32207	Pine Ridge	
32	Lexington	32208	South Congaree	
32	Lexington	32209	Springdale	
32	Lexington	32210	Swansea	
32	Lexington	32211	West Columbia	
33	Marion	33201	Marion	
33	Marion	33202	Mullins	
33	Marion	33203	Nichols	
33	Marion	33204	Sellers	
34	Marlboro	33202	Clio	
34	Marlboro	33203	McColl	
34	Marlboro	34201	Bennettsville	
35	McCormick	NONE	NONE	
36	Newberry	36201	Little Mountain	
36	Newberry	36202	Newberry	
36	Newberry	36203	Prosperity	
36	Newberry	36204	Whitmire	
37	Oconee	37201	West Union	Yes
37	Oconee	37202	Salem	Yes
37	Oconee	37203	Seneca	
37	Oconee	37204	Walhalla	
37	Oconee	37205	Westminster	
38	Orangeburg	38201	Bowman	
38	Orangeburg	38202	Branchville	

## South Carolina Municipal Courts

38	Orangeburg	38203	Elloree	
38	Orangeburg	38204	Eutawville	
38	Orangeburg	38205	Holly Hill	
38	Orangeburg	38206	North	
38	Orangeburg	38207	Norway	
38	Orangeburg	38208	Orangeburg	
38	Orangeburg	38209	Rowesville	
38	Orangeburg	38210	Santee	
38	Orangeburg	38211	Springfield	
38	Orangeburg	38212	Vance	
39	Pickens	39201	Central	
39	Pickens	39202	Clemson	
39	Pickens	39203	Clemson University	
39	Pickens	39204	Easley	
39	Pickens	39205	Liberty	
39	Pickens	39206	Norris	
39	Pickens	39207	Pickens	
40	Richland	40201	Arcadia Lakes	
40	Richland	40202	Blythewood	
40	Richland	40203	Eastover	
40	Richland	40204	Forest Acres	
40	Richland	40216	Columbia	Yes
41	Saluda	41201	Saluda	
42	Spartanburg	42201	Duncan	Yes
42	Spartanburg	42202	Campobello	
42	Spartanburg	42203	Central Pacolet	
42	Spartanburg	42204	Chesnee	
42	Spartanburg	42205	Cowpens	
42	Spartanburg	42206	Inman	
42	Spartanburg	42207	Landrum	
42	Spartanburg	42208	Lyman	
42	Spartanburg	42209	Pacolet	
42	Spartanburg	42210	Spartanburg	
42	Spartanburg	42211	Wellford	
42	Spartanburg	42212	Woodruff	
43	Sumter	43201	Mayesville	Yes
43	Sumter	43202	Pinewood	Yes
43	Sumter	43203	Sumter	Yes
44	Union	44201	Jonesville	
44	Union	44202	Union	
45	Williamsburg	45201	Greeleyville	
45	Williamsburg	45202	Hemingway	
45	Williamsburg	45203	Kingstree	
45	Williamsburg	45204	Lane	
46	York	46201	Clover	
46	York	46202	Fort Mill	Yes
46	York	46203	Rock Hill	
46	York	46204	Tega Cay	
46	York	46205	York	