



# The South Carolina Court of Appeals

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February 06, 2014

Willie James Roundtree, 267355  
Manning Cor. Inst. W-5-13B  
502 Beckman Road  
Columbia SC 29203

Re: Willie Roundtree v. SCDC  
Appellate Case No. 2013-001963

Dear Mr. Roundtree:

Upon reviewing your appellant's initial brief, the following deficiency or 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:

- The document is improperly paginated. Specifically, the pages are not numbered.
- The caption does not comply with Rule 267(a), SCACR. Any future filings made by any party to this appeal should feature the following caption:

Willie James Roundtree, #267355, Appellant,

v.

South Carolina Department of Corrections, Respondent.

- A proof of service has not been provided showing that all parties have been served with the initial brief. You must serve and file a proof of service

substantially in the format shown by Form 7 in Appendix C to part II of the SCACR.

- The initial brief is not accompanied by a designation of matter to be included in the record on appeal.

Very truly yours,

*V. Claire Allen, Deputy*

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cc: Christopher D. Florian, Esquire