

**ATTENTION: PROCESS SERVERS**

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.

**Please be advised that, in accordance with any applicable law, WMATA does not accept subpoenas served via electronic means without prior written approval from the relevant custodian of records.**

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

Record Requested	Custodian	Telephone Number
Bus	Stacey Spencer	(301) 955-2463
Payroll	Jesleen Revelo DeOncya Lucas Karon Ward	(703)-667-1864 (240) 435-5615 (202) 236-0009
Police Policy	Daniel Alvarez Robert Brewer	(202) 962-9862 (301) 955-7294
Police Reports	Archie Pollard  Deanna Renner	(703) 667-2663 (o) (202) 657-9455 (c)  (703) 667-2663
Human Capital	Nichole Henry Millicent Dunbar Andrea Holtz	(202) 962-2342 (202) 962-2342 (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	Dr. Amy Espy-Smith	(202) 636-7153
Metro Access	Kayla Warren  Terry Prevost	(202) 631-1185  (301) 562-4967 (o) (202) 380-7326(c)

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