



# The South Carolina Court of Appeals

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June 20, 2014

Gabriel Randolph, 248729  
Perry Correctional Institution  
430 Oaklawn Road  
Pelzer SC 29669

Re: Gabriel Randolph v. SCDC  
Appellate Case No. 2012-213127

Dear Mr. Randolph:

In response to your letter of June 3, 2014, enclosed is a copy of Rule 267 of the South Carolina Appellate Court Rules. Normally, I must charge you for copies but since this was only one Rule I have forwarded it to you without cost.

Very truly yours,

*V. Claire Allen, Deputy*

CLERK

cc: Robert McNair Peele, III, Esquire  
Christopher D. Florian, Esquire

**RULE 267  
FORM OF PAPERS**

**(a) Captions.** All documents filed in the appellate court shall be headed by a caption. Except as provided below for appeals from administrative tribunals, the caption shall contain the name of the appellate court where the document is to be filed (i.e., Supreme Court or Court of Appeals); if the matter involves review of a lower court decision, the name of the county and judge from which the appeal is taken including the title of the judge (e.g., Circuit Court Judge, Family Court Judge, Master-in-Equity, Probate Judge, Special Referee, Special Circuit Court Judge); the title of the case (the party commencing the action in the lower court shall always appear first in the title regardless of whom is appellant or petitioner); the title of the document (e.g., RECORD ON APPEAL; APPENDIX; BRIEF OF APPELLANT; PETITION FOR WRIT OF CERTIORARI; MOTION TO DISMISS); and the name, address and phone number of the counsel submitting the document, or in the case of a Record on Appeal or Appendix, the names, addresses and phone numbers of all counsel in the case. The caption should be substantially in the form shown by this example:

THE STATE OF SOUTH CAROLINA  
In the Supreme Court

APPEAL FROM RICHLAND COUNTY  
Howard S. Barnes, Circuit Court Judge

Paul L. Doe, .....Appellant (or Respondent),

v.

Mary M. Roe, .....Respondent (or Appellant).

**RECORD ON APPEAL**

John T. Smith, Esquire  
P.O. Box 123  
Columbia, SC 29000  
(803) 000-0000  
Attorney for Appellant

Wanda D. Jones, Esquire  
P.O. Box 456  
Columbia, SC 29000  
(803) 000-0000  
Attorney for Respondent

In appeals from administrative tribunals, the caption shall contain the name of the appellate court where the document is to be filed (i.e. Supreme Court or Court of Appeals); the name of the tribunal from which the appeal is taken (e.g., Administrative Law Court, Public Service Commission, etc.); the name of the administrative law judge (if applicable); the title of the case (the title shall remain the same as the title before the tribunal regardless of whom is the appellant); the title of the document (e.g., RECORD ON APPEAL; BRIEF OF APPELLANT; MOTION TO DISMISS); and the name, address and phone number of the counsel submitting

the document, or in the case of a Record on Appeal, the names, addresses and phone numbers of all counsel in the case. The caption should be substantially in the form shown by this example:

THE STATE OF SOUTH CAROLINA  
In the Court of Appeals  
[In the Supreme Court]

APPEAL FROM THE ADMINISTRATIVE LAW COURT [OR NAME OF AGENCY]

George E. Brown, Administrative Law Judge

\_\_\_\_\_  
Case No. 05-ALJ-00-0000-CC  
\_\_\_\_\_

South Carolina Department of Revenue,  
Respondent,

v.

Jane C. Roe, Appellant.

\_\_\_\_\_  
BRIEF OF APPELLANT  
\_\_\_\_\_

John E. Smith, Esquire  
P.O. Box 123  
Greenville, SC 29000  
(864) 000-0000  
Attorney for Appellant

Wanda D. Jones, Esquire  
P.O. Box 456  
Columbia, SC 29000  
(803) 000-0000  
Attorney for Respondent

On motions or petitions, the name, address and phone number of counsel submitting the document shall be placed at the end of the document with his signature.

**(b) Signatures.** The original of a document or paper filed by a party or his attorney shall be signed by the party or the attorney. The signature of a party or attorney constitutes a certificate by him that he has read the document or paper; that to the best of his knowledge, information and belief there is good ground to support it; and that it is not interposed for delay.

**(c) Paper and Type Size.** All papers or documents filed with the appellate court shall be typewritten or machine duplicated. Type size shall be standard 12-point or larger and double spaced on white bond paper of not less than twenty pound weight, 8 1/2 inches by 11 inches. With the exception of exhibits as provided in Rule 210(f), no photographic reduction of the Record on Appeal, brief or other paper is acceptable which reduces the size of the alphabet below that of pica type. Paper shall be of good quality, opaque and unglazed. Duplication through use of chemically treated paper, commonly referred to as "wet image or process copy", does not comply with this rule. Copy may be typed or reproduced on both sides if type or reproduction does not show through; provided, however, if the Record on Appeal or Appendix exceeds 100 pages, copy must be typed or reproduced on both sides of the paper. All copies must be clean, neat and clearly legible.

**(d) Margins and Bindings.** Typewritten papers or reproductions must have a blank margin of an inch and a half on the left. If more than two sheets are used, they shall be securely fastened on the left margin. While petitions or motions need not be bound, Records on Appeal, Appendices in post-conviction relief matters and briefs must be bound in volumes not exceeding 250 sheets each. If staples or clasps are used to bind the volumes, the spines of the volumes shall be bound with heavy tape. One copy of every Final Brief, Record on Appeal, Supplemental Record, or Appendix filed with the appellate court shall be filed unbound.

**(e) Covers.** Covers of the Record on Appeal and briefs shall be of a material not less than 50 pound weight and not glassine. The cover of the Record on Appeal shall be white; that of the brief of appellant blue; that of respondent red; that of an intervenor or amicus curiae green; and that of any reply brief gray. The front cover of a brief or Record on Appeal shall contain only the caption.

**(f) Compliance.** The clerk of the appellate court shall insure compliance with this Rule before accepting any papers for filing.

Last amended by Order dated January 29, 2009, effective April 29, 2009, by Order of the same date.