



# 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)

November 02, 2017

William Allen #178666  
Broad River Correctional Institution  
Mont. A 148  
4460 Broad River Road  
Columbia SC 29210

Re: William Allen #178666 v. SCDC  
Appellate Case No. 2017-000596

Dear Mr. Allen:

Upon reviewing your record on appeal, 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 must be numbered in consecutive order.
- The document is not in compliance with Rule 210, SCACR. The index was not included. Please see Part II, Appendix C, Form 15, SCACR for guidance.
- The name, address, and phone number of all counsel must appear on the cover of the record on appeal, pursuant to Rule 267(a), SCACR. Specifically, Melissa J. Arnold was not listed as counsel of record for the respondent, South Carolina Department of Corrections.
- The contents of the document should not be listed on the cover page.

- An amended record on appeal must be served and filed.

Very truly yours,

*V. Claire Allen, Deputy*

CLERK

cc: Melissa Jill Arnold, Esquire