

# Memorandum



Subject

Designation of Civil Process Clerks  
For Service of Process

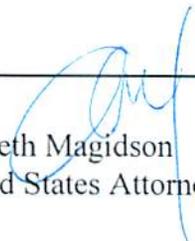
Date

December 21, 2015

To:

Clerk of Court  
U.S. District Court  
Southern District of Texas

From:

  
Kenneth Magidson  
United States Attorney

Please be advised that pursuant to Rule 4(i)(1)(A) of the Federal Rules of Civil Procedure the following persons are designated as Civil Process Clerks for service of process for this office. All of the designated employees are located at 1000 Louisiana, Suite 2300, Houston, Texas 77002. All process servers must check in at Suite 2300.

Legal Assistants:

Pam Anderson	713-567-9398 (Primary)
Cheryl Carey	713-567-9526
Mauria Howard	713-567-9671

The back-ups for service of process, if none of the above are available are:

Paralegal Specialists:

Ray Babauta	713-567-9667
Judith Cardona	713-567-9369
Jay Jones	713-567-9168
Iris Tang	713-567-9341

Deputy Chief, Civil Division:

Daniel David Hu	713-567-9518
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cc: United States Marshal  
U.S. District Clerk's Office  
Houston Division  
Brownsville Division  
Corpus Christi Division  
Galveston Division  
Laredo Division  
McAllen Division  
Victoria Division