

**ATTENTION: PROCESS SERVERS**

**The COVID-19 virus has been declared a pandemic by the World Health Organization. Moreover, the President of the United States has declared a national emergency due to the virus, and the District of Columbia, the Commonwealth of Virginia, and the State of Maryland have also declared public health emergencies in response thereto. Given these emergency conditions and the need for WMATA staff to support urgent safety and mission critical operational issues, the receipt and processing of subpoenas and other notices may experience significant delays until further notice. Accordingly, there may be delays in receiving and responding to messages.**

FOR YOUR INFORMATION, THE PERSONS LISTED ARE AUTHORIZED TO ACCEPT SERVICE OF SUBPOENAS UPON WMATA. NO PERSONS OTHER THAN THOSE LISTED ARE AUTHORIZED TO ACCEPT SERVICE. **DO NOT LEAVE SUBPOENAS WITH PERSONNEL LOCATED IN THE LOBBY.**

**Custodians are located at multiple locations throughout the region, please contact them directly for their specific locale.**

<b>Record Requested</b>	<b>Custodian</b>	<b>Telephone Number</b>
Bus	Vicki Davis	(202) 962-6471
Payroll	Karon Ward Carmen Stephenson (back-up)	(202) 962-1656 (202) 962-1680
Police Policy	Daniel Alvarez Brandon Cox (back-up)	(202) 962-9862 (202) 380-6481
Police Reports	Archie Pollard  Amanda Redmiles	(703) 667-2663 (o) (202) 657-9455 (c) (202) 380-6481
Human Capital	Nicole Henry	(202) 962-2342
Employee Benefits	Arnetta Young	(202) 962-2266
Rail	Elizabeth DeLoach	(202) 962-1311
SmarTrip® Records	John S. (“Steve”) Kelso	(202) 962-2078
Elevator/Escalator	Mitchell Nici	(301) 618-1357(o) (202) 997-4255(c)
MTPD Digital Video	Wanda Robinson	(202) 962-9862
Medical	Kimberly Gillespie (primary) Dr. Amy Espy-Smith (backup)	(202) 636-7178  (202) 636-7153
MetroAccess	Tonda Savoy-Middleton (primary) Terry Prevost (backup)	(301) 276-8229 (o) (202) 809-5258 (c) (301) 562-4967 (o) (202) 380-7326(c)

**If you are unsure of who to serve, or for service of summonses and complaints, please contact Jeanette Richmond at (202) 962-1012 or call (202) 962-1013.**

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