

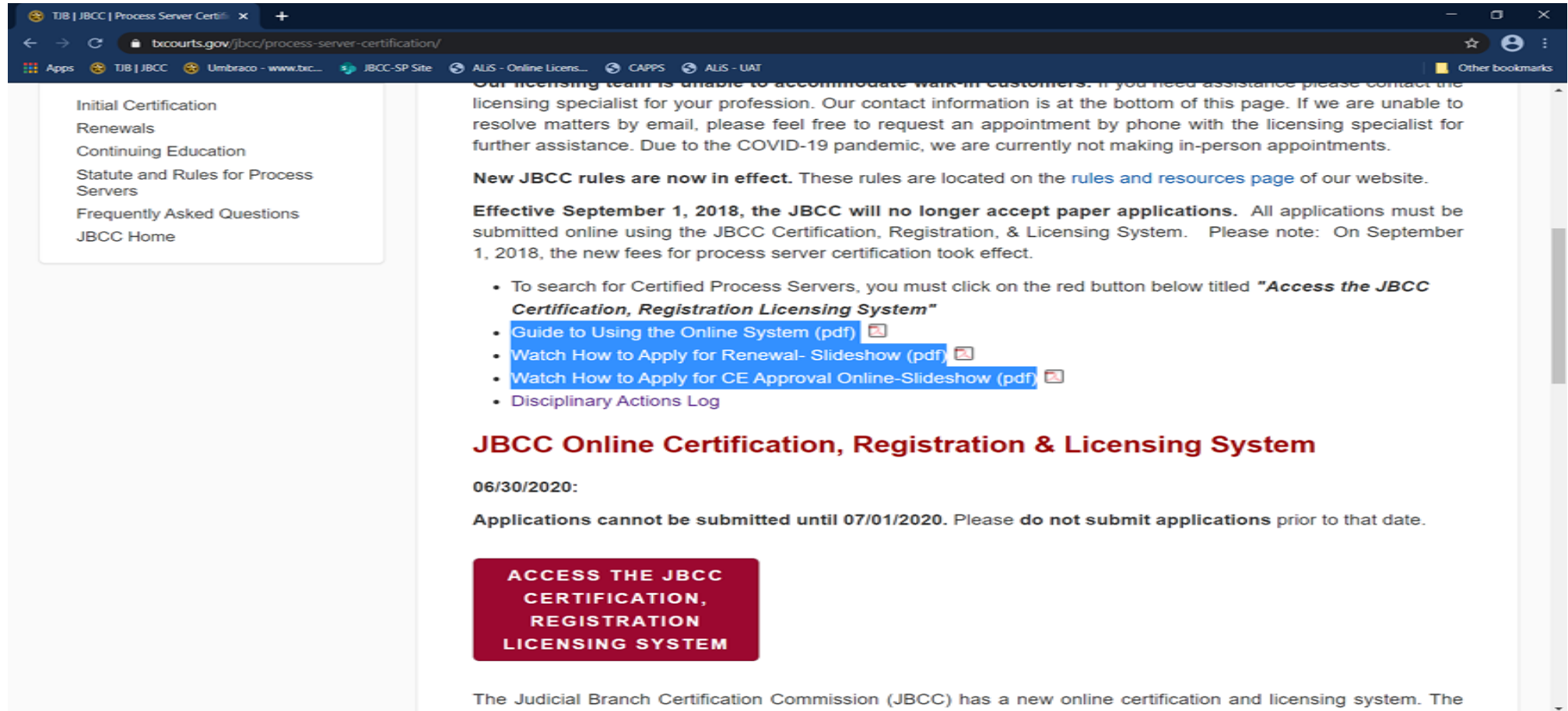
APPLYING FOR INITIAL CERTIFICATION IN THE ONLINE SYSTEM

The screen prints below reflect how to apply initial certification in the online system.

* Go to your program's home page

Note: you'll see the pdf Guide to Using the Online System, and other slide shows as well. (See highlighted bulleted section on screen print below)

* Click on the big, red button to "Access the JBCC Certification, Registration Licensing System"



In the System, **click the tab for your program.** (i.e., court reporters, guardians, court interpreters, or process servers)

**Texas Office of Court Administration
Judicial Branch Certification Commission (JBCC)**

Online Certification and Licensing System

Guardians **Court Reporters** **Process Servers** **Court Interpreters**

USER LOGIN

Login Name

Password

[Forgot Login/Password](#) **Login**

Password is case sensitive.

SITE LINKS

To Search for Certified Process Server: [Click Here](#)

To search for an approved Continuing Education Course for Process Server: [Click Here](#)

For any questions please contact us

**Welcome to the online licensing and certification system for Texas
Judicial Branch Certification Commission**

The Process Server Certification program certifies process servers and improves the standards for persons authorized to serve process statewide. For more information on certification requirements, statutes, rules, policies and standards, please visit the JBCC website, <http://www.txcourts.gov/jbcc/process-server-certification>

Existing Certification

Existing Individuals/Firms registered with State [Click Here](#) to create online profile.

First Time Applicant

To apply for New Certification: [Click Here](#)

Continuing Education Course Provider

If you are a Continuing Education Course provider and need a course approval: [Click Here](#)

In the “First Time Applicant” section, click on the “Click Here” link.

The screenshot shows a web browser window with the URL `test.jbcctexas.txcourts.gov/DefaultTexas.aspx`. The page title is "UAT UAT UAT UAT UAT UAT UAT UAT UAT". Below the title is a dark blue header with the text "Online Certification and Licensing System".

The main content area is divided into two columns. The left column contains a "USER LOGIN" section with input fields for "Login Name" and "Password", a "Forgot Login/Password" link, a "Login" button, and a note "Password is case sensitive." Below this is a "SITE LINKS" section with three links: "To Search for Certified Process Server: Click Here", "To search for an approved Continuing Education Course for Process Server: Click Here", and "For any questions please contact us at processservers@txcourts.gov. For more information, please Click Here".

The right column features a navigation bar with four tabs: "Guardians", "Court Reporters", "Process Servers" (highlighted in orange), and "Court Interpreters". Below the tabs is a welcome message: "Welcome to the online licensing and certification system for Texas Judicial Branch Certification Commission". This is followed by a paragraph about the Process Server Certification program and a link to the Jbcc website: `http://www.txcourts.gov/jbcc/process-server-certification`.

Below this is the "Existing Certification" section with a link to create an online profile: "Existing Individuals/Firms registered with State Click Here to create online profile." The "First Time Applicant" section follows, with the text "To apply for New Certification: Click Here" and a large yellow button with a left-pointing arrow and the text "Click Here". Below this is the "Continuing Education Course Provider" section with a link for course approval: "If you are a Continuing Education Course provider and need a course approval: Click Here".

At the bottom of the page, there is a "We accept:" section with logos for VISA, MasterCard, DISCOVER, and AMERICAN EXPRESS. A small JavaScript code snippet is visible at the bottom left: `javascript:_doPostBack("Test$TabPanel$InkFoodEstablishmentPermit","")`.

First, you must create your online profile.

On the “**Initial User Registration**” page, **complete all fields with a red asterisk by them.** These are required fields:

- Your legal name (no nicknames)
- Your DOB
- Your Mailing Address
- Your phone number
- Your email address

In the “**Online Account Information**” section, you must:

- **Enter a login name**
- **Enter (i.e., create) a password.**

Click “**Register**” to start the application process.

The screenshot shows a web browser window with the URL `test.jbcctexas.bcourts.gov/initialUserRegistration.aspx?ApplicationType=NPSC&LicenseType=I&BusinessUnitType=PSC&RoleCode=PSCA&ReferenceType=LSE&returnURL=~/Login.aspx...`. The page title is "UAT UAT UAT UAT UAT UAT UAT UA" and the main heading is "Initial User Registration - Process Server Certification". A note states "Fields marked with asterisk (*) are required." The form is divided into three sections:

- Personal Information:** Includes fields for Last Name *, First Name *, Middle Name, Suffix, and DOB *.
- Individual Mailing Address:** Includes Country * (United States), Address *, City *, State/Province * (TEXAS), Zip *, Apt/Unit/etc., County * (-- Choose One --), Primary Phone # - Ext *, Alternate Phone # - Ext, Fax, Primary E-mail *, and Alternate E-mail.
- Online Account Information:** Includes Login Name *, Password *, and Re-type Password *. A password requirement note states: "Password is case sensitive and must be at least 8 characters long including: 1 upper case letter, 1 lower case letter, 1 number, and 1 special character."

At the bottom of the form are buttons for "Reset", "Register", "← Click Here", and "Back".

At the bottom of the page, the footer text reads: "Aithent Licensing System Version 11.0.104.03 Dated: December 03, 2020 | Copyright © 2021 Aithent Inc. For any questions please contact: Process Server Certification (processservers@txcourts.gov)"

On the “Application for Certification” page, **click “Next”**:

Application for New Process Server Certification - Preliminary Step

Fields marked with asterisk (*) are required.

Application Type *

Which application would you like to apply?

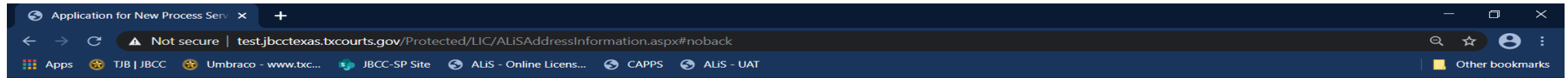
Application for New Process Server Certification

Certifications *

<input checked="" type="radio"/> PROCESS SERVER	Endorsement	N/A
---	-------------	-----

Reset **Next** ← Click Here

Address Information tab: Complete all fields with a red asterisk, then click Next on the screen below:



Requested Certification(s) : PROCESS SERVER



Please review Address Information for accuracy.

<< Back Next >>

Individual Mailing Address				Copy From
Country *	United States			
Address *	1234 DISNEY DRIVE			Apt/Unit/etc.
City *	AUSTIN	State/Province *	TEXAS	Zip *
County *	TRAVIS	Primary Phone # - Ext *	512-555-5555	Alternate Phone # - Ext
Fax		Primary E-mail *	PROCESSSERVERS@TXC	Alternate E-mail

Home Address				Copy From
Country *	United States			
Address *	1234 DISNEY DRIVE			Apt/Unit/etc.
City *	AUSTIN	State/Province *	TEXAS	Zip *
County *	TRAVIS	Primary Phone # - Ext *	512-555-5555	Alternate Phone # - Ext
Fax		Primary E-mail	PROCESSSERVERS@TXC	Alternate E-mail

Business Contact Information				Copy From
This information will be publicly available.				
Country *	United States			
Name/Employer *	Bambi Doe			Apt/Unit/etc.
Address *	1234 DISNEY DRIVE			Zip *
City *	AUSTIN	State/Province *	TEXAS	Alternate Phone # - Ext
County *	TRAVIS	Primary Phone # - Ext *	512-555-5555	Alternate E-mail
Fax		Primary E-mail *	PROCESSSERVERS@TXC	

Reset

<< Back Next >>

← Click Here

Additional Information tab. To upload your orientation course certificate, **click “Documents (0):** on screen below To get to the **Document Upload** page.

Application for New Process Server Certification

Fields marked with asterisk (*) are required.

Requested Certification(s) : PROCESS SERVER

Personal Information — Address Information — **Additional Information** — Questions — Attestation

<< Back Next >>

Mandatory Required Document(S)

You must attach at least one scanned document with each line item prior to submitting the application. Click on Document(s) link to upload documents for an item.

Item #	Required Document Detail	Document(s)
1	Civil process service educational course completion certificate.	Documents (0)

Reset

<< Back Next >>

Authent Licensing System Version 11.0.104.03 Dated: December 03, 2020 | Copyright © 2021 [Authent Inc.](#)
For any questions please contact: Process Server Certification (processservers@txcourts.gov)

Follow the instructions on this page to upload the course certificate from your device to your online application. **Click “Add”**

Welcome **BAMBI DOE**

Fields marked with asterisk (*) are required.

Document Upload

Instructions:

- 1. Click 'Add' to create a new row.
- 2. Click 'Browse' or 'Choose File' on the row to select document. Repeat steps 1 & 2 to select more documents.
- 3. Click 'Upload' button to attach all selected documents.

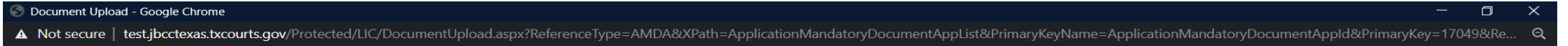
Attach Document(s)	Add
Please click 'Add' to add a new row.	

← Click Here

Close

Upload

Follow the instructions on this page to upload the course certificate from your device to your online application. **Click “Choose File” or “Browse”**



Welcome **BAMBI DOE**

Fields marked with asterisk (*) are required.

Document Upload

Instructions:

1. Click 'Add' to create a new row.
2. Click 'Browse' or 'Choose File' on the row to select document. Repeat steps 1 & 2 to select more documents.
3. Click 'Upload' button to attach all selected documents.

Attach Document(s)		Add
Please click 'Add' to add a new row.		
Document	Comments	Delete
<input type="button" value="Choose File"/> No file chosen		Delete

Click Here →

Close

Upload

Follow the instructions on this page to upload the course certificate from your device to your online application. **Click “Upload”**

Welcome **BAMBI DOE**

Fields marked with asterisk (*) are required.

Document Upload

Instructions:

1. Click 'Add' to create a new row.
2. Click 'Browse' or 'Choose File' on the row to select document. Repeat steps 1 & 2 to select more documents.
3. Click 'Upload' button to attach all selected documents.

Attach Document(s)		Add
Please click 'Add' to add a new row.		
Document	Comments	Delete
<input type="button" value="Choose File"/> Sample of COA-NonCRC.pdf	Orientation course certificate	Delete

Close

Upload

← Click Here

When your certificate is uploaded, you'll know it's uploaded when the **Documents (0)** changes to **Documents (1)** as shown on the screen below. **Click "Next"**

Application for New Process Server Certification

Requested Certification(s) : PROCESS SERVER

Personal Information — Address Information — **Additional Information** — Questions — Attestation

<< Back Next >>

Mandatory Required Document(S)

You must attach at least one scanned document with each line item prior to submitting the application. Click on Document(s) link to upload documents for an item.

Item #	Required Document Detail	Document(s)
1	Civil process service educational course completion certificate.	Documents (1)

Reset << Back Next >>

On the **Questions tab** of the application (as shown below). **Answer all questions on this page, then click “Next”.**

Application for New Process Serv x +

Not secure | test.jbcctexas.txcourts.gov/Protected/LIC/InitialDisclosure.aspx#noback

Apps TJB | JBCC Umbraco - www.txc... JBCC-SP Site ALIS - Online Licens... CAPPS ALIS - UAT Other bookmarks

Personal Information Address Information Additional Information **Questions** Attestation

<< Back Next >>

Questions

#	Question	Response
1	Have you ever had a professional license, certification, or registration of any kind which was denied, suspended, or revoked in Texas or any other jurisdiction? If Yes, please provide dates and explanation of circumstances.	<input type="radio"/> Yes <input checked="" type="radio"/> No
2	Has your authority to serve process ever been, terminated, vacated, or sanctioned in Texas or any other jurisdiction? If Yes, please provide dates and explanation of circumstances.	<input type="radio"/> Yes <input checked="" type="radio"/> No
3	Have you ever been relieved of responsibilities as a process server by a court, employer, or client for actions involving fraud, moral turpitude, misrepresentation, material omission, misappropriation, theft, assault, battery, abuse, neglect, breach of trust, breach of fiduciary duty or conversion? If Yes, please provide dates and explanation of circumstances.	<input type="radio"/> Yes <input checked="" type="radio"/> No
4	For any felony offense, have you ever: (a) been found guilty (b) entered plea of guilty in return for a grant of deferred adjudication (c) entered a plea of guilty or no contest (nolo contendere), or (d) entered a plea of no contest (nolo contendere) in return for a grant of deferred adjudication	<input type="radio"/> Yes <input checked="" type="radio"/> No
5	For any felony or any misdemeanor offense, have you ever: (a) been found guilty (b) entered plea of guilty in return for a grant of deferred adjudication (c) entered a plea of guilty or no contest (nolo contendere), or (d) entered a plea of no contest (nolo contendere) in return for a grant of deferred adjudication.	<input type="radio"/> Yes <input checked="" type="radio"/> No
6	I am a military service member, spouse, or veteran. (If yes, please indicate which in the field below.)	<input type="radio"/> Yes <input checked="" type="radio"/> No

NOTE: If you do not meet the criteria in either of the first two sub questions below, you **must** go back and change the Fee Waiver Criteria from "Military Applicant" to "Not Applicable" as you will be required to pay the application for certification fee.

Reset << Back Next >>

Attestation tab. Check all boxes. Enter your Name then tab over and click the “Submit Application” button to submit your application and be taken to the Fee Detail page.

Application for New Process Serv

Not secure | test.jbcc.texas.txcourts.gov/Protected/LIC/InitialAttestation.aspx#noback

Apps TJB | JBCC Umbraco - www.bc... JBCC-SP Site ALIS - Online Licens... CAPPs ALIS - UAT

Requested Certification(s) : PROCESS SERVER

Personal Information Address Information Additional Information Questions Attestation

<< Back

Attestation

You must check the following:

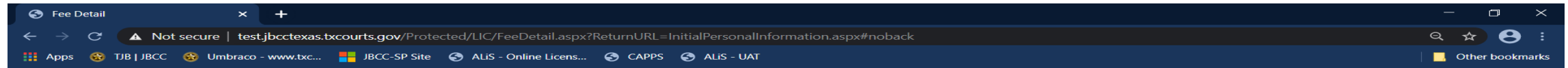
- As part of the application process, I understand and agree that:
 - My criminal history record information will be obtained by fingerprint search.
 - I must follow the approved procedures for having fingerprints taken by an approved vendor.
 - I must pay the costs of having my fingerprints taken and the fees for the reports.
 - My criminal history record information will be sent directly to the Judicial Branch Certification Commission by the Texas Department of Public Safety.
 - My criminal history record information will include information obtained through the Texas Department of Public Safety and the Federal Bureau of Investigation.
 - I will provide, if requested to do so by the Judicial Branch Certification Commission, additional documents, records and information relating to my criminal history record information.
 - I am responsible for reading the JBCC Rules, adopted by the Supreme Court of Texas and available on the JBCC's website, regarding the consequences of criminal history.
 - My application must be complete before it will be considered by the JBCC. A complete application consists of the completed application form, criminal history record information obtained no more than 90 days before the application date, and payment of the appropriate fees.
 - I acknowledge it is my responsibility to read, understand, and abide by the Rules and other applicable standards or codes, which are available from the JBCC's website.
 - I acknowledge that the fees submitted with this application are non-refundable.
 - If my application is approved, I have a continuing obligation to notify the JBCC of any changes to my contact information with 30 days of the change.
 - Submitting false information or omitting any required disclosures may result in denial of my application.
- I declare under penalty of perjury that the information provided in this application is true and correct.

Name * Bambi Doe Date * 01/15/2021

Submit Application << Back

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Hit the “Pay Now” button to be taken to the payment portal.



UAT UAT UAT UAT UAT UAT UAT UAT

Fee Detail

To complete the online application process, you must pay any required fees. If you press 'Submit' and skip payment of fees, your application will not be received by the JBCC until the fees are paid online. You cannot apply online and pay by mail.

Fee Details	
Licensing/Certification fee (PROCESS SERVER)	\$200.00
Texas.gov Price*	\$204.76

* This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Do NOT push the “Pay Now” button more than once.
Do not push the go back arrow using your browser. To review or update your application information click on “Edit Application”.
Failure to comply with these instructions may result in multiple charges.

[Edit Application](#) [Pay Now](#)

Enter your name and the billing address currently on file with the credit card company of the cardholder. Click **“Next”**.

Checkout

stageccp.dev.cdc.nicusa.com/Checkout/Payment?token=c2daa0b0-d100-483e-8fa8-768eb6f62afb

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

Payment

Payment Type ✓

Credit Card

Customer Information

Country * Complete all required fields [*]

United States

Transaction Summary

Fee(Application for Renewal of Process Server Certification) \$204.76

Texas.gov Price \$204.76

Need Help?

Please complete the Customer Information Section

Checkout

stageccp.dev.cdc.nicusa.com/Checkout/Payment?token=c2daa0b0-d100-483e-8fa8-768eb6f62afb

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

First Name * Last Name *

CRETHA WATERS WATERS

Address *

120 MY FAKE STREET

Address 2

City * State *

AUSTIN TX - Texas

ZIP/Postal Code *

78701

Phone Number *

512-555-5555

Email * ?

PROCESSSERVERS@TXCOURTS.GOV

Receipt Email Addresses ?

Transaction Summary

Fee(Application for Renewal of Process Server Certification) \$204.76

Texas.gov Price \$204.76

Need Help?

Please complete the Customer Information Section

Enter your name and the billing address currently on file with the credit card company of the cardholder. Click **“Next”**.

Checkout

stageccp.dev.cdnicusa.com/Checkout/Payment?token=c2daa0b0-d100-483e-8fa8-768eb6f62afb

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

Payment

Payment Type ✓

Credit Card

Customer Information ✓ [Edit](#)

Address: CRETHA WATERS WATERS, 120 MY FAKE STREET, AUSTIN, TX 78701
Phone Number: 512-555-5555
Country: United States
Email Address: PROCESSSERVERS@TXCOURTS.GOV
Receipt Email Addresses

Transaction Summary

Fee(Application for Renewal of Process Server Certification) \$204.76
Texas.gov Price \$204.76

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

Credit Card Number * Complete all required fields [*]

Credit Card Type

Checkout

stageccp.dev.cdnicusa.com/Checkout/Payment?token=c2daa0b0-d100-483e-8fa8-768eb6f62afb

Payment Information

Complete all required fields [*]

Credit Card Number *

Credit Card Type

Expiration Month *

Expiration Year *

Security Code *

Name on Credit Card *

[Next >](#)

[Cancel](#)

Transaction Summary

Fee(Application for Renewal of Process Server Certification) \$204.76
Texas.gov Price \$204.76

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

Check the “I’m not a robot” box, follow any instructions that pop up, then click “Submit Payment”.

Checkout

stageccp.dev.cdc.nicusa.com/Checkout/Payment?token=c2daa0b0-d100-483e-8fa8-768eb6f62afb

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

Payment

Payment Type ✓

Credit Card

Customer Information ✓

Address: CRETHA WATERS WATERS, 120 MY FAKE STREET, AUSTIN, TX 78701

Phone Number: 512-555-5555

Country: United States

Email Address: PROCESSSERVERS@TXCOURTS.GOV

Receipt Email Addresses

Payment Information ✓

Transaction Summary

Fee(Application for Renewal of Process Server Certification) \$204.76

Texas.gov Price \$204.76

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction.

Checkout

stageccp.dev.cdc.nicusa.com/Checkout/Payment?token=c2daa0b0-d100-483e-8fa8-768eb6f62afb

Country: United States

Email Address: PROCESSSERVERS@TXCOURTS.GOV

Receipt Email Addresses

Payment Information

Payment Information ✓ [Edit](#)

Credit Card: Visa ****6781, Exp. 03/2023

Name on Credit Card: Creatha Waters

Verification

I'm not a robot

reCAPTCHA Privacy - Terms

Cancel Submit Payment

Transaction Summary

Fee(Application for Renewal of Process Server Certification) \$204.76

Texas.gov Price \$204.76

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction.

You'll see the message below as your payment is being processed.

The screenshot shows a web browser window with the URL `stageccp.dev.cdc.nicusa.com/Checkout/Payment?token=c2daa0b0-d100-483e-8fa8-768eb6f62afb`. The page is a checkout form with several sections: **Country** (United States), **Email Address** (PROCESSSERVERS@TXCOURTS.GOV), **Receipt Email Addresses**, **Payment Information** (Credit Card: Visa ****6781, Exp. 03/2023), and **Verification** (I'm not a robot). A **Transaction Summary** on the right shows a fee of \$204.76 and a **Texas.gov Price** of \$204.76. A **Need Help?** section provides instructions on editing billing information and making payment. A modal dialog is overlaid in the center with an orange exclamation mark icon and the text: **Please wait**, Your payment is being processed. Please do not close your tab or window, and please do not use your browser's Back button. The modal also features two orange circles at the bottom right. A **Cancel** button is visible at the bottom left of the page.

After your payment is processed, you'll be taken to the Confirmation page of your application. From here you should print your payment receipt and application summary for your records, then click **Return to Home**

The screenshot shows a checkout page on a dark-themed website. A modal window is displayed in the center with a large orange exclamation mark icon and the text "Please wait". Below the icon, it says "Your payment is being processed." and "Please do not close your tab or window, and please do not use your browser's Back button." The background page shows a "Transaction Summary" section with the following details:

- Country: United States
- Email Address: PROCESSSERVERS@TXCOURTS.GOV
- Receipt Email Addresses: (empty)
- Fee (Application for Renewal of Process Server Certification): \$204.76
- Texas.gov Price: \$204.76

Other visible elements include a "Need Help?" section with a link to review payment information and a "Verification" section with a "Cancel" button.

The screenshot shows a confirmation page titled "Application for New Process Server Certification Submitted". The page features a large "UAT UAT UAT UAT UAT UAT UAT UAT" banner. Below the banner, there is a "Confirmation" section with the following text:

YOUR APPLICATION HAS BEEN SUBMITTED. YOU WILL RECEIVE AN AUTOMATED EMAIL WHEN YOUR APPLICATION HAS BEEN APPROVED.

Thank you for using our online services. Your **Application for New Process Server Certification** has been submitted. Your online transaction number is **265921**. Use this transaction number for any future communication with us. We will review your application and if we need any additional information; we will contact you.

To View/Print payment receipt: [Click Here](#)

To View/Print application summary: [Click Here](#)

Below the confirmation text is a "Checklist" table:

Item #	Certification Type	Item	View / Attach	Item Status
1	All	Finger Print Receipt	Documents (0)	Pending
2	All	Mandatory Required Document(s)	N/A	Pending
3	All	Additional Supporting Documents. (Optional)	Documents (0)	N/A

At the bottom of the page, there are two buttons: "Return to Home" and "Logout".

Page footer text: Althent Licensing System Version 11.0.104.03 Dated: December 03, 2020 | Copyright © 2021 Althent Inc. For any questions please contact: Process Server Certification (processservers@txcourts.gov)

Click **“View Pending Online Application(s)”** on your home page menu. You’ll be able to see the application you just submitted. **This is how you confirm receipt. This is where you’ll be able to track the application status.** In the **Current Step** column, the status **“Review by State”** will be reflected. The status remain pending until the application is approved. When the application is processed, you’ll be sent an automated email confirmation advising the application has been approved and the application will no longer show up on this page. **Check your inbox (and spam folder) for this correspondence.**

The screenshot shows the 'Home' page of the UAT system. The browser address bar shows 'testjbcctexas.bxcourts.gov/Protected/EducatorHome.aspx#noback'. The page features a navigation menu on the left with options like 'View Pending Online Application(s)', 'Renew', and 'Apply for New Certification'. The main content area displays a welcome message for 'BAMBI DOE' and a table of license information.

Home

Contact Information
Name: BAMBI DOE
1234 DISNEY DRIVE,
AUSTIN, TX 78701
Phone #: 512-555-5555
Email: PROCESSSERVERS@TXCOURTS.GOV

WHAT DO YOU WANT TO DO?

- View Pending Online Application(s)
- Renew
- Apply for New Certification
- Print Receipt
- General Fee Remittance
- Pay Invoice(s)
- CE Approval Request
- Track CE
- Change Name
- Change Password
- Update Profile

WELCOME TO YOUR HOME PAGE!

You are currently logged into your online account for **Process Server Certification** program.
To switch your login session to a different program for Texas, Judicial Branch Certification Commission: [Click Here](#)

License Information:

Certification Type	Certification #	Endorsement	Restriction	Status	Expiration Date
PROCESS SERVER		N/A	None	Pending	

For questions please email: processservers@txcourts.gov. We are closed on State Holidays.

Althent Licensing System Version 11.0.104.03 Dated: December 03, 2020 | Copyright © 2021 [Althent Inc.](#)
For any questions please contact: Process Server Certification (processservers@txcourts.gov)

The screenshot shows the 'Pending / Incomplete Online Application(s)' page. The browser address bar shows 'testjbcctexas.bxcourts.gov/Protected/LIC/ALISViewPendingApplications.aspx?sessionId=eolxjbsmip4tgy1kuaseeue#noback'. The page displays a table of pending applications.

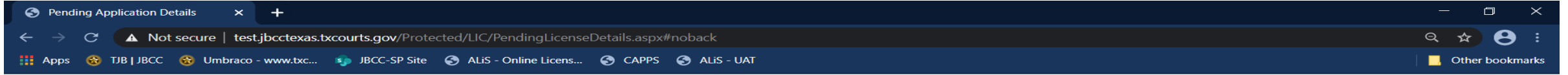
Pending / Incomplete Online Application(s)

[Return To Home](#)

Pending / Incomplete Online Application(s)

Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action
Application for New Process Server Certification	Online	265921	01/15/2021	Review by State	Application Summary	View Details	Withdraw

Under the “Checklist”, click “Mandatory Required Document(s)”.



UAT UAT UAT UAT UAT UAT UAT UAT UAT

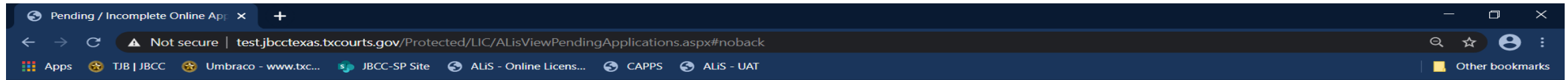
Pending Application Details

Application Details		
Application Type	Transaction #	Current Step
Application for New Process Server Certification	265921	Review by State

Checklist				
Item #	Certification Type	Item	View/Attach	Item Status
1	All	Finger Print Receipt	Documents (0)	Pending
2	All	Mandatory Required Document(s) ← Click Here	N/A	Pending
3	All	Additional Supporting Documents. (Optional)	Documents (0)	N/A

[Back To Pending Application List](#)

On this page, click **Return to Home**. Then click **Logout** to exit the system.



UAT UAT UAT UAT UAT UAT UAT UAT

Welcome BAMBIDOF | Home | Logout

Pending / Incomplete Online Application(s)

[Return To Home](#)

Pending / Incomplete Online Application(s)							
Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action
Application for New Process Server Certification	Online	265921	01/15/2021	Review by State	Application Summary	View Details	Withdraw