

**PROCESS SERVERS CERTIFICATION ADVISORY BOARD**

**Meeting Agenda**

(Virtual Meeting Conducted by Zoom)

205 W. 14<sup>th</sup> Street

Austin, Texas 78701

Thursday, March 19, 2026

(1:00 PM - 2:30 pm)

The Process Servers Certification Advisory Board will 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 Courts Channel at <https://www.youtube.com/@TexasCourts>

- I. Call to Order; Roll Call and Certification of Quorum
- II. Opening Remarks
- III. Approval of Prior Meeting Minutes – August 27, 2025
- IV. Office Court Administration (OCA) Proposed Revisions to Judicial Branch Certification Commission (JBCC) Process Server Rules
- V. OCA Proposed Revisions to Process Server Code of Ethics (COE) and Sanctions Matrix
- VI. OCA Proposed Revisions to Process Server Curriculum
- VII. Exam Development
- VIII. Public Comments  
\*Comments will be limited to no more than three minutes\*  
*(Please email public comments with your name and phone number to [compliance@txcourts.gov](mailto:compliance@txcourts.gov) by 3:00 p.m. on 3/18/26, with “Public Comment” and your first and last name noted in the subject line.)*
- IX. Adjournment

The Advisory Board may meet in closed session pursuant 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 by calling 512-475-4368 and pressing option #6, or email [compliance@txcourts.gov](mailto:compliance@txcourts.gov) five (5) working days prior to meeting so appropriate arrangements can be made.