



The South Carolina Court of Appeals

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March 26, 2021

Alicia M. Ruffin
563 Duncan Station Drive
Duncan SC 29334

Re: Alicia Ruffin v. Builders Firstsource, Inc.
Appellate Case No. 2021-000318

Dear Ms. Ruffin:

This Court has received your notice of appeal, and the case has been assigned the appellate case number that appears above. Please use this number on all future correspondence relating to this matter.

All parties to this matter are advised that all filings must comply with the requirements of Rule 267 of the South Carolina Appellate Court Rules (SCACR). The SCACR are available online at www.sccourts.org/courtreg. Additionally, any filings submitted by counsel admitted in South Carolina must include counsel's bar number.

The attention of the parties is directed to the order relating to the inclusion of personal data identifiers and other sensitive information in documents filed with the Supreme Court of South Carolina and the South Carolina Court of Appeals. The order can be found at www.sccourts.org/courtOrders/displayOrder.cfm?orderNo=2014-04-15-02. Please note that the responsibility for insuring that information is redacted or sealed as required by this order rests with counsel and the parties. This office will *not* review filings for redaction or to determine if materials should be sealed.

If you have any questions, please do not hesitate to contact this office.

Very truly yours,

A handwritten signature in blue ink that reads "Catherine J. Fanning, deputy" in a cursive script. Below the signature, the word "CLERK" is printed in a bold, black, sans-serif font.

cc: James Keith Roberts, Esquire