

**After January 31, 2023, this policy will no longer be in effect, and service by email will not be permitted without specific, prior authorization.**



## **CLOSED TO** **OUTSIDE VISITORS**



The Office of the Attorney General is closed to outside visitors.

During this time, service of process may be made upon the State of Tennessee or any agency thereof by mail sent to the Attorney General in accordance with Rule 4.04(10) of The Tennessee Rules of Civil Procedure at the following address:

Office of the Attorney General and Reporter  
P.O. Box 20207  
Nashville, TN 37202-0207

Alternatively, as a result of these extraordinary circumstances, the Attorney General will waive personal service required by Rule 4.04(6) of the Tennessee Rules of Civil Procedure if the following conditions are met:

- (1) Service must be made by emailing the summons and complaint in Adobe PDF format to this email address [tnattygen@ag.tn.gov](mailto:tnattygen@ag.tn.gov)
- (2) The subject line of the email must include language that clearly alerts the Attorney General that a complaint has been filed.
- (3) The email must attach a cover letter stating the caption of the action, the trial court file number, a list of all attached documents, the date of transmission, and the sender's name, address, telephone number and email address.

Acknowledgement of receipt of the summons and complaint will be returned in PDF format to the email address provided by the sender.

This temporary measure is also intended to apply to service under Rule 4(j)(2) of the Federal Rules of Civil Procedure.

The Attorney General reserves the right not to waive service in the event the electronic transmission is incomplete in any way, and, in any event, to request the physical summons and complaint.

**If you have questions, please call 615-741-3491 or email [tnattygen@ag.tn.gov](mailto:tnattygen@ag.tn.gov)**