



**GEORGIA DEPARTMENT OF CORRECTIONS**

P.O. Box 1529  
Forsyth, Georgia 31029

**Homer Bryson**  
Commissioner

**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: \_\_\_\_\_

**RETENTION SCHEDULE:** Upon completion, a copy will be placed in the GDC Case Litigation File and a copy forwarded to the Attorney General's Office.