

SPECIAL COVID-19 JUDICIAL SALE INSTRUCTIONS FOR SUCCESSFUL 3RD PARTY BIDDERS

Please remember that you are required to adhere to social distancing rules. If you do not comply, you will be removed from the sale.

At the conclusion of the sale, everyone other than the successful bidders must leave the area immediately while continuing to maintain social distancing.

If you are the successful bidder at the conclusion of the sale please follow these instructions:

- Stay seated where you are and the MIE staff will call you up one at a time to a specific location and complete your bid sheet for you.
- All **deposit and compliance checks** are to be placed in the **MIE DROP BOX** on the 2nd floor of the Lex. Co. Judicial Center **before 4:00 p.m.** When you get off the elevator take two quick rights and the box is located to the left of the phone on the wall.
- The check and especially if you have cash **must** be put in a **sealed** envelope with **Judge Spence's name and MIE Court** on the front of the envelope.
- Be sure to include the **case name and case number** on the check and or the envelope.
 - Email **or** call (803-785-8291) the MIE court to notify them when you have dropped off the check. Please e-mail both: lshealy@lex-co.com – gfaircloth@lex-co.com
- **Do NOT** ask for a payoff on sale day. Be sure to request the payoff **at least 3** days in advance of the date you plan to comply (bring us the check). Example: If you e-mail on Monday you should request a payoff good for Thursday or later. Please **do not** ask for a payoff for the next day.
- We will e-mail the receipt to you.

Instructions for Compliance with your Bid

You or your closing agent need to contact the court **3-4 days *via e-mail** before you plan to comply so that we can calculate your payoff amount for the day you plan to comply and confirm the correct name for the deed. *email: Gail Faircloth at: gfaircloth@lex-co.com and/or Leslie Shealy at: lshealy@lex-co.com

The deed will be issued in the name you list under **item B.** on your green bid sheet unless you provide an assignment. If an assignment is needed please drop off the **original assignment with your check as instructed below.**

Please use the following drop off instructions for your check:

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- Email **or** call (803-785-8291) the MIE court to notify them when you have dropped off the check. Please e-mail both: lshealy@lex-co.com – gfaircloth@lex-co.com We will e-mail the receipt to you.
- **All deeds and satisfactions** will be **mailed** to the bidder at the address they list in their e-mail when the bidder/attorney requests a payoff amount.
- We will e-mail the receipt to you.