



South Carolina  
Department of  
Corrections

HENRY McMASTER, Governor

BRYAN P. STIRLING, Director

OFFICE OF GENERAL COUNSEL

November 9, 2017

The Honorable Jenny A. Kitchings  
Clerk of Court, S.C. Court of Appeals  
Post Office Box 11629  
Columbia, South Carolina 29211

RECEIVED

NOV 09 2017

SC Court of Appeals

RE: Gregory Pencille v. South Carolina Department of Corrections  
Appellate Case Nos. ~~2017-001724~~ & 2017-001725

Dear Ms. Kitchings:

This letter is in response to Mr. Pencille's October 30, 2017 document captioned "Notice to Court of Appeals cc: Notice to General Counsel." In this document, Mr. Pencille contends that the Department of Corrections is failing to provide him with the "filing fee form" required for him to submit his filing fee. In response to this claim, I consulted with the mailroom supervisor at Lee Correctional and with our Financial Accounting Branch. I discovered that Mr. Pencille submitted two forms to Financial Accounting (see attached redacted copies). The forms he submitted, however, are forms used to request \$150.00 checks for filing civil actions in the Richland County Clerk of Court Office pursuant to S.C. Code 24-27-100 & -150 (see highlighted portion of redacted copies). In order to request a check to the Court of Appeals, inmates are required to submit a form 15-1 (available in the prison mailroom) to request that a check be issued from his or her account.

I hope this addresses any concerns. Please do not hesitate to contact me should there be any questions.

Sincerely,

Christina Catoe Bigelow  
Deputy General Counsel  
South Carolina Department of Corrections

cc: Gregory Pencille, # 312332  
Lee Correctional Institution  
990 Wisacky Highway  
Bishopville, South Carolina 29010

RECEIVED  
OCT 05 2017  
MAIL ROOM

RECEIVED

INMATE TRUST FUND ACCOUNT REPORT  
for SOUTH CAROLINA COURT FILING FEES

SEP 27 2017

SEP 27 PM 3:40

INSTRUCTIONS TO INMATE: Complete top portion then give to your mailroom. When returned from Accounting, you must mail this form with any payment to the Court.

By signing my name below, I am asking the Financial Accounting Office of the South Carolina Department of Corrections to complete this report. In accordance with SC Code of Laws §24-27-100 and 150, I authorize payment of the full filing fee. If I have insufficient funds in my account at this time to pay the court's full filing fee, I authorize SCDC to deduct the initial and subsequent payments until payment is completed.

INMATE NAME (print): Gregory Percille  
SCDC # 312332 INMATE SIGNATURE: [Signature]

~~Plan to file this action in the SC County of~~ Richland CO

The section below is for SCDC - Financial Accounting Branch's use ONLY.

- (1) Total deposits to inmate's account for preceding six months' period\* ..... \$ [Redacted]
- (2) Twenty percent (20%) of line 1 ..... \$ [Redacted]
- (3) Account balance - current date ..... \$ [Redacted]
- (4) PAYMENT AMOUNT \*\*  
(lesser of line 2 or line 3)  
Enclosed check # \_\_\_\_\_ \$ [Redacted]

\*\*NOTE to COURT: If payment is for partial fee, Court must notify SCDC once case is accepted and filed. Send notice with case # and balance owed to address below. SCDC will NOT process any additional payments until notification is received from Court.

South Carolina Department of Corrections  
Financial Accounting - Room 234  
PO Box 21787  
Columbia, SC 29221-1787

\*Admission date is noted here if inmate incarcerated less than six months     /    /    

[Redacted Signature]

Prepared by Financial Accounting Branch - SCDC

10/16/17  
Date

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OCT 05 2017

Lee

RECEIVED

SEP 27 2017

INMATE TRUST FUND ACCOUNT REPORT  
for SOUTH CAROLINA COURT FILING FEES

EE C MAIL ROOM

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INMATE NAME (print): Gregory Pencille (Pencille)  
SCDC # 3/2332 INMATE SIGNATURE: [Signature]

I plan to file this action in the SC County of Richland CO

The section below is for SCDC - Financial Accounting Branch's use ONLY.

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[Redacted Signature]

Prepared by Financial Accounting Branch - SCDC

Date 10/16/17

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