

**COMPLAINT REVIEW COMMITTEE
OF THE
PROCESS SERVER CERTIFICATION ADVISORY BOARD**
Meeting Agenda
(Phone Meeting)
Office of Court Administration
Tom C. Clark Building
205 W. 14th Street
6th Floor Conference Room
Austin, Texas 78701
Thursday, June 11, 2020
(1 p.m. Until Adjournment)

The Process Servers Complaint Review Committee will convene as posted to deliberate and take formal action, if necessary, on the following agenda items. Due to the COVID-19 pandemic and social distancing requirements, this will not be an in-person meeting. This meeting will be conducted by phone.

- I. Call to Order; Roll Call and Certification of Quorum
- II. Opening Remarks
- III. Complaints
 - A. In the Matter of Douglas Hubbs, Cause No. 0155
 - B. In the Matter of Melissa Woodward-King, Cause No. 0159
 - C. In the Matter of Latonya Cooks-Pleasant, Cause No. 0165
- IV. Selection of Complaint Review Committee Member to Attend JBCC Meeting (August 7, 2020)
- V. Future Meetings (September 10, 2020)
- VI. Public Comment
(Please email public comments with your name and phone number to JBCC@txcourts.gov by June 10, 2020 by 5:00 p.m. with "Public Comment" noted in subject line. Phone instructions available upon request if providing verbal public comment at the meeting on June 11, 2020.)
- VII. Adjournment

A quorum of the Process Servers Advisory Board serves on the Complaint Review Committee. A quorum of the Board meets as a Committee and deliberates on matters on the agenda before the Committee.

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 five (5) working days prior to meeting so appropriate arrangements can be made.