



**PROCESS SERVICES INC.**

The Premier Florida Process Service

**Special Note**

\* Never place the Personal Name of the officer holding the position, only put their title such as director or secretary, on any paper unless they are being sued individually. This applies to all State Agencies. Positions change and some offices can be difficult if they have the opportunity to be.

**Florida Secretary of State, General Counsel**

**Secretary of State**

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By Serving: The General Counsel

Hopefully this will help you in filling out your service of process, preventing delays, numerous phone calls and having to re-do your paperwork!