



NORMA FAVELA BARCELEAU
DISTRICT CLERK

COUNTY COURTHOUSE
500 E. SAN ANTONIO ST. SUITE 103 • EL PASO, TEXAS 79901
PH (915) 546-2029 • FAX (915) 546-8139
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April 4, 2014

To All Process Servers/Law Enforcement Agencies:

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 Duarte, Chief Deputy
Bernadette Medrano, Administrative/Support Manager
Stephanie Damian, Office Manager
Laura Yeager, Office Manager
Dalia Amezcaga, Supervisor
Melissa Licerio, Supervisor
Araceli Sanchez, Supervisor
Maria Camargo, Executive Secretary

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

A handwritten signature in blue ink, appearing to read "Norma Favela Barceleau".

Norma Favela Barceleau
District Clerk

Original Directive issued on August 8, 2011; Updated as of July 5, 2017