

PROCESS SERVER CERTIFICATION ADVISORY BOARD
Minutes of the Meeting

Office of Court Administration
Tom C. Clark Building
205 W. 14th Street, Rm. 605
Austin, Texas 78701
Wednesday, February 18, 2015
(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 2:03 p.m. The members present by phone were Presiding Officer Patrick Dyer, Eric Johnson, Justiss Rasberry, and Rhonda Hughey. Constable Vojvodich was not present. The staff members present were Jeff Rinard, Katie Bond, Michele Henricks, Lesley Ondrechen, Tyees Holcombe and Veena Mohan, OAG's office.

Mr. Dyer welcomed the Board members.

The Board reviewed and approved the minutes from the December 16, 2014 Process Server Advisory Board meeting.

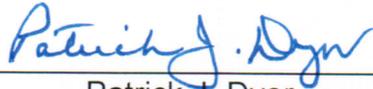
The Board reviewed and discussed the proposed curriculum and curriculum implementation for the Process Server Certification pre-certification civil process service course, recommended from the curriculum committee composed of Patrick Dyer, Eric Johnson, and Justiss Rasberry. The Board also discussed developing an examination as a qualification to become a certified Process Server. The Board voted to recommend to the JBCC, at the May 1, 2015 meeting, to approve replacing the current provider process server curriculum with a standardized curriculum and a mandatory requirement for providers to develop and provide an examination for the course, effective September 1, 2015. The vote also recommended to begin development of a new examination to be required as a qualification to obtain a process server certification.

The Board reviewed and discussed Process Server Certification continuing education (CE). Jeff Rinard advised the Board of the continuing education standards for course approval in Section 4 of the JBCC rules. Jeff Rinard also advised there are currently no providers for the mandatory 12 hours of CE. Certification staff is in the process of developing a form to request course approval and will place a statement on the JBCC website.

A future meeting date was not selected.

There was no public comment.

The meeting was adjourned at 3:08 p.m.



Patrick J. Dyer
Presiding Officer

4/17/15

Date