

**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.**

Record Requested	Custodian	Telephone Number	Address
Bus	Vicki Davis	(202) 962-6471	Jackson Graham Building 600 5th St., NW Washington, DC, 20001
Payroll	Karon Ward	(202) 962-1656	Jackson Graham Building 600 5th St., NW Washington, DC, 20001
	Carmen Stephenson (back-up)	(202) 962-1680	
Police Policy	Dana Johnson	(202) 962-2116	Jackson Graham Building 600 5th St., NW Washington, DC, 20001
	Brandon Cox (back-up)	(202) 380-6481	
Police Reports	Archie Pollard	(703) 667-2663 (o) (202) 657-9455 (c)	MTPD District II 6650 Metro Access Rd Springfield, VA 22150 MTPD Security Operations Control Center (SOCC) 3421 Pennsy Drive Landover, MD 20785
	Amanda Redmiles	(202) 380-6481	
Human Capital	Derrick Eugene	(202) 962-1881	10201 Good Luck Road Glendale MD 20761 Jackson Graham Building 600 5th St., NW Washington, DC, 20001
	Theresa Speed (back-up)	(202) 962-1850	
Employee Benefits	Arnetta Young	(202) 962-2266	Jackson Graham Building 600 5th St., NW Washington, DC, 20001
Rail	Elizabeth DeLoach	(202) 962-1311	Jackson Graham Building 600 5th St., NW Washington, DC, 20001
SmarTrip® Records	John S. ("Steve") Kelso	(202) 962-2078	Jackson Graham Building 600 5th St., NW Washington, DC, 20001
Elevator/Escalator	Mitchell Nici	(301) 618-1357(o) (202) 997-4255(c)	Carmen Turner Building 3500 Pennsy Drive Hyattsville, MD 20785
MTPD Digital Video	Wanda Robinson	(202) 962-9862	MTPD SOCC 3421 Pennsy Drive

Record Requested	Custodian	Telephone Number	Address
			Landover Md 20785
Medical	Kimberly Gillespie (primary)  Dr. Amy Espy-Smith (backup)	(202) 636-7178  (202) 636-7153	Jackson Graham Building 600 5th St., NW Washington, DC, 20001 300 7 <sup>th</sup> Street, SW Washington, DC 20024 (as of 4/18/22)
MetroAccess	Tonda Savoy-Middleton (primary) Terry Prevost (backup)	(301) 276-8229 (o) (202) 809-5258 (c) (301) 562-4967 (o) (202) 380-7326(c)	Prince George's Plaza 6505 Belcrest Road Hyattsville, MD 20782

**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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