



# 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)

December 21, 2017

Altony Brooks, #313000  
Perry Correctional Institution  
430 Oaklawn Road  
Pelzer SC 29669

Re: Altony Brooks v. SCDC  
Appellate Case No. 2017-002567

Dear Mr. Brooks:

Upon reviewing your notice of appeal, the following deficiencies have been noted under the South Carolina Appellate Court Rules (SCACR), and must be corrected in their entirety within ten (10) days of the date of this letter or your appeal will be dismissed:

- The accompanying proof of service is not in compliance with the SCACR. Your proof of service should be substantially in the format shown by Form 7 in Appendix C to part II of the SCACR. Specifically, you must provide an amended proof of service showing the name of each respondent and the attorney representing each. This office cannot assume that Mr. Arthur represents all the respondents.
- The required filing fee has not been submitted. The correct filing fee is \$100.00. You have not provide a motion to proceed in forma pauperis, as stated in your cover letter. You are reminded that you must also provide proof of service of any motion that you file.
- You have stated that the caption on the order you are appealing is incorrect. Therefore, it will be necessary for you to provide a copy of an order issued

in this matter which reflects the correct caption. This Court will use the caption as it appears on the order you are appealing unless another order is provided which shows the caption that matches your notice of appeal.

Very truly yours,

*V. Clair Allen, Deputy*  
CLERK

cc: Samuel F. Arthur, III, Esquire  
South Carolina Department of Corrections