



# The South Carolina Court of Appeals

JENNY ABBOTT KITCHINGS  
CLERK

V. CLAIRE ALLEN  
DEPUTY CLERK

POST OFFICE BOX 11629  
COLUMBIA, SOUTH CAROLINA 29211  
1015 SUMTER STREET  
COLUMBIA, SOUTH CAROLINA 29201  
TELEPHONE: (803) 734-1890  
FAX: (803) 734-1839  
[www.sccourts.org](http://www.sccourts.org)

April 17, 2013

Marshall Heath Collins, 322086  
Broad River Correctional Institution  
4460 Broad River Road  
Columbia SC 29210

Re: Marshall Collins v. Pickens County  
Appellate Case No. 2012-213048

Dear Counsel:

We have received correspondence showing that the transcript has been ordered from the court reporter. Please be advised that a non-attorney cannot represent you in this matter.

Therefore, within ten days, you are requested to provide a letter showing that you have ordered the transcript from the court reporter. The letter must be copied on all other parties to this appeal, as well as the South Carolina Office of Court Administration, pursuant to Rule 207, SCACR. The address for Court Administration is as follows:

South Carolina Office of Court Administration  
1015 Sumter Street, Suite 201  
Columbia, SC 29201

The Court cannot accept any filings from a non-attorney acting on your behalf as this would be aiding the unauthorized practice of law.

Very truly yours,

*V. Claire Allen, Deputy*

CLERK

cc: Amy Miller Snyder  
Barry L. Collins