



# The South Carolina Court of Appeals

JENNY ABBOTT KITCHINGS  
CLERK

V. CLAIRE ALLEN  
DEPUTY CLERK

POST OFFICE BOX 11629  
COLUMBIA, SOUTH CAROLINA 29211  
1220 SENATE STREET  
COLUMBIA, SOUTH CAROLINA 29201  
TELEPHONE: (803) 734-1890  
FAX: (803) 734-1839  
[www.sccourts.org](http://www.sccourts.org)

March 16, 2016

Edward Spears  
503 Roughfork St.  
Florence SC 29501

Re: Edward Spears v. SCDEW (2)  
Appellate Case No. 2015-002056

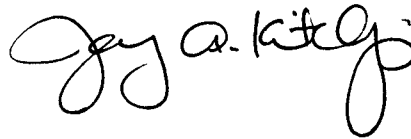
Dear Mr. Spears:

This letter responds to your phone call yesterday regarding the next steps to perfect your appeal. Our records reflect that the proof of service of the record on appeal is due on March 30, 2016. As you and I discussed, this means you must prepare a record on appeal that includes all documents requested by the Department in its designation of matter. Mail a copy of the record on appeal to the Department by placing it in the mail with sufficient postage. Along with the record on appeal to the Department, you must include a copy of the proof of service that you are mailing to the Court showing that you have placed the record on appeal in the mail to the Department by March 30, 2016.

Twenty days from the date that you place the record on appeal in the mail to the Department, you must serve and file the record on appeal and the final brief. This means you must mail one unbound original, along with 14 bound copies, of the record on appeal and your final brief to the Court at the following address: SC Court of Appeals, 1220 Senate Street, Columbia, SC 29201. You must also mail one copy of your final brief to the Department, and send a proof of service to the Court indicating that you've done so. As I mentioned to you, the Court would entertain a request for filing fewer than the required number of copies if you would like to send us a written request.

Please do not hesitate to call the Court if you have any further questions or concerns.

Very truly yours,

A handwritten signature in black ink, appearing to read "Jay A. Kitey". The signature is written in a cursive style with a large initial "J" and "K".

CLERK

cc: Sandra Bell Grooms, Esquire  
E.B. "Trey" McLeod, III, Esquire