



The South Carolina Court of Appeals

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August 23, 2016

Mr. Lake Eric Summers, Esquire
339 Heyward St.
Ste. 200
Columbia SC 29201

Thomas J. Torrence #094651
Lieber Correctional Institution
PO Box 205
Ridgeville SC 29472

Re: Thomas Torrence v. SCDC
Appellate Case No. 2016-000285

Dear Counsel and Mr. Torrence:

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:

Thomas J. Torrence #094651, Respondent,

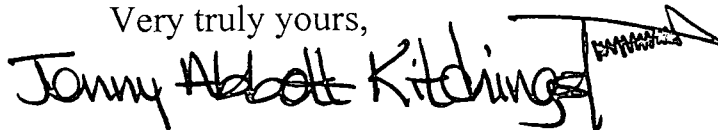
v.

South Carolina Department of Corrections, Appellant.

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,

A handwritten signature in black ink that reads "Jonny Abbott Kitching". The signature is written in a cursive, somewhat stylized font. There is a large, sweeping flourish at the end of the signature that extends to the right and slightly upwards.

CLERK