



The South Carolina Court of Appeals

JENNY ABBOTT KITCHINGS
CLERK

V. CLAIRE ALLEN
DEPUTY CLERK

POST OFFICE BOX 11629
COLUMBIA, SOUTH CAROLINA 29211
1015 SUMTER STREET
COLUMBIA, SOUTH CAROLINA 29201
TELEPHONE: (803) 734-1890
FAX: (803) 734-1839
www.sccourts.org

April 24, 2014

Cassandra Williams
116 Summerhill Drive
Columbia SC 29203

Re: Cassandra Williams v. SCDEW
Appellate Case No. 2014-000842

Dear Ms. Williams:

This will acknowledge receipt of your documents in the above entitled matter. According to Rule 203 of the South Carolina Appellate Court Rules, a notice of appeal must include the name of the court from which the appeal is taken; the judge's name; the lower court docket number; the date of the order being appealed; a statement of when the appealing party received the decision from which the appeal is taken; the name of the appealing party; and the names, mailing addresses, and telephone numbers of all attorneys of record and the names of the party or parties represented by each. A copy of the order being challenged on appeal, and a certificate of service showing the notice has been timely served on all respondents, must accompany the notice of appeal.

Within ten (10) days of the date of this letter, you must provide the Court with the following:


- (1) A notice of appeal containing all information required in Rule 203, SCACR.**
- (2) Proof of service naming the documents served and showing you timely served all parties to the appeal.**

Failure to provide the requested items will result in dismissal of your appeal.

Please be advised that the time limits for perfecting this appeal are not held in abeyance.

If you intend to proceed with this appeal pro se, the fact that you are not an attorney does not relieve you of the responsibility to perfect your appeal in accordance with the South Carolina

Very truly yours,

Handwritten signature of Jonny Abbott Kitchings in cursive script.

CLERK

cc: Debra Sherman Tedeschi, Esquire
Jana E. Shealy