

Memorandum



Subject

Designation of Civil Process Clerks
For Service of Process

Date

January 24, 2025

To:

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

From:

Jennifer B. Lowery
Acting 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:

Andrea Henckel	713-567-9481
Isabell Hinojosa	713-567-9398
Cheryl Carey	713-567-9526

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

Paralegal Specialists:

Ray Babauta	713-567-9667
Olive Gatling	713-567-9473
Nicole Robbins	713-567-9763
Iris Tang	713-567-9441

Deputy, Supervisory Legal Support Manager:

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

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

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	