



# 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.

## Serving Board of Regents of The State of Florida, General Counsel

Board of Regents of The State of Florida  
325 W. Gaines Street #1454  
Tallahassee, Florida 32399

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!