

Christian Congregation of Jehovah's Witnesses



Hse. No. J348/4 - Tema Beach Road - Nungua, Accra
P. O. Box GP 760, Accra, Ghana Tel. No.: (030) 2712456-8; 7010110 Fax: (030) 2712454

December 13, 2012

TO ALL BODIES OF ELDERS

Re: Judicial Correspondence and Branch Office Postal Address

Dear Brothers:

In recent times, an increasing amount of judicial correspondence has arrived at the branch office in envelopes other than the special blue envelopes. You will recall that our letter to all elders dated September 25, 2008, offered directions on how to handle *Notification of Disfellowshipping and Disassociation (S-77)* forms. We wish to remind all bodies of elders to review that letter and carefully apply the suggestions therein.

That letter stated: "Since it is the congregation secretary who keeps the blue envelopes on the congregation confidential file, he should ensure that the congregation has a reasonable amount of such envelopes at all times. . . . To ensure that you have sufficient blue envelopes, we will do the following: (1) each time we process a disfellowshipping report, we will replenish the exact quantity of the S-77 forms and the blue envelopes you used in sending the judicial report. (2) Whenever you send a reinstatement to us, we will replace the envelope you used. (3) Whenever we return a disfellowshipping correspondence for correction, we will enclose a blue envelope for your use."

We believe that the above measures should meet your needs. In the rare circumstance that you have no special blue envelopes and there are none available in nearby congregations, **please mark "ATTENTION: SERVICE DESK" on the envelope containing your judicial correspondence.**

In addition, kindly note that the *postal address* of the branch office is not 'P. O. Box GP 760, Nungua-Accra' but 'P. O. Box GP 760, Accra.' Our post box is in the general post office in central Accra. Hence, when Nungua is written before Accra as 'Nungua-Accra,' your letters will be delivered to another post box in Nungua. This means we will not receive your correspondence. Therefore, take note that the correct postal address is '*P. O. Box GP 760, Accra.*'

We appreciate very much your cooperation in these matters. Please accept our warm Christian love and best wishes.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

PS to all service committees: Since most of the correspondence to the branch office is handled by the service committee, we will appreciate that you take keen interest in handling these matters. In addition, make a brief announcement to the congregation about the correct postal address to use if it becomes necessary for any publisher to write to branch office.