

# Memorandum



Subject

Designation of Civil Process Clerks  
For Service of Process

Date

March 27, 2026

To:

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

From:

John G.E. Marck  
Acting United States Attorney

A handwritten signature in black ink, appearing to read "JGM", enclosed in a hand-drawn oval.

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  
Andrea Henckel 713-567-9481  
Cheryl Carey 713-567-9526

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

Paralegal Specialists:

Olive Gatling 713-567-9473  
Nicole Robbins 713-567-9763

Legal Support Manager:

Iris Tang 713-567-9441

Deputy Chiefs, Civil Division:

Jimmy Rodriguez 713-567-9766  
Jill Venezia 713-567-9511

Chief, Civil Division:

Daniel Hu 713-567-9518

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