

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF GEORGIA  
SAVANNAH DIVISION

FILED  
U.S. DISTRICT COURT  
SAVANNAH DIV.

2015 DEC -3 PM 4:19

CLERK *B. Wey*  
SO. DIST. OF GA.

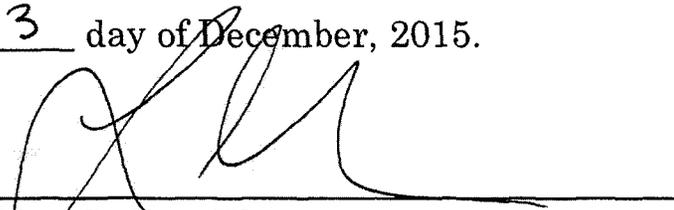
GENERAL ORDER

**MC 415 - 022**

Pursuant to a Memorandum of Understanding between this Court and the Attorney General of State of Georgia, effective December 1, 2015, the Georgia Attorney General has agreed to accept electronic service of petitions for writs of habeas corpus filed by state prisoners under 28 U.S.C. § 2254. Notice and service of such petitions will be made to the email addresses designated by the Attorney General under the Court's Electronic Case Filing System (CM/ECF).

The Attorney General will initially be listed as a "Notice Only Party" pending the Court's preliminary review of the petition under Rules 4 and 5 of the Rules Governing Section 2254 Petitions. Service of the petition will be accepted upon the entry of an order directing a response by the Attorney General. A copy of the Memorandum of Understanding is attached to this General Order.

SO ORDERED, this 3 day of December, 2015.

  
\_\_\_\_\_  
Lisa Godbey Wood  
Chief Judge, Southern District of Georgia

**MEMORANDUM OF UNDERSTANDING  
ON ACCEPTANCE OF SERVICE VIA THE COURT'S CM/ECF SYSTEM  
IN WRITS OF HABEAS CORPUS PURSUANT TO 28 U.S.C. § 2254**

To facilitate and assure timely service of process, and to provide adequate time to answer *habeas corpus* petitions under 28 U.S.C. § 2254, the United States District Court for the Southern District of Georgia and the Attorney General of the State of Georgia agree to the procedures set forth below. This agreement addresses cases in which the United States District Judge or Magistrate Judge determines that service documents are to issue, regardless of whether the filing fee has been paid. These procedures shall take effect for any case filed after December 1, 2015, and remain in effect until terminated by the Attorney General's Office or the Court.

At case opening, the case manager will add the Attorney General's Office of the State of Georgia as a "Notice Only Party" to the Court's Case Management and Electronic Case Filing System (CM/ECF). The Attorney General's Office will thereby receive electronic notice of all case filings and activity, including the case initiating documents, to any e-mail accounts specified by that office in their "Notice Only" designation. If the Attorney General ultimately enters an appearance on behalf of one or more respondents in the case, the "Notice Only Party" will be terminated and the attorney entering an appearance will be designated as the counsel to whom further notice is sent.

Pursuant to the Rules 4 and 5 Governing § 2254 Cases, following preliminary review by the Court, the respondent is required to answer or otherwise respond to the petition only if ordered to do so by the Court. In its order, the Court will fix the time by which response must be made, normally allowing 60 days. The Attorney General agrees that entry of the order to respond on the docket by the Clerk complies with the requirement of service of the petition on the respondent, the Attorney General, or other appropriate officer and that service is accepted once the order is entered.

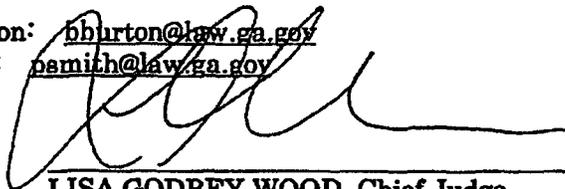
The following are the initial email addresses designated by the Attorney General's office:

Beth Burton: [bburton@law.ga.gov](mailto:bburton@law.ga.gov)  
Paula Smith: [pamith@law.ga.gov](mailto:pamith@law.ga.gov)



**BETH A. BURTON**  
Office of the Attorney General  
State of Georgia

Date: 11/25/15



**LISA GODBEY WOOD, Chief Judge**  
United States District Court  
Southern District of Georgia

Date: November 16, 2015