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**RECEIVED**  
**Nov 17 2025**  
**SC Court of Appeals**

November 17, 2025

**VIA EMAIL AND US MAIL ONLY**

Jennifer Abbott Kitching, Clerk of Court  
South Carolina Court of Appeals  
1220 Senate Street  
Columbia, Sc 29201

Re: Melanie R. Jones Metz a/k/a Melanie Jones Metz, Respondent v. Larry Allen Windham, Jr.,  
and First Bank of which Larry Allen Windham, Jr., is the Appellant  
Case No.: 2025-000460

Dear Ms. Kitchings:

I am writing to request clarification regarding the filing requirements for the above-referenced case. Specifically, I would appreciate guidance on the following:

Respondent's Initial Brief – Please confirm whether the Court requires the submission of one (1) bound paper copy of the Respondent's Initial Brief in addition to the electronically filed version, or if electronic filing alone satisfies the requirement.

Designation of Matter – I would also appreciate guidance on whether the Respondent must file a Designation of Matter or if this step is only required of the Appellant.

Your assistance in clarifying these filing requirements will help ensure that we comply fully with the Court's procedures. Please let me know if any additional steps or materials are required.

With kind regards, I am,

Very truly yours,

HORN LAW FIRM, LLC

*Margaret F. Horn*

Margaret F. Horn

MFH



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