



# The South Carolina Court of Appeals

JENNY ABBOTT KITCHINGS  
CLERK

V. CLAIRE ALLEN  
CHIEF 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)

March 10, 2020

Mr. Lane Douglas Jefferies, Esquire  
32 Ann Street  
Charleston SC 29403

Mr. Eric Marc Poulin, Esquire  
32 Ann Street  
Charleston SC 29403

Mr. Roy T. Willey, IV, Esquire  
32 Ann Street  
Charleston SC 29403

Ms. Jasmine D. Wyman, Esquire  
PO Box 12519  
Columbia SC 29211

Mr. David Allen Anderson, Esquire  
PO Drawer 7788  
Columbia SC 29202

Mr. Michael B.T. Wilkes, Esquire  
127 Dunbar St., Ste. 200  
Spartanburg SC 29306

Ms. Myra V. Whitener, Esquire  
3511 Rivers Avenue  
PO Box 70306  
North Charleston SC 29415-0306

Mr. Drew Hamilton Butler, Esquire  
235 Magrath Darby Blvd.  
Suite 100  
Mount Pleasant SC 29464

Mr. John Horton Guerry, Esquire  
11 State St  
Charleston SC 29401

Mr. David J. Parrish, Esquire  
205 King Street, Suite 400  
Charleston SC 29401

Re: Michael Marceda v. Winchesters Oceanview  
Appellate Case No. 2019-001485

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.



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. Clare Allen, Deputy*  
CLERK