

# The Supreme Court of South Carolina

Re: Formatting and Additional Copies in Appellate Matters  
Under Rule 267(f), SCACR

Appellate Case No. 2022-001647

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## ORDER

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**(a) Purpose.** Rule 267(f) of the South Carolina Appellate Court Rules (SCACR) provides that, unless otherwise ordered or requested by the Supreme Court or the Court of Appeals ("appellate courts"), a document filed with an appellate court need not be accompanied by additional copies.<sup>1</sup> However, the rule provides an appellate court may request additional copies of documents, and any requirements concerning formatting or the providing of additional copies by the parties may be specified in an order of the Supreme Court. This order implements this provision.

**(b) Paper and Electronic Filings; Covers.** If submitted in paper, the document shall be submitted unbound and unstapled. A document filed by an electronic method of filing, other than by facsimile, must be in Adobe Acrobat portable document format (.pdf). *Re: Methods of Electronic Filing and Service Under Rule 262 of the South Carolina Appellate Court Rules (As Amended April 30, 2024)*, S.C. Sup. Ct. Order dated April 30, 2024. Further, except in cases where additional copies are requested under (d) below, the covers of all briefs, whether submitted in paper or electronically, may be white.

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<sup>1</sup> Paragraph (f) was amended effective April 30, 2024, to reflect changes that have been made to other Appellate Court Rules to eliminate requirements that parties submit more than one copy of a document at the time of filing, unless otherwise ordered or requested by the appellate court.

**(c) Filing of the Appendix under Rule 242, SCACR.** In cases seeking review of a decision of the Court of Appeals, Rule 242(e), SCACR, requires the petitioner to file the Appendix with the Clerk of the Supreme Court. This requirement is suspended. Instead, the necessary documents to comprise the Appendix will be obtained by the Clerk of the Supreme Court from the electronic records of the case before the Court of Appeals.

**(d) Request for Additional Copies.** In the event the appellate court determines that additional copies are needed, they will be requested from the lawyer or party submitting the document(s). These additional copies must comply with any margin, binding, and cover color requirements specified by Rule 267, SCACR.

**(e) Prior Order Rescinded.** This order rescinds *Re: Reduced Number of Copies Required in Appellate Matters*, S.C. Sup. Ct. Order dated Aug. 25, 2021.

s/ Donald W. Beatty C.J.

s/ John W. Kittredge J.

s/ John Cannon Few J.

s/ George C. James, Jr. J.

s/ D. Garrison Hill J.

Columbia, South Carolina  
April 30, 2024