



The South Carolina Court of Appeals

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February 26, 2020

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Re: Courtney R. Mitchell v. UPS
Appellate Case No. 2019-001361

Dear Counsel:

As the time draws near to prepare, serve, and file the record on appeal and final briefs, please review the following to ensure compliance with the South Carolina Appellate Court Rules (SCACR):

1. Pursuant to Rules 209, 210, and 267, SCACR, the Record on Appeal must include the following:
 - a. The correct case title (provided below) and caption as set forth in Rules 210(d) and 267, SCACR.

- b. The name and contact information for all counsel representing the parties to the appeal. Please do not include names of counsel that have not previously made an appearance in this case.
 - c. A certificate of counsel, pursuant to Rule 210(g), SCACR.
 - d. Proof of Service of the Record on Appeal, if one has not already been filed with this Court.
 - e. One unbound original Record on Appeal. The original brief(s) and record on appeal should still have front and back covers in compliance with Rule 267(e) SCACR, but should not be bound.
 - f. All matters designated by the parties pursuant to Rule 209, SCACR, in compliance with Rule 210(c) and (e), SCACR.
 - g. The binding for the copies of the record on appeal shall be in compliance with Rule 267(d), SCACR. **The parties may file seven (7) bound copies of the record on appeal.**
2. Pursuant to Rules 211 and 267, SCACR, all final briefs must include the following:
 - a. The correct case title (provided below) and caption as set forth in Rules 210(d) and 267, SCACR.
 - b. The name and contact information for counsel filing the brief. If you are filing your final brief pro se, you must include your name and contact information on the cover of the brief.
 - c. The original signature of the person filing the brief should be on the conclusion page.
 - d. The cover of the final briefs must be the appropriate color: Appellant (blue), Respondent (red), Reply filed by Appellant (gray).
 - e. A certificate of counsel for the final brief, pursuant to Rule 211, SCACR.
 - f. Proof of Service of the final brief. Mail receipts will not be accepted in lieu of proper proof of service.
 - g. One unbound original of each of the final briefs you are filing. The original brief(s) and record on appeal should still have front and back covers in compliance with Rule 267(e) SCACR, but should not be bound.
 - h. The binding for the copies of all final briefs shall be in compliance with Rule 267(d), SCACR. **The parties may file seven (7) bound copies of the final briefs.**
3. According to our records, the correct caption for this appeal should read as follows on the record on appeal and all final briefs:

Courtney Ray Mitchell, Employee, Appellant,

v.

United Parcel Service, Employer, and Liberty Corporation, Carrier,
Respondents.

We suggest that large parcels such as copies of final briefs and the record on appeal be sent directly to the Court via the street address: **1220 Senate Street, Columbia, S.C. 29201**. Thank you for your attention. If you have any questions, please do not hesitate to contact this office.

Very truly yours,

V. Claire Allen, Deputy

CLERK