



STATE OF GEORGIA  
OFFICE OF THE GOVERNOR  
ATLANTA 30334-0090

Brian P. Kemp  
GOVERNOR

June 27, 2023

**TO:** State of Georgia Agency Heads  
**FROM:** Kristyn Long, Governor's Office Chief Operating Officer  
Wright Banks, Chief Deputy Attorney General  
**RE:** Designee(s) for Service of Process

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Senate Bill 74, passed by the General Assembly during the 2023 Legislative Session and signed into law on May 1, 2023, imposed new requirements upon state agencies regarding service of process. As amended, Code Section 50-21-35 provides in relevant part:

*(a) A chief executive officer of a state government entity shall provide a designee or designees for service of process for civil actions brought against the state under this article by publishing conspicuously on the homepage of the state government entity's website:*

*(1) The name and title of such designee or designees; and*

*(2) The office address of such designee or designees for service of process.*

...

*(c) A designee for service of process shall be present at the published office address no fewer than three days each Monday through Friday, excluding state observed holidays and other office closures, between the hours of 9:00 A.M. and 5:00 P.M. eastern standard time or eastern daylight time, whichever is applicable.*

The above provisions apply to causes of action occurring on or after July 1, 2023. Please ensure they are implemented accordingly. Please also review the entirety of Code Section 50-21-35 for agency compliance. Should you have any questions regarding your agency's obligations under this law, please consult the Attorney General's Office.