

October 5, 2026

The Honorable Jenny Abbott Kitchings
Clerk, South Carolina Court of Appeals
P.O. Box 11629
Columbia, S.C. 29211

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OCT 08 2026
SC Court of Appeals

RE: Vincent Allen, #194611, Appellant, v. South Carolina Department of Corrections, Respondent.
Notice of Change of Address and Request for Future Correspondence
Appellate Case No. 2025-002443

Dear Ms. Kitchings:

I, Vincent Allen, respectfully submit this Notice to inform the Court of a change in my institutional mailing address in the above-referenced appeal.

At the time I initially filed and briefed this appeal, I was housed at Tyger River Correctional Institution. I have since been transferred to Livesay Correctional Institution as a result of a reduction in my custody classification level.

Accordingly, I respectfully request that the Court update its records to reflect my current mailing address and direct all future correspondence, notices, orders, opinions, and other documents pertaining to this appeal to me at the following address:

Vincent Allen, #194611

Livesay Correctional
Institution Unit 6-10C
P.O. Box 580
Una, S.C. 29378

This change of address is solely the result of my institutional transfer and does not affect my status as a party to the pending appeal or any filing, position, argument, or issue presently pending before the Court.

I respectfully request that the Clerk of the South Carolina Court of Appeals update the Court's records accordingly to ensure that I receive timely notice of all future proceedings and filings in this matter.

Respectfully Submitted,

/s/ Vincent Allen
Vincent Allen, #194611

Livesay Correctional
Institution Unit 6-10C
P.O. Box 580
Una, S.C. 29378

Appellant, pro se

CC: Christina Catoe Bigelow, Esquire
Office of General Counsel
South Carolina Department of Corrections
P.O. Box 21787
Columbia, S.C. 29221-1787

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THE STATE OF SOUTH CAROLINA
IN THE COURT OF APPEALS

SC Court of Appeals

APPEAL FROM THE SOUTH CAROLINA ADMINISTRATIVE LAW COURT

Sebastien Phillip Lenski, Administrative Law Judge

Administrative Law Court Docket No. 25-ALJ-04-0147-AP

Appellate Case No. 2025-002443

Vincent Allen, #194611,

Appellant,

V.

South Carolina Department of Corrections,

Respondent.

PROOF OF SERVICE

I certify that I have served the foregoing Notice of Change of Address and Request for Future Correspondence on the above-named Respondent by depositing a copy of it in the United States Mail, postage prepaid on today's date to the Respondent's Counsel of Record and the addressed as follows:

Christina Catoe Bigelow, Esquire
Office of General Counsel
South Carolina Department of Corrections
P.O. Box 21787
Columbia, S.C. 29221-1787

DATE: October 5, 2026

/s/ Vincent Allen
Vincent Allen, #194611
Appellant, Pro Se

Livesay Correctional
Institution Unit 6-10C
P.O. Box 580
Una, S.C. 29378

Vincent Allen, #194611
Livesay Correctional
Institution Unit 6-10C
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SC Court of Appeals

Honorable Jenny Abbott Kitchings
Clerk, South Carolina Court of Appeals
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Columbia, S.C. 29211

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