

Memorandum



Subject

Designation of Civil Process Clerks
For Service of Process

Date

December 14, 2022

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. 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:

Jeanne Thode 713-567-9398
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

Deputy Chief, Civil Division:

Andrew Bobb 713-567-9766

Deputy Chief, Civil Division:

Jimmy Rodriguez 713-567-9766

Chief, Civil Division:

Daniel Hu 713-567-9518

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