



GEORGIA DEPARTMENT OF CORRECTIONS

P.O. Box 1529
Forsyth, Georgia 31029

DATE _____

Jennifer Ammons, General Counsel
Georgia Department of Corrections
Office of Legal Services
P.O. Box 1529
Forsyth, Georgia 31029
Telephone – (478) 992-5240

RE: Lawsuit Received--Addressee Not at this Address

Dear Mrs. Ammons:

The enclosed lawsuit/legal material, _____ (**case number and name**), was received at _____ (**facility /office name**) on _____ (**date**) by regular/certified/inmate or probationer (**circle one**) mail.

The employee named in the suit is _____ (**name and former title at this facility/office**).

This individual is no longer employed at this facility/office and cannot be located after reasonable attempts have been made. Please take whatever action you deem necessary. The attached documents have been forwarded solely to the Legal Office.

Sincerely,

Title _____
Telephone No: _____

EQUAL OPPORTUNITY EMPLOYER