



The South Carolina Court of Appeals

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February 05, 2016

William Ford, 232122
MacDougall Correctional Institution
1516 Old Gilliard Road
Ridgeville SC 29472

Ms. Christina Catoe Bigelow, Esquire
4444 Broad River Road
Columbia SC 29210

Re: William Ford v. SCDC (2)
Appellate Case No. 2015-002114

Dear Counsel and Mr. Ford:

All parties are advised that the originals of all records on appeal and final briefs filed with the appellate courts are scanned. Therefore, in accordance with the May 1, 2008 Amendments to the South Carolina Appellate Court Rules, DO NOT staple, spiral bind, velobind, or otherwise permanently bind the ORIGINALS of these documents. The original brief(s) and record on appeal should still have front and back covers in compliance with Rule 267(e) of the South Carolina Appellate Court Rules, but should not be bound. You may secure the originals with paper clips, binder clips, rubber bands, by placing them in large envelopes, or by any other similar means that will keep the pages together without binding or hole-punching. All COPIES of the record on appeal and final briefs should be bound as specified in the South Carolina Appellate Court Rules.

We suggest that large parcels such as copies of final briefs and the record on appeal be sent directly to the Court via the street address: 1220 Senate Street, Columbia, S.C. 29201. Thank you for your attention to this.

According to our records, the correct caption for this appeal should read as follows on the record on appeal and all final briefs:

William Ford, #232122, Appellant,

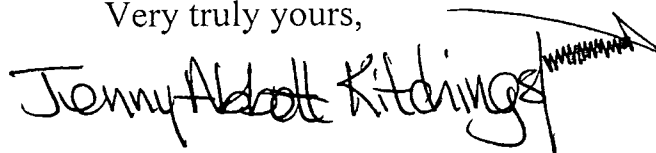
v.

South Carolina Department of Corrections, Respondent.

Furthermore, the Court anticipates that the attorney information for all attorneys receiving a copy of this letter will appear on the cover of the record on appeal. The attorney information for the party submitting the brief should appear on the final briefs.

If you have any questions, please do not hesitate to contact this office.

Very truly yours,

Handwritten signature of Jenny Abbott Kitchens in cursive script.

CLERK