

Memorandum



Subject Designation of Civil Process Clerks For Service of Process	Date July 13, 2026
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To:

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

From:

A handwritten signature in black ink, appearing to read "A. Reitz", is written over the "From:" label.

AARON F. REITZ
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:

Nga Cinnamon Merritt	713-567-9398
Cheryl Carey	713-567-9526

The backups for service of process, if none of the above are available, are:

Paralegal Specialists:

Andrea Henckel	713-567-9481
Juan Mata	713-567-9667
Nicole Robbins	713-567-9763

Legal Support Manager:

Iris Tang	713-567-9441
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Deputy Chief, Civil Division:

Christina Cullom	713-567-9962
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Acting Chief, Civil Division:

Jill Venezia	713-567-9511
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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	