



THE UNITED STATES ATTORNEY'S OFFICE *for the*
NORTHERN DISTRICT *of* TEXAS

NANCY LARSON, *ACTING UNITED STATES ATTORNEY*

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Karen Mitchell
Clerk of Court
United States District Court for the
Northern District of Texas
1100 Commerce Street, Room 1452
Dallas, Texas 75242

FILED
September 10, 2025
KAREN MITCHELL
CLERK, U.S. DISTRICT
COURT

Re: The United States Attorney's Amended Civil Service of Process Designation

To the Clerk of Court for the Northern District of Texas and to whom it may concern:

Under Federal Rule of Civil Procedure 4(i)(1)(A)(i), I designate all Assistant United States Attorneys for the Northern District of Texas to accept service of process for the United States Attorney for the Northern District of Texas.

In addition, I designate *only* the following clerical employees as agents to accept delivery of service of process for the United States Attorney for the Northern District of Texas. Please note that the following agents are all located at 1100 Commerce St., Third Floor, Dallas, Texas 75242-1699.

- Daryl Caldwell,
- Jessica Gonzalez,
- Crystal Hopper,
- Stacy London-Doucet, and
- Lisa Slimak.

Accordingly, parties are authorized to effect civil service on the United States Attorney for the Northern District of Texas by delivering a copy of the summons and complaint upon any Assistant United States attorney *or* any of the specially designated clerical employees noted above.

Under Federal Rule of Civil Procedure 4(i)(1)(A)(ii), I further designate Crystal Hopper as the "Civil-Process Clerk" to whom mailings of a summons and complaint by registered or certified mail to the United States Attorney are to be sent. Registered or certified mail service on the United States under Rule 4(i)(1)(A)(ii) should be sent to the above-mentioned Civil-Process Clerk and addressed as follows:

Crystal Hopper, Civil-Process Clerk
U.S. Attorney's Office for the Northern District of Texas
1100 Commerce St., Third Floor
Dallas, TX 75242-1699

In the event that service under Federal Rule of Civil Procedure 4(i)(1)(A) needs to be made on the United States for applications for temporary restraining orders, motions for preliminary injunctions, or orders to show cause, the following clerical employees are designated as additional persons upon whom personal delivery may be made in each respective Division *for those limited purposes only*:

| <u>Fort Worth</u> | <u>Lubbock</u> | <u>Amarillo</u> | <u>Abilene</u> |
|---|---|--|--|
| 801 Cherry St., Suite 1700 Fort Worth, TX 76102-6882 | 1205 Texas Ave., Suite 700 Lubbock, TX 79401-40024 | 500 South Taylor Street, Suite 300 Amarillo, TX 79101-2446 | 500 Chestnut Street, Suite 601 Abilene, TX 79602 |
| Brooke Lewis | Victoria Chavez | Cynthia Hendren | Andrea Taylor |
| Eric Liles | Annie Kuentler | Ashley Richerson | |
| Ginger Sanchez | Sandra Rodriguez | Matilda Russell | |
| Carin Watson | Matilda Russell | | |

All previously issued designations are hereby rescinded.

Any questions regarding this Civil Service of Process Designation may be addressed to the Civil Chief for the Northern District of Texas: (214) 659-8600.



NANCY E. LARSON
ACTING UNITED STATES
ATTORNEY

Dated: September 9, 2025