

**PROCESS SERVER CERTIFICATION ADVISORY BOARD**  
**Meeting Agenda**

(Virtual Meeting Conducted by Zoom)  
205 W. 14<sup>th</sup> Street  
Austin, Texas 78701  
July 14, 2022  
(10:00 AM – Until Adjournment)

The Process Server Certification Advisory Board will convene as posted to deliberate and take formal action, if necessary, on the following agenda items.

The meeting will be held by Zoom and can be viewed by the public on YouTube on the Texas Court Channel at <https://www.youtube.com/user/TexasCourtAdmin/>.

Members of the public who wish to make public comment may participate in this meeting by visiting <https://txcourts.zoom.us/j/85482694766>

- I. Call to Order; Roll Call and Certification of Quorum
- II. Opening Remarks
- III. Approval of Prior Meeting Minutes (Sept. 28, 2017)
- IV. Advisory notice for Process Servers relating to Returns of Service to accurately state when process comes to hand- raised in Mesa SW Management vs BBVA USA.
- V. Requirement of Process Servers to Provide Information on Filing Complaints with the JBCC.
- VI. Future Meetings (TBA)
- VII. Public Comment \*Comments will be limited to no more than three minutes\*  
*(Please email public comments with your name and phone number to [jbcc@txcourts.gov](mailto:jbcc@txcourts.gov) by 5:00 p.m. on July 13, 2022 with "Public Comment" noted in subject line.)*
- VIII. Adjournment

The Commission may meet in closed session pursuant to Section 7 of the Public Meetings Policy to deliberate upon an agenda item.

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Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations are requested to contact Tyees Holcombe at 512-475-4368 Ext. 6, or [jbcc@txcourts.gov](mailto:jbcc@txcourts.gov) five (5) working days prior to meeting so appropriate arrangements can be made.