

JUDICIAL BRANCH CERTIFICATION COMMISSION

Commission Meeting Agenda

First Floor Conference Room
Tom C. Clark Building
205 W. 14th Street
Austin, Texas 78701
Friday, February 7, 2025
(10:00 a.m. Until Adjournment)

The Judicial Branch Certification Commission (Commission) will convene as posted to deliberate and take formal action, if necessary, on the following agenda items.

The meeting can be viewed by the public on YouTube on the Texas Courts Channel at <https://www.youtube.com/@TexasCourts>

- I. Call to Order, Roll Call, and Certification of Quorum
- II. Pledges of Allegiance to United States Flag and Texas Flag
- III. Opening Remarks
 - A. Welcome – Chair of the Commission
 - B. Regulatory Services Division Report – Director
- IV. Commission Meeting Minutes from November 1, 2024
- V. Compliance Hearing before the Commission
 - Process Servers Certification
 - A. In the Matter of Angelica Vasquez, Cause No. 0595
- VI. Commission Disciplinary Action, by Default, and Issuance of Final Order
 - Process Servers Certification
 - A. In the Matter of Kathryn Dial, Cause No. 0540
 - Court Reporters Certification
 - B. In the Matter of Kathryn Debusk, Cause No. 0579
 - C. In the Matter of Jennifer Hall, Cause No. 0674
- VII. Agreed Final Orders - Acceptance by Respondents of Penalty and Sanction
 - Process Servers Certification
 - A. In the Matter of Donald Womble, Cause No. 0568
 - Court Reporters Certification
 - B. In the Matter of Carla Sims, Cause No. 0645
- VIII. Approval of Settlement Agreement
 - Process Server Certification
 - A. In the Matter of Oluwafemi Adediran, Cause No. 0574

IX. Administrative Dismissal of Complaints

Process Servers Certification

No misconduct:

- A. In the Matter of Cause No. 0553
- B. In the Matter of Cause No. 0575
- C. In the Matter of Cause No. 0596
- D. In the Matter of Cause No. 0598
- E. In the Matter of Cause No. 0599
- F. In the Matter of Cause No. 0603
- G. In the Matter of Cause No. 0609
- H. In the Matter of Cause No. 0637
- I. In the Matter of Cause No. 0715
- J. In the Matter of Cause No. 0716
- K. In the Matter of Cause No. 0717
- L. In the Matter of Cause No. 0718
- M. In the Matter of Cause No. 0730

Court Reporters Certification

No misconduct:

- A. In the Matter of Cause No. 0687
- B. In the Matter of Cause No. 0702
- C. In the Matter of Cause No. 0735
- D. In the Matter of Cause No. 0742

No misconduct and outside the jurisdiction of the Commission:

- E. In the Matter of Cause No. 0712
- F. In the Matter of Cause No. 0739

Outside the jurisdiction of the Commission:

- G. In the Matter of Cause No. 0728

Professions Not Regulated by the Commission

Outside the jurisdiction of the Commission:

- A. In the Matter of Cause No. 0766

X. Requests for Reconsideration of Administrative Dismissal of Complaints

- A. In the Matter of Cause No. 0615
- B. In the Matter of Cause No. 0708

XI. Administrative Dismissal of Complaints and Requests for Reconsideration

- A. In the Matter of Cause No. 0543
- B. In the Matter of Cause No. 0546
- C. In the Matter of Cause No. 0605
- D. In the Matter of Cause No. 0689

XII. Request for Reconsideration of Denial of Application

- A. Cara Lavender, CLOSED SESSION

- XIII. Administrative Matters Relating to the Commission
 - A. Pending Litigation – *Judicial Branch Certification Commission, et al. v. Holmgren and Preferred Legal Services, Inc.*, CLOSED SESSION to Confer with Legal Counsel
 - B. Approval of the *Code of Ethics and Minimum Standards for Guardianship Services*
 - C. Approval of the *Certified Guardians and Guardianship Programs Sanction Matrix*
 - D. *Uniform Format Manual* Update
 - E. Next Commission Meeting- Friday, May 2, 2025
- XIV. Public Comment *Comments will be limited to no more than three minutes*
- XV. Closing Remarks
- XVI. Adjournment

The Commission may meet in closed session pursuant to Section 8 of the Public Meeting Policy to deliberate upon an agenda item.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids, services, or special accommodations are requested to contact Compliance Department at (512) 475-4368 or compliance@txcourts.gov no later than 5 business days prior to the meeting to make appropriate arrangements.