



NORMA L. FAVELA
DISTRICT CLERK

COUNTY COURTHOUSE
500 E. SAN ANTONIO ST. SUITE 103 • EL PASO, TEXAS 79901
PH (915) 546-2021 • FAX (915) 546-8139
epcounty.com/districtclerk

August 8, 2011

To All Process Servers in El Paso County:

In addition to any of the deputized personnel at the customer service counter, the following individuals are entitled to receive and sign for subpoenas on my behalf as they relate to my official capacity as custodian of records and/or as a witness as to the keeping of records within the office of the El Paso County District Clerk.

Sylvia Pacheco, Chief Deputy
Marc Medina, Administrative/Support Manager
Laura Yeager, Office Manager
Stephanie Damian, Assistant Supervisor
Bernadette Chavez-Medrano, Executive Assistant

The above-named individuals, as well as the deputized clerks at the customer service counter, are deputy district clerks pursuant to Texas Government Code section 51.309 and can execute my official duties to the extent authorized by law.

In the event that I am unavailable upon service of any subpoena in which I am named as a party or as a witness in a matter not involving my official capacity as District Clerk, please ask for one of the above-named individuals and they will make every effort to contact me and have me return to the office to accept service.

Your cooperation and consideration is greatly appreciated.

Sincerely,

NORMA L. FAVELA
District Clerk