

**DSS** SOUTH CAROLINA  
DEPARTMENT of SOCIAL SERVICES

HENRY McMASTER, GOVERNOR  
MICHAEL LEACH, STATE DIRECTOR  
CHAD MITCHELL, ASSISTANT GENERAL COUNSEL



March 23, 2020

VIA EMAIL and U.S. MAIL

Honorable Jenny Abbott Kitchings  
Clerk, South Carolina Court of Appeals  
P.O. Box 11629  
Columbia, SC 29211

**RECEIVED**

MAR 25 2020

SC Court of Appeals

RE: Alonzo Jeter, III, Appellant, v. SCDSS, Respondent;  
Appellate Case No.: 2019-001835

Dear Ms. Kitchings:

I am requesting an extension to file the Initial Brief for Respondent and Designation of Matter. The Appellant's Initial Brief and Designation of Matter was due on or about March 21, 2020 by instructions from your office. Due to me being in an at-risk category for COVID-19, I started telecommuting on Wednesday, March 18, 2020. By Friday all non-essential staff was not allowed to work in-person at our state office. On Friday, our office has set up a protocol for our paralegals to rotate the duties of answering mail and mailing out documents. My documents to the Court of Appeals for this case are scheduled to be mailed on Tuesday, March 24, 2020.

Since I am telecommuting and a paralegal in our office will be printing and mailing out the documents for me, I have e-signed the documents.

My direct telephone number is 803-898-7617, which is forwarded to my home office. I by email at [chad.mitchell@dss.sc.gov](mailto:chad.mitchell@dss.sc.gov). By copy of this letter, I am notifying the Appellant of my request in this case.

Please do not hesitate to contact me if there are any questions or if further information is needed.

Sincerely,

A handwritten signature in cursive script that reads "Chad A. Mitchell". The signature is enclosed in a dashed rectangular box.

E-sign @3:00 p.m. on 3/23/2020

Chad A. Mitchell  
Attorney for Respondent

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DEPARTMENT OF SOCIAL SERVICES

SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES  
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