



U.S. Department of Justice

*United States Attorney
Central District of Illinois
Headquarters Office*

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February 7, 2024

From: Gregory K. Harris
United States Attorney for
the Central District of Illinois

To: The Clerk for the United States District Court for the Central District of Illinois

The Office of the United States Attorney for the Central District of Illinois, demands service of process in strict compliance with all applicable laws, rules, regulations and requirements, governing such service on the United States Attorney, the Attorney General of the United States, the Office of the United States Attorney, and on the United States of America, including its agencies, corporations, officers or employees.

The Third Revised Designation by the United States Attorney for the Central District of Illinois of the Persons in said Office for this District Who Are Authorized to Accept Service of Process for the United States of America in Compliance With Rule 4(i)(1)(A)(i) and Rule 4(i)(1)(A)(ii) of the Federal Rules of Civil Procedure

Acceptance of Personal Service of Process

As the United States Attorney for the Central District of Illinois, and in compliance with Rule 4(i)(1)(A)(i) of the Federal Rules of Civil Procedure, I hereby file in the Offices of the United States District Clerk for the Central District of Illinois, in Springfield, Peoria, Urbana, and Rock Island, Illinois, this written Third Revised Designation, stating that the following persons who are either Assistant United States Attorneys or clerical employees are hereby designated in writing to accept on behalf of the United States Attorney for the Central District of Illinois, and on behalf of the Office of the United States Attorney for the Central District of Illinois, District-wide personal service of summonses and complaints.

In addition to myself, I hereby designate in this writing, these following Assistant United States Attorneys, title holders, paralegals and administrative support staff who are in the Springfield, Illinois Office of the United States Attorney for the Central District of Illinois, at 318 South Sixth Street, Springfield, Illinois 62701-1806, at the time of receiving this personal service of process, i.e.:

The First Assistant United States Attorney, who currently is Gregory Gilmore, and every Assistant United States Attorney for the Central District of Illinois, (except our Financial Program Litigation attorney, who currently is Hinal Patel), who is then physically present, within the Springfield Office of the United States Attorney for the Central District of Illinois, at 318 South Sixth Street, Springfield, Illinois 62701-1806, when this personal service of process is made in compliance with this Third Revised Designation.

Furthermore, for this same reason, and in compliance with Rule 4(i)(1)(A)(i) of the Federal Rules of Civil Procedure, I hereby designate in writing the following persons, whose titles are described and named hereinbelow, to also serve as “clerical employees” in this same Springfield, Illinois Office of the United States Attorney for the Central District of Illinois, who are hereby authorized and designated to also accept this same personal service of process on behalf of the United States of America:

The Secretary to the United States Attorney, who currently is Stephanie Lunsford, including any person who is acting as the Secretary to the United States Attorney, at the time of said personal service of process;

The Administrative Officer for the Central District of Illinois, who currently is Carol Price, including any person who is acting as the Administrative Officer for this District, at the time of said personal service of process;

The Administrative Services Specialist and the Contracting Officer for the Central District of Illinois, who currently is Michelle Hammon, including any person who is acting as the Administrative Service Specialist and/or Contracting Officer, for this District, at the time of said personal service of process;

All paralegals in the Civil Division’s Springfield, Illinois Office of the United States Attorney for the Central District of Illinois, who are not in its Financial Litigation Program; and

All administrative assistants for the Civil Division, in the Office of the United States Attorney, in Springfield, Illinois, who currently is limited to Kathleen Benner.

Currently, each one of these persons may be personally served with process in the Office of the United States Attorney for the Central District of Illinois, at 318 South 6th Street, Springfield, Illinois 62701-1806. The telephone number for this Office is 217/492-4450.

Acceptance of Service of Process by Mail

Also, as the United States Attorney for this District, and in compliance with Rule 4(i)(1)(A)(ii) of the Federal Rules of Civil Procedure, I hereby designate in writing that the following paralegals, title holders and administrative assistants, in addition to their other duties, shall also serve as the District's civil-process clerks, who are authorized to accept alternative service of a copy of a summons and complaint upon the United States Attorney for this District, by certified or registered mail, in compliance with said Rule 4(i)(1)(A)(ii) of the Federal Rules of Civil Procedure, that should be addressed to the Civil Process Clerk, United States Attorney's Office, 318 South Sixth Street, Springfield, Illinois 62701-1806, when otherwise authorized by law, and to accept alternative service of process by first class mail that should be addressed to the Civil Process Clerk, United States Attorney's Office, 318 South Sixth Street, Springfield, Illinois 62701-1806, namely:

The Secretary to the United States Attorney, who currently is Stephanie Lunsford, including any person who is acting as the Secretary to the United States Attorney, at the time of said personal service of process;

The Administrative Officer for the Central District of Illinois, who currently is Carol Price, including any person who is acting as the Administrative Officer for this District, at the time of said personal service of process;

The Administrative Services Specialist and Contracting Officer for the Central District of Illinois, who currently is Michelle Hammon, including any person who is acting as the Administrative Service Specialist and/or Contracting Officer for this District, at the time of said personal service of process;

Our paralegals in the Springfield Office of the Civil Division of the Office of the United States Attorney, who are not otherwise prohibited from receiving mail and similarly delivered documents to this Office; and

All administrative assistants for the Civil Division, in the Office of the United States Attorney, in Springfield, Illinois, who currently is limited to Kathleen Benner, who are not otherwise prohibited from receiving mail and similarly delivered documents to this Office.

All process that is attempted to be delivered by mail upon either the United States Attorney for the Central District of Illinois, or the Office of the United States Attorney for the Central District of Illinois, should be addressed to:

The Civil-Process Clerk, Office of the United States Attorney, 318 South 6th Street, Springfield, Illinois 62701-1806. The telephone number for this Office is 217/492-4450.

This Third Revised Designation replaces the written Second Revised Designation filed by the undersigned United States Attorney, Gregory K. Harris, on December 14, 2022.

Executed this 7th day of February, 2024.

/s/Gregory K. Harris
Gregory K. Harris
United States Attorney for the
Central District of Illinois