



# The South Carolina Court of Appeals

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November 15, 2018

Derrick Mundine  
P.O. Box 2511  
West Columbia SC 29171

Re: Derrick Mundine v. SCDSS  
Appellate Case No. 2018-002021

Dear Mr. Mundine:

Please be advised that your correspondence was received in our office on November 13, 2018. The information that you have provided is not sufficient to be considered a notice of appeal. At this time, we are only in receipt of a motion to proceed in forma pauperis and a copy of the order being challenged on appeal.

According to Rule 203 of the South Carolina Appellate Court Rules (SCACR), a notice of appeal must include the name of the agency and the name of the administrative law judge; the docket number of the case before the Administrative Law Court; the date of the decision from which the appeal is taken; a statement of when the appealing party received the decision from which the appeal is taken; the name of the party taking the appeal; and the names, mailing addresses, and telephone numbers of all attorneys of record and the names of the party or parties represented by each. Your notice of appeal should be substantially in the format shown by Form 6 in Appendix C to part II of the SCACR. A proof of service showing the notice has been timely served on all respondents, as well as on the Administrative Law Court, must be filed along with the notice of appeal and should be substantially in the format shown by Form 7 in Appendix C to part II of the SCACR.

You must file a timely served notice of appeal within ten (10) days of the date of this letter, or we will close our file with respect to your appeal.

Very truly yours,

  
CLERK

cc: Christopher Craig Jackson, Esquire  
The Honorable Jana E. Shealy