

THE STATE OF SOUTH CAROLINA  
IN THE COURT OF APPEALS

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APPEAL FROM ADMINISTRATIVE LAW COURT

The Honorable Ralph King Anderson, III, Administrative Law Judge

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Appellate Case No.: 2020-00849

Kristin Cosby

*Appellant,*

v.

South Carolina Criminal Justice Academy

*Respondent.*

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**Aug 19 2020**  
**SC Court of Appeals**

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**DESIGNATION OF MATTER  
TO BE INCLUDED IN THE RECORD ON APPEAL**

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The Appellant proposes the following be included in the record on appeal:

1. Notice of Appeal dated June 1, 2020
2. Order of Administrative Law Judge dated May 6, 2020
3. Notice of Assignment filed November 14, 2019
4. Notice of Appeal to Administrative Law Court and Proof of Service dated November 8, 2019
5. Final Agency Decision dated October 3, 2019
6. Response to Motion in Opposition to Hearing Officer's Findings and Recommendations dated August 18, 2019
7. Motion in Opposition to Hearing Officer's Recommendation dated August 8, 2019
8. Hearing Officer Recommendation dated July 25, 2019
9. Request for Contested Case Hearing dated January 28, 2018
10. Transcript of Contested Case Hearing dated May 15, 2019
11. Contested Case Hearing Exhibits
12. Transcript of Law Enforcement Training Council Meeting, September 16, 2019

13. Law Enforcement Training Council Meeting Minutes, September 16, 2019
14. Other Materials or Documents
  - a. Notice of Contested Case Hearing
  - b. Notice of Rescheduled Contested Case Hearing
  - c. Notice of Hearing Officer's Recommendation
  - d. Notice of September 16, 2019 LETC Meeting for the Final Agency Decision
  - e. Letter Sending Final Agency Decision dated October 11, 2019



Courtney C. Atkinson, SC Bar No. 71992  
Metcalf & Atkinson, LLC  
1395 South Church Street  
Greenville, SC 29601  
(864) 214-2319  
Attorney for Appellant

August 19, 2020  
Greenville, South Carolina

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**CERTIFICATION**

I hereby certify, pursuant to Rule 209(c), that the Designation of Matter to be included in the Record on Appeal contains no matter which is irrelevant to this appeal.

August 19, 2020

*Courtney C. Atkinson*

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**PROOF OF SERVICE**

The undersigned hereby certifies that on this 19<sup>th</sup> day of August 2020 she served counsel for the Respondent with a copy of Appellant's Designation of Matter to be Included in the Record on Appeal by mailing copies of the same by United States Mail with first class postage prepaid to the following address:

James M. Fennell  
5400 Broad River Road  
Columbia, SC 29212-3540

*Courtney C. Atkinson*

Courtney C. Atkinson, SC Bar No. 71992  
Metcalf & Atkinson, LLC  
1395 South Church Street  
Greenville, SC 29601  
(864) 214-2319  
Attorney for Appellant

# METCALFE & ATKINSON, LLC

ATTORNEYS AT LAW

August 19, 2020

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**VIA ELECTRONIC MAIL**

The Honorable V. Claire Allen  
Deputy Clerk, South Carolina Court of Appeals  
1220 Senate Street  
Columbia, SC 29201

**Re: Kristin Cosby vs. South Carolina Criminal Justice Academy  
2020-00849**

Dear Ms. Allen:

In response to your letter of August 18 2020, please find enclosed the Designation of Matters to be Included in Record on Appeal in the above-referenced case as well as the proof of service which reflects service of same upon opposing counsel.

Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,



Courtney C. Atkinson  
catkinson@malawfirmssc.com

CCA/awr

Enclosure

cc: James Fennell, Esq.