

# Memorandum



Subject

Designation of Civil Process Clerks  
For Service of Process

Date

January 16, 2024

To:

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

From:

Alamdar S. Hamdani  
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. The designated employees are located at 1000 Louisiana, Suite 2300, Houston, Texas 77002. All process servers must check in at Suite 2300.

Legal Assistants:

Isabel Hinojosa	713-567-9398
Katlyn Lloyd	713-567-9414
Cheryl Carey	713-567-9526

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

Paralegal Specialists:

Ray Babauta	713-567-9667
Iris Tang	713-567-9341

Legal Support Manager:

Rhoma Romero	713-567-9624
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Deputy Chief, Civil Division:

Jill Venezia	713-567-9511
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Deputy Chief, Civil Division:

Jimmy Rodriguez	713-567-9766
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Chief, Civil Division:

Daniel Hu	713-567-9518
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cc: United States Marshal

U.S. District Clerk's Office

Houston Division	Laredo Division
Brownsville Division	McAllen Division
Corpus Christi Division	Victoria Division
Galveston Division	