



Office of State's Attorney for Baltimore City

Memorandum

To: All Employees and Interested Parties
From: Catherine Flynn, Deputy of Operations
Date: February 10, 2026
Subject: Subpoenas and MPIA/FOIA requests

The following represents the most up-to-date policy on the acceptance of subpoenas and requests for information under the Maryland Public Information Act (MPIA).

Subpoenas to the State's Attorney for Baltimore City

Civil subpoenas, properly addressed to the State's Attorney for Baltimore City, shall be accepted via email at civil_service@oag.state.md.us. Civil subpoenas properly addressed to the State's Attorney for Baltimore City may be served, in-person, on Fridays, between 9:30 a.m. and 4:30 p.m., at **200 Saint Paul Place, Civil Division, Baltimore, Maryland.**

A requesting/issuing party seeking to serve a criminal subpoena should contact the Custodian of Records, via email at subpoenas@stattorney.org, to schedule a mutually agreeable time to effectuate service at the office. Currently, **the State's Attorney for Baltimore City has designated Natasha Powell as the Custodian of Records.** Any properly addressed subpoena does not have to list this individual by name; it is sufficient to address the subpoena to the "Custodian of Records" or to the State's Attorney for Baltimore City. Any criminal subpoenas for records held by the State's Attorney should not be addressed to individual ASAs or staff within the office.

Certified Mail

The only individuals authorized to accept and sign for receipt of certified mail that is addressed to the State's Attorney (SA) are the Chief of Administration and the Deputy of Operations. Currently, the Chief of Administration is Roland Selby and the Deputy of Operations is Catherine Flynn. If there is certified mail addressed to a specific individual, that person should be contacted, immediately, in addition to the Chief of Administration and the Deputy of Operations.

If neither of these individuals is available, please, contact the front office for further guidance. No other person shall sign for any certified mail.

Subpoenas to Specific Individuals for Work Related Matters

For subpoenas specifically addressed to an individual employed by the BCSAO, whoever is authorizing the issuance of the subpoena and causing service of the subpoena should contact that individual, in advance, to determine whether that individual will accept service and, if so, to set up a mutually agreeable time to effectuate the service at the office. Any person who appears, in-person and unannounced, demanding to serve an employee of BCSAO shall be referred to schedule an appointment with that individual, in advance of any attempt of service. A subpoena that directs someone other than the Custodian of Records to produce any records will not be accepted, *and* the person acting as the Custodian of Records for BCSAO shall be notified.

Subpoenas to Specific Individuals for Non-Work Related Matters

Subpoenas specifically addressed to an individual employed by the BCSAO, for non-work related matters, may be served at the office provided that the issuing party contacts the intended recipient, in advance, to determine whether that individual will accept service and, if so, to schedule a mutually agreeable time to effectuate service at the office. Any person who appears, unannounced, attempting to serve an employee of BCSAO shall be directed to schedule an appointment with that employee.

Requests for Information Pursuant to MPIA

Requests for information pursuant to the Maryland Public Information Act should be forwarded to the BCSAO Office of Public Information. Natasha Powell processes these requests in her capacity as the custodian of records. All such requests for records should be sent, directly, to Mrs. Powell, who can be contacted at MPIA@stattorney.org or via phone at 443-984-6084.