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**STATE PROPERTIES COMMISSION**

**REQUEST TO EMPLOY OUTSIDE PRIVATE COUNSEL (SAAG HIRE)**

To: The Attorney General Through: Executive Director

 Department of Law State Properties Commission

Attn: Wright Banks

 Commercial Transactions and Litigation Division

 Real Property, Construction, Transportation and Authorities Section

Re:       Brief description of matter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this an Early SAAG HIRE REQUEST? [ ]  Yes [ ]  No Attach previous Early SAAG Request if not new

Pursuant to O.C.G.A. § 45-15-4, this requests the Attorney General to select and employ private counsel (Special Assistant Attorney General, “SAAG”) to assist the Law Department in the matter described above. I understand that the request obligates my organization to reimburse the Department of Law promptly for the fees and expenses to be incurred. Please send reimbursement requests directly to:

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that when the attorney is hired, I will receive a copy of the retention letter. It will describe assigned duties, fee terms, billing instructions, and the Law Department lead. I further understand that after review by the Law Department of the bills for fees and expenses by the assigned attorney, the Law Department will ordinarily make payment to the attorney and seek prompt reimbursement by the agency.

This \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (month), \_\_\_\_\_ (year).

(signature)

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Law Dept. File No. \_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_-02RCA-\_\_\_\_\_\_\_\_-9\_\_\_ (\_\_\_\_\_\_\_)

*To be supplied by Law Department*

SPC File No. \_\_\_\_\_\_\_\_\_\_\_ (*To be supplied by SPC if not known by agency.*)