

**Georgia Department of Public Safety
Policy Manual Exhibit**

EXHIBIT NOTIFICATION TO ATTORNEY GENERAL	POLICY NUMBER 8.03-1
REFERENCE 8.03 – LEGAL PROCEEDINGS AND REPRESENTATION	REVISED DATE 6/29/2018
	POLICY REVIEWED 6/29/2018

Request for Representation

Date: _____

Director of Legal Services
Department of Public Safety
Post Office Box 1456
Atlanta, Georgia 30371

Dear Director of Legal Services

I hereby request that you ask the Attorney General to represent me in the attached legal matters.

My Name: _____

Business Address: _____

Telephone Number: _____

Title and Work Unit: _____

Attached are all original documents received by me (including the envelope if received by mail).

I received these legal documents (check one):

By Mail _____ By Personal Delivery _____

Received by (name) _____ (title/relationship) _____ at (location) _____

Date Received: _____

This litigation arose out of the performance of my official duties as an employee of the State Department of Public Safety.

I understand that the Attorney General will furnish me his services as legal counsel on terms and conditions which will be specified by his office.

I understand that my request for representation will be confirmed by your office and that I will be contacted by the office of the Attorney General confirming whether the request has been accepted. I understand that in order to receive representation, I am under a duty to cooperate fully with my legal representative from the Attorney General's office and investigator(s) employed by either the Attorney General's Office or the Department of Administrative Services. I make this request with the understanding that the Attorney General is authorized to use and disclose to you any information gathered during the course of these legal proceedings; including information which I disclose to my representative in the course of the representation.

Signature of Requesting Employee