

**PROCESS SERVER CERTIFICATION ADVISORY BOARD**  
**Minutes of the Meeting**

Office of Court Administration  
Tom C. Clark Building  
205 W. 14<sup>th</sup> Street, Rm. 605  
Austin, Texas 78701  
Thursday, October 9, 2014  
(2:00 p.m. Until Adjournment)

The meeting of the Process Server Certification Advisory Board (Board) was called to order by Patrick Dyer, Presiding Officer, at 2:10 p.m. The members present were Presiding Officer Patrick Dyer, Constable Mark Vojvodich, and Eric Johnson. Justiss Rasberry and Rhonda Hughey attended by teleconference. The staff members present were Jeff Rinard, Michele Henricks, Lesley Ondrechen, Katie Bond, and Veena Mohan.

Mr. Dyer gave opening remarks and welcomed the Board members.

Mr. Rinard welcomed the Board and provided an overview of the JBCC and its rules and procedures, public meetings policy, and access to Commission records policy.

Mr. Dyer acknowledged the Process Server Complaint Review Committee Members. The members appointed by the JBCC are Patrick Dyer (Attorney), Justiss Rasberry (Certified Process Server), and Mark Vojvodich (Constable, Bexar County, Precinct 3).

The Advisory Board members discussed the JBCC Criminal Conviction Guidelines and voted to recommend adding crimes involving tampering with government records, obstruction of justice, crimes involving trespassing laws, and crimes involving breach of the peace to the Process Server Certification portion of the Guidelines.

The Advisory Board discussed the JBCC Administrative Dismissal Policy and voted to recommend adding complaints involving collection matters but excluded matters in which a process server accepted payment and did not perform, Process Servers under local court order, and complaints filed against firms.

The Advisory Board discussed the development of a new Code of Conduct for the Process Server Certification Program and created a committee composed of Patrick Dyer, Eric Johnson, and Constable Mark Vojvodich to meet to develop a

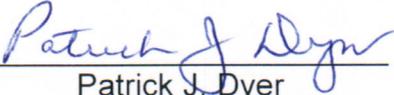
Code of Conduct for consideration by the Advisory Board and the JBCC. Staff will set a future meeting date.

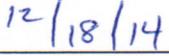
The Advisory Board discussed the development of a new curriculum for the Process Server Certification Program pre-certification course, and created a committee composed of Patrick Dyer, Eric Johnson, and Justiss Rasberry to meet to develop a curriculum for consideration by the Advisory Board and the JBCC. Staff will set a future meeting date.

The Advisory Board discussed placing several items on the agenda for the next Advisory Board meeting, including any recommendations from the Code of Conduct and Curriculum Committees, provider and course oversight and certification examination for process servers. A future meeting date was not selected.

Dennis Cromwell from the Texas Process Server Association addressed the Advisory Board briefly.

The meeting was adjourned at 3:42 p.m.

  
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Patrick J. Dyer  
Presiding Officer

  
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Date