

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

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

- I. Call to Order; Roll Call and Certification of Quorum
- II. Opening Remarks
- III. Approval of Prior Meeting Minutes (12/10/2015)
- IV. JBCC Rules – 2017 Legislative Changes
- V. Continuing Education Required for Renewal of Certification
- VI. Overview of New Complaint Process Effective 9/1/2017
- VII. Process Servers Exam Development
- VIII. Future Meetings
- IX. Public Comment
- X. 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 or [jbcc@txcourts.gov](mailto:jbcc@txcourts.gov) five (5) working days prior to meeting so appropriate arrangements can be made.