

**PROCESS SERVER CERTIFICATION ADVISORY BOARD**  
**Summary of Minutes**

Office of Court Administration  
Tom C. Clark Building  
205 W. 14<sup>th</sup> Street, Rm. 605  
Austin, Texas 78701  
Friday, September 28, 2017  
(1:00 p.m. Until Adjournment)

The meeting of the Process Server Certification Advisory Board (Board) was called to order by Patrick Dyer, Presiding Officer, at 1:02 p.m. The members present by teleconference were Presiding Officer Patrick Dyer, Justiss Rasberry, Eric Johnson, and Melissa Perez. Rhonda Hughey was not in attendance. The staff members present were Jeff Rinard, Scott Gibson, Michele Henricks, Tyees Holcombe, and Veena Mohan, Office of the Attorney General.

Presiding Officer Patrick Dyer gave opening remarks and welcomed the Board members. Director Jeff Rinard thanked the Board for their service.

The Advisory Board members reviewed and approved the minutes from the December 10, 2015 Board meeting.

JBCC Rules – 2017 legislative changes. Jeff Rinard gave an overview of the 2017 legislative changes in SB 43 affecting the Commission, including but not limited to the complaint process and continuing education. JBCC draft rules incorporating legislative changes were provided for the Board's review. Upon proper motion and second, the Board voted to change the term "process server" to "certified process server" throughout the rules.

Continuing education required for renewal of certification. Following review of the JBCC draft rules, upon proper motion and second, the Board voted to approve proposed changes to the renewal period and continuing education requirements for process servers, from 12 hours of continuing education required in a 3-year renewal period to 8 hours of continuing education required in a 2-year renewal period. The 2-year renewal period is consistent with other professions.

Overview of new complaint process effective 9/1/2017. Compliance manager Michele Henricks provided highlights of legislative changes made to streamline the process for complaints with disciplinary actions. Complaint review committees were given the authority to make determinations on complaints in the form of recommendations to the Commission, with the committee issuing notices of violation to Respondents instead of the Commission. Under the new process, complaints only go before the Commission one time instead of twice, to conduct hearings for issuance of final orders in defaults and contested matters, and to consider agreed orders for approval if submitted by the Respondent.

For administrative dismissals, additional authority was given to staff to administratively dismiss complaints for events that occurred more than 5 years before the complaint was filed. A 30-day deadline was established for complainants to request reconsideration of administrative dismissals.

All complaint matters are subject to approval by the Commission for final resolution.

Process servers exam development. The Board discussed development of standardized tests and how tests might be administered. Staff advised that due to budget and resource constraints, staff is unable to move forward with an exam at this time.

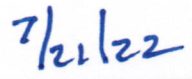
A future meeting of the Advisory Board was not set.

There was no public comment.

The meeting was adjourned at 1:54 p.m.



Patrick Dyer  
Presiding Officer



Date