

Christian Congregation of Jehovah's Witnesses



2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

June 11, 2012

TO ALL BODIES OF ELDERS

Re: Submitting *Please Follow Up* requests on jw.org

Dear Brothers:

We are pleased to announce a new feature that is now available on the jw.org Web site that allows you to electronically submit *Please Follow Up* (S-43) requests to the branch office. If jw.org is used to submit such a request, there is no need to submit the paper copy of the *Please Follow Up* form to the branch office.

This new feature will be available to elders who have been assigned the Enter Reports and Profile role and can be accessed by clicking on "Follow Up" under the "Enter Reports" heading on the "Congregation" tab. It will also be available to field instructors and their wives, field missionaries, special pioneers, temporary special pioneers, and traveling overseers and their wives.

If the congregation secretary knows which congregation or group should follow up on the interest (for instance, a nearby foreign-language congregation), he should forward paper *Please Follow Up* forms directly to the appropriate congregation or group. However, if he does not know which congregation or group should receive the form or does not have the mailing address, he should submit the *Please Follow Up* request using jw.org. If this is not possible, he should send the paper form to the branch office.

Please Follow Up requests received at the branch office will be forwarded to your congregation by means of the *Please Arrange for a Qualified Publisher to Call on This Person* (S-70) form. It may include a note that the request was received from the Internet, not from a publisher. This indicates that the request was submitted by an interested person using the Web site's Bible study request form. Since the identity of persons submitting Internet requests is unconfirmed, please remind the mature publishers or pioneers following up on such requests to exercise appropriate caution.

We trust that this new feature will prove helpful. Please accept an expression of our warm love and greetings.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

cc: Field instructors
Field missionaries
Special pioneers
Temporary special pioneers
Traveling overseers

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PS to field instructors, field missionaries, special pioneers, temporary special pioneers, and traveling overseers:

To access the aforementioned feature, click “Follow Up” under the “Enter Reports” heading on the “Member” or “Traveling Overseer” tab. Please note that this feature should be used to report interested persons that you personally find in the ministry. Congregation publishers should hand in paper *Please Follow Up* forms to the congregation secretary for handling.

If the interested person is in the territory of a nearby congregation, it is best to fill out a paper *Please Follow Up* form and give it to the congregation secretary for forwarding to the appropriate congregation. However, if the person lives further away or it is not certain which congregation should follow up on the interest, you can submit the *Please Follow Up* request online.