



The South Carolina Court of Appeals

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October 17, 2017

Steven Higginbotham #237685
Tyger River Correctional Institution U-3-109
200 Prison Road
Enoree SC 29335

Re: Steven Higginbotham v. SC Department of Corrections
Appellate Case No. 2017-001317

Dear Mr. Higginbotham:

Upon reviewing your appellant's initial brief, the following deficiency or deficiencies have been noted under the South Carolina Appellate Court Rules (SCACR), and any deficiency must be corrected within ten (10) days of the date of this letter or the appeal will be dismissed:

- The document is improperly paginated. Specifically, the pages are not numbered.
- The proof of service included with your document is not dated.
- The proof of service included with your document does not indicate service on the respondent.
- The document is not legible. The document will need to be resubmitted in a format that is legible and complies with the requirements of Rule 267, SCACR.
- The document is incorrectly formatted. You must serve and file an amended initial brief which complies with Rule 208 (b) of the South Carolina Appellate Court Rules, SCACR. Specifically, it must be formatted as follows:

- **(A) Table of Contents and Cases.** A table of contents, with page references, and a table of cases (alphabetically arranged), statutes, and other authorities cited, with references to the pages of the brief where they are cited.
- **(B) Statement of Issues on Appeal.** A statement of each of the issues presented for review. The statement shall be concise and direct as to each issue, and may be stated in question form. Broad general statements may be disregarded by the appellate court. Ordinarily, no point will be considered which is not set forth in the statement of the issues on appeal.
- **(C) Statement of the Case.** The statement shall contain a concise history of the proceedings, insofar as necessary to an understanding of the appeal. The statement shall not contain contested matters and shall contain, as a minimum, the following information: the date of the commencement of the action or matter; the nature of the action or matter; the nature of the defense or of the response; the action of the court, jury, master, or administrative tribunal; the date(s) of trial or hearing; the mode of trial; the amount involved on appeal; the date and nature of the order, judgment or decision appealed from; the date of the service of the notice of appeal; the date of and description of such orders, judgments, decisions and proceedings of the lower court or administrative tribunal that may have affected the appeal, or may throw light upon the questions involved in the appeal; and any changes made in the parties by death, substitution, or otherwise. Any matters stated or alleged in appellant's statement shall be binding on appellant.
- **(D) Argument.** The brief shall be divided into as many parts as there are issues to be argued. At the head of each part, the particular issue to be addressed shall be set forth in distinctive type, followed by discussion and citations of authority. A party may also include a separate statement of facts relevant to the issues presented for review, with reference to the record on appeal, which may include contested matters and summarize the party's contentions.
- **(E) Conclusion.** A short conclusion stating the precise relief requested.

Very truly yours,

V. Claire Allen, Deputy

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cc: Christina Catoe Bigelow, Esquire