



# JUDICIAL BRANCH CERTIFICATION COMMISSION

Office of Court Administration

## Process Server Certification

### Pre-certification Orientation Approval Form

Please Type or Print Legibly.

**Submit completed application with supporting documentation to:**

P O Box 12066, Austin, TX 78711-2066 or 205 W. 14<sup>th</sup> St., Ste. 600, Austin, TX 78701, or email it to [processservers@txcourts.gov](mailto:processservers@txcourts.gov). Physical address is for overnight and hand delivery only.

(All fields must be completed. Notifications to applicants will be sent via email.)

<b>Name of Requestor:</b>	
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<b>Mailing Address:</b> <i>(Include city, state, and zip)</i>					
<b>Phone #:</b>		<b>Fax #:</b>		<b>Email Address:</b>	

<b>Name of Program Provider:</b>	
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<b>Provider Contact Person:</b>	<b>Provider Phone Number:</b>

<b>Title of Program:</b>	
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<b>City &amp; State of Program:</b> <i>(name of website if online course)</i>

<b>Total Hours Requested:</b>	<b># of Ethics Hours Requested:</b>

**Please provide a detailed description of the program in the space below.** *(Additionally, attach a brochure or course outline to describe the content of the program, the time devoted to each segment, and the presenters.)*

**Please explain how this program follows the curriculum required by the JBCC.**

**For online courses only.** You must attach documentation that shows your security protocols of what you have in place to track the time of those who take the course as well how you'll confirm the person who applied is the same person taking the course.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Please carefully review the following information**

- **Program Numbers.** These are the numbers assigned by the JBCC to the Provider for a particular program. Please clearly indicate the Texas program number on your certificates of attendance that you issue to your attendees. For example, putting ‘*TX Program Number*’ in front of it. Please do not use spaces, dashes, or symbols in the program number; it must appear on the certificates exactly as it is on the approval notification you receive from our office.
- **Program names.** We find that sometimes applicants do not seem to know the names of the programs they attended. A suggestion would be to put “title” in the appropriate place. For example, *Title: “ABCD Ethics Course, Food for Thought.”*
- **Hours earned for program.** Hours earned for programs must be listed as actual clock hours in quarter hour increments. *Example: .25= 15 min., .50=30 min., .75= 45 min, 1 or 1.0= 1 hr.*
- **Listing clock time of instruction.** Actual clock time of instruction is to be listed as a total; not per session.
- **A complete application packet consists of:** the application itself, the course outline/agenda/brochure, and the speaker resumes/credentials. Copies of the program materials are not needed (i.e., slide show printouts, booklets, etc.).
- **Course outlines** must break down the programs by showing the start and end times of each session, as well as identity times for breaks and lunch. Additionally, outlines must include a description of each session of the program. For online courses, as they tend to be self-paced, please indicate the duration of each session in quarter hour increments.
- When completing your approval request forms, if you have one program in several locations, it is not necessary to complete a separate form for each location. On the approval form, where it requests the location of the program, you will list all locations if it is the same program. A separate form is needed for different programs.
- Please **do not** indicate ‘see attached’, or variations thereof, in lieu of completing the form. All fields on the form must be completed.
- **Reporting locations for online programs.** For online courses, please indicate the website address for the program.
- **Electronic Submission of Forms.** If submitting form electronically, please submit your packets as one complete file that contains everything. For example, one pdf document that includes the application as well as all supporting documentation. Please do not submit Zip files. Please do not submit emails with multiple attachments (i.e., the application, outline/brochure/agenda, and speaker resumes/credentials as separate attachments).

Please submit questions or concerns regarding this process to: [processservers@txcourts.gov](mailto:processservers@txcourts.gov).