



# The South Carolina Court of Appeals

JENNY ABBOTT KITCHINGS  
CLERK

CATHERINE S. HARRISON  
CHIEF DEPUTY CLERK

POST OFFICE BOX 11629  
COLUMBIA, SOUTH CAROLINA 29211  
1220 SENATE STREET  
COLUMBIA, SOUTH CAROLINA 29201  
TELEPHONE: (803) 734-1890  
FAX: (803) 734-1839  
[www.sccourts.org](http://www.sccourts.org)

February 9, 2024

John J. Munn, Jr., 00226509  
Tyger River Correctional Institution  
200 Prison Road  
Enoree SC 29335-9308

Re: John J. Munn, Jr., #226509 v. SCDC  
Appellate Case No. 2024-000158

Dear Mr. Munn:

Upon reviewing your notice of appeal, the following deficiencies have been noted under the South Carolina Appellate Court Rules (SCACR), and any deficiency must be corrected within ten (10) days of the date of this letter or this matter will be dismissed:

- The accompanying proof of service is not in compliance with the SCACR. Your proof of service should be substantially in the format shown by Form 7 in Appendix C to part II of the SCACR. You must provide proof that the notice of appeal was served on counsel for the Respondent and the Administrative Law Court.
- The required filing fee has not been submitted. The correct filing fee is \$250.00.

Very truly yours,

*Catherine Hannissai, deputy*  
CLERK

cc: Christina Catoe Bigelow, Esquire