

Policy: 3A-4- Commissioner Policy - Legal Actions Against the Department - Service of Process

Section: Legal

Office/Department: DD Admin/General Counsel

Reports To: Department of Transportation

Contact: [Department Phone Number]

I. **Lawsuits and Legal Papers**

Pursuant to O.C.G.A. §32-2-5, service for All actions brought against the Georgia Department of Transportation shall be served upon the Commissioner either: (1) personally; or (2) by leaving a copy in the Office of the Commissioner, One Georgia Center, 600 West Peachtree Street, N.W., 23rd Floor, Atlanta, Georgia 30308.

The Commissioner has delegated the authority to accept service of process only to any GDOT attorney. No other individual may accept service on behalf of the Department.

For service of process, the process server should go to the Customer Service Center located on the lobby level of One Georgia Center. The Customer Services Representative will coordinate with the Office of Legal Services or the Commissioner for availability to accept service.

II. **Garnishments**

A summons of garnishment must be filed in the county of the office authorized to issue checks for salaries or in the county of the Chief Administrative Office of the agency as required by O.C.G.A. § 18-4-21. Therefore, all garnishments must be served on the GDOT Treasurer. See [Policy 7153-10, Receiving Garnishments](#), for more information.

NOTE: It is essential that proper attention to the above be handled in a timely manner. If there is any question regarding the service of a legal document, the recipient should contact the Office of Legal Services.

This policy should be made known to all employees.

References:

History:

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