



# The South Carolina Court of Appeals

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September 22, 2015

Aaron R. Willis, 323761  
Allendale Correctional Institution  
P. O. Box 1151, Hwy 47  
Fairfax SC 29827

Re: Aaron R. Willis v. SCDC (2)  
Appellate Case No. 2015-001966

Dear Mr. Willis:

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, a certificate of service showing the notice has been timely served on all respondents, and a filing fee of \$100.00 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) The one-hundred dollar (\$100) filing fee.

- (3) Proof of service naming the documents served and showing you timely served all parties to the appeal, including the Administrative Law Court.
- (4) A copy of the court order being challenged on 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 Appellate Court Rules. These rules are now available on the Internet at [www.sccourts.org](http://www.sccourts.org).

Very truly yours,

*V. Claire Allen, Deputy*

CLERK

cc: Daniel John Crooks, III, Esquire