

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 recently 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. Please be advised that WMATA has instituted Phase 3 of its Pandemic Flu Plan, which, among other things, mandates telework for employees capable of telework. Accordingly, there may be delays in receiving and responding to messages.

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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 at Jackson Graham Building, 600 5th St., NW, Washington, DC, 20001

Record Requested	Custodian	Telephone Number
Bus	Vicki Davis	(202) 962-6471
Payroll	LaJuan Allen Carmen Stephenson	(202) 962-1661 (202) 962-1680
Police Records	Dana Johnson Beau Perrizo (back-up)	(202) 962-2116 (202) 962-2323
Human Resources	Antonio Wise Theresa Speed (back-up)	(202) 962-1746 (202) 962-1850
Employee Benefits	Michael Duncan	(202) 962-1298
Rail	Michael T. Willis	(202) 962-5294
SmarTrip® Records	John S. ("Steve") Kelso	(202) 962-2078

Custodians at Carmen Turner Building, 3500 Pennsy Drive, Hyattsville, MD 20785

Record Requested	Custodian	Telephone Number
Elevator/Escalator	Mitchell Nici	(301) 618-1357
MTPD Digital Video Evidence Unit (DVEU)	Ndanaan Jallow	(202) 962-1435

Custodians located at 616 H St. NW, Washington, DC 20001

Record Requested	Custodian	Telephone Number
Medical	Kimberly Gillespie (primary) Rosaline Myers (back-up) Dr. Amy Espy-Smith	(202) 636-7178 (202) 617-3404 (202) 636-7153

Custodians located at 6505 Belcrest Road, Hyattsville, MD 20782

Record Requested	Custodian	Telephone Number
MetroAccess	Terrian Williams-Hall	(301) 562-4749 (o) (202) 805-3668 (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 Susan Serrian at (202) 962-2525.

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