

C. RUSSELL KEEP, III

ATTORNEY

SUITE 303, WATERSEDGE

SHELTER COVE HARBOUR

POST OFFICE DRAWER 5877

HILTON HEAD ISLAND, SC 29938

(843) 842-6268

FAX (843) 785-8458

HHLAW@HARGRAY.COM

August 28, 2014

South Carolina Court of Appeals

c/o Amelia

Post Office Box 11629

Columbia, SC 29211

In Re: Appeal

Robert Schivera, Respondent

Versus

C. Russell Keep, III, Appellant

Civil Action Case No. 2012-CP-27-00760

Court of Appeals Case No. 2014-000823

Dear Amelia,

Does Rule 268(d) (attached) apply to the Designation of Matter and the Brief?

Sincerely,

C. RUSS KEEP, III

CRK/kmm
enclosure

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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.

[Adopted effective September 1, 1990. Amended effective July 1, 1993; July 1, 2000; September 1, 2001; May 3, 2007; May 1, 2008. Renumbered from Rule 238 effective April 29, 2009.]

RULE 268. CITATION OF SOUTH CAROLINA AUTHORITY

To provide guidance on citing South Carolina authority, the following forms of citation are given. Once cited in the form given, the authority may thereafter be cited in an abbreviated form. Additional guidance on citation of authority may be found in *A Uniform System of Citation* published by the Harvard Law Review Association, *A Guide to South Carolina Legal Research and Citation* published by the S.C. Bar C.L.E. Division, or other publications.

(a) South Carolina Constitution. The South Carolina Constitution should be cited in the following manner: S.C. Const. art. IV, § 4.

C. RUSSELL KEEP, III

ATTORNEY

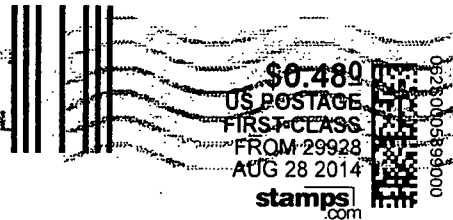
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POST OFFICE DRAWER 5877

HILTON HEAD ISLAND, SC 29938

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South Carolina Court of Appeals
c/o Amelia
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Columbia SC 29211-1629

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