

APPLYING FOR RENEWAL IN THE ONLINE SYSTEM

The screen prints below reflect how to renew your certification in the online system. [The continuing education screens are following the instructions in section VIII of our pdf Guide to Using the Online System](#) on the home page of our website.

* Go to your program's home page

Note: you'll see the pdf Guide to Using the Online System, and other slide shows as well. (See highlighted bulleted section on screen print below)

* Click on the big, red button to "Access the JBCC Certification, Registration Licensing System"

The screenshot shows a web browser window with the URL txcourts.gov/jbcc/process-server-certification/. The page features a left-hand navigation menu with the following items: Initial Certification, Renewals, Continuing Education, Statute and Rules for Process Servers, Frequently Asked Questions, and JBCC Home. The main content area includes a notice about the licensing team's inability to accommodate walk-in customers, a statement that new JBCC rules are now in effect, and a notice that as of September 1, 2018, the JBCC will no longer accept paper applications. A bulleted list of resources is provided, with the first item highlighted in red: "Access the JBCC Certification, Registration Licensing System". Other items in the list include "Guide to Using the Online System (pdf)", "Watch How to Apply for Renewal- Slideshow (pdf)", "Watch How to Apply for CE Approval Online-Slideshow (pdf)", and "Disciplinary Actions Log". Below the list is a section titled "JBCC Online Certification, Registration & Licensing System" with a date of 06/30/2020 and a notice that applications cannot be submitted until 07/01/2020. A large red button with white text reads "ACCESS THE JBCC CERTIFICATION, REGISTRATION LICENSING SYSTEM". At the bottom, a partial sentence reads: "The Judicial Branch Certification Commission (JBCC) has a new online certification and licensing system. The

In the System, **click the tab for your program** (i.e., court reporters, guardians, court interpreters, or process servers).

The screenshot shows a web browser window with the URL jbcctexas.txcourts.gov. The page features the Texas state seal on the left and the ALiS logo on the right. The main heading is "Texas Office of Court Administration Judicial Branch Certification Commission (JBCC) Online Certification and Licensing System". Below this, there are four tabs: "Guardians", "Court Reporters", "Process Servers" (which is highlighted in orange), and "Court Interpreters". The "Process Servers" tab is active, displaying a welcome message and several links for users.

USER LOGIN

Login Name

Password

[Forgot Login/Password](#)

Password is case sensitive.

SITE LINKS

To Search for Certified Process Server: [Click Here](#)

To search for an approved Continuing Education Course for Process Server: [Click Here](#)

For any questions please contact us

Guardians **Court Reporters** **Process Servers** **Court Interpreters**

Welcome to the online licensing and certification system for Texas Judicial Branch Certification Commission

The Process Server Certification program certifies process servers and improves the standards for persons authorized to serve process statewide. For more information on certification requirements, statutes, rules, policies and standards, please visit the JBCC website, <http://www.txcourts.gov/jbcc/process-server-certification>

Existing Certification

Existing Individuals/Firms registered with State [Click Here](#) to create online profile.

First Time Applicant

To apply for New Certification: [Click Here](#)

Continuing Education Course Provider

If you are a Continuing Education Course provider and need a course approval: [Click Here](#)

Enter your Login Name and Password, then click “Login”

The screenshot shows a web browser window with the URL jbcctexas.txcourts.gov. The page features the Texas state seal on the left and the ALiS logo on the right. The main heading reads "Texas Office of Court Administration Judicial Branch Certification Commission (JBCC) Online Certification and Licensing System". Below this is a navigation bar with four tabs: "Guardians", "Court Reporters", "Process Servers" (which is highlighted in orange), and "Court Interpreters".

USER LOGIN

Login Name:
Password:

[Forgot Login/Password](#)

Password is case sensitive.

SITE LINKS

To Search for Certified Process Server: [Click Here](#)
To search for an approved Continuing Education Course for Process Server: [Click Here](#)
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To apply for New Certification: [Click Here](#)

Continuing Education Course Provider
If you are a Continuing Education Course provider and need a course approval: [Click Here](#)

How to Apply to Renew:

On your Home Page, click the **Renew** link on the **What Do You Want to Do** menu of your home page (as shown below).

The screenshot shows a web browser window with the URL `test.jbcctexas.txcourts.gov/Protected/EducatorHome.aspx#noback`. The page header displays 'UAT UAT UAT UAT UAT UAT UAT UAT UAT' and 'Home'. A navigation menu on the left is titled 'WHAT DO YOU WANT TO DO?' and includes options like 'View Pending Online Application(s)', 'Renew', 'Apply for New Certification', 'Print Receipt', 'General Fee Remittance', 'Pay Invoice(s)', 'CE Approval Request', 'Track CE', 'Change Name', 'Change Password', and 'Update Profile'. A yellow callout box with the text 'Click Here →' points to the 'Renew' option. The main content area is titled 'WELCOME TO YOUR HOME PAGE!' and states the user is logged into their 'Process Server Certification' program. Below this is a 'License Information' table with the following data:

Certification Type	Certification #	Endorsement	Restriction	Status	Expiration Date
PROCESS SERVER	PSC-18889	N/A	TEST FILE	Active	01/31/2021

At the bottom of the page, the footer text reads: 'Aithent Licensing System Version 11.0.104.03 Dated: December 03, 2020 | Copyright © 2021 Aithent Inc. For any questions please contact: Process Server Certification (processservers@txcourts.gov)'

Click **Next** on the screen below:

Application for Renewal of Process Server Certification - Preliminary Step

Fields marked with asterisk (*) are required.

Application Type *

Which application would you like to apply?

Application for Renewal of Process Server Certification

Certification Information

Certification Type	Certification #	Endorsement	Restriction	Status	Expiration Date	Requested Action
PROCESS SERVER	PSC-18889	N/A	TEST FILE	Active	01/31/2021	Renew <input type="button" value="v"/>

Reset **Next**

Personal Information tab: **click Next** on the screen below:
(*Note: You cannot change name or DOB on this page, only staff can do that.*)

Application for Renewal of Process Server Certification

Fields marked with asterisk (*) are required.

Personal Information — Address Information — Education Detail — Questions — Attestation

Please review Information for accuracy. << Back Next >>

Last Name *	WATERS	First Name *	CRETHA	Middle Name	WATERS
Suffix				DOB *	09/27/1965
				Gender	Other

Reset << Back Next >>

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For any questions please contact: Process Server Certification (processservers@txcourts.gov)

Address Information tab: Update information, then click **Next** on the screen below:

Application for Renewal of Proc... x +

Not secure | test.jbcctexas.txcourts.gov/Protected/LIC/ALISAddressInformation.aspx#noback

Apps TJB | JBCC Umbraco - www.txc... JBCC-SP Site ALIS - Online Licens... CAPPS ALIS - UAT Other bookmarks

Fields marked with asterisk (*) are Required.

Personal Information — **Address Information** — Education Detail — Questions — Attestation

Please review Address Information for accuracy. << Back Next >>

Individual Mailing Address Copy From [v]

Country *	United States [v]			Apt/Unit/etc.	
Address *	120 My Fake Street			Zip *	78701
City *	Austin	State/Province *	TEXAS [v]	Alternate Phone # - Ext	
County *	TRAVIS [v]	Primary Phone # - Ext *	512-555-5555	Alternate E-mail	
Fax		Primary E-mail *	processservers@txcourt		

Home Address Copy From [v]

Country *	United States [v]			Apt/Unit/etc.	
Address *	120 My Fake Street			Zip *	78701
City *	Austin	State/Province *	TEXAS [v]	Alternate Phone # - Ext	
County *	TRAVIS [v]	Primary Phone # - Ext	512-555-5555	Alternate E-mail	
Fax		Primary E-mail	processservers@txcourt		

Business Contact Information Copy From [v]

This information will be publicly available.

Country *	United States [v]			Apt/Unit/etc.	
Name/Employer *	C. Waters & Co.			Zip *	78701
Address *	120 My Fake Street	State/Province *	TEXAS [v]	Alternate Phone # - Ext	
City *	Austin	Primary Phone # - Ext *	512-555-5555	Alternate E-mail	
County *	TRAVIS [v]	Primary E-mail *	processservers@txcourt		
Fax					

Reset << Back Next >>

Education Detail tab. To enter CE courses & upload CE certificates **click "Add"** on the screen below:

Application for Renewal of Process Server Certification

Fields marked with asterisk (*) are required.

Personal Information — Address Information — **Education Detail** — Questions — Attestation

<< Back Next >>

Continuing Education Details [Add](#)

Certified Process Servers are required to complete 8 hours of continuing education. Report CE hours earned during your two year certification period. If you have not met the CE requirement for renewal, your application will not be processed until all requirements have been met and copies of your certificate(s) or other documentation of attendance have been received.

Total Continuing education hours :0

Reset << Back Next >>

Aithent Licensing System Version 11.0.104.03 Dated: December 03, 2020 | Copyright © 2021 [Aithent Inc.](#)
For any questions please contact: Process Server Certification (processservers@txcourts.gov)

You'll be taken to the **Course Detail and Information** page (as shown below). On this page, click on this screen, **click the 'Click Here' link** to locate your course(s):

Course Detail and Information - Google Chrome
Not secure | test.jbcctexas.txcourts.gov/Protected/LIC/ContinueEduDetails.aspx?LicenseId=154530&LicenseeType=I&CreateApplicationOrNot=Y&BusinessUnitCode=PSC&sessionId=2r4uwfzsmm35p3lgybtsyk0g&mode=A&IsPopUp=...

Welcome **CRETHA WATERS**
Fields marked with asterisk (*) are required.

Course Detail and Information

Course Detail and Information

If the course you have taken is not listed in approved continuing education course search, Please submit the course approval request.

Program *

Course Title * You must [Click Here](#) to choose from list of approved Continuing Education Course.

Completion Date *

Provider Name Course Type

Requested Credit Hours

Credit Type	Credit Hours
Non-Ethics *	<input type="text"/>

Search Tips:

- * Search by Course name.
- * Search by Provider name.
- * Search by partial course name:

For example, enter just the first word (or two) of the course title in the **Course Title** field. Leave all other fields blank and **hit Search**.

Do not report each individual session you participated in for a seminar. Only report the seminar itself. If you attended “Disney’s 2020 Annual Seminar”, you search for that seminar (*i.e., course*), not each session within that seminar.

When you find your course, **click on the name of it** (which is hyperlinked) **to select it**.

The screenshot shows a web browser window with the URL `testjbcctexas.bcourts.gov/Protected/LIC/CourseSearch.aspx?LikePopup=Y&BusinessUnitCode=PSC&IsEnabledBusinessUnit=false&StatusCode=ACT&sessionid=2f4uwfzmm35p3jgybtsyk0g&mode=AB&IsPopUp=Y&EventE...`. The page header includes "Welcome CRETHA WATERS" and a note: "Fields marked with asterisk (*) are required." The main heading is "Course Search".

The search form contains the following fields:

- Program: Process Server Certification (dropdown)
- Course Title: (text input)
- Offered Date: (date range input)
- Provider Name: (text input)
- Type: All (dropdown)

Buttons for "Reset" and "Search" are located below the form.

The "Search Results" section displays a table with the following data:

Course Title ▲	Provider Name	Course Offered Date	Location	Hours	Contact Person	Phone
Process Server Review Online	Texas Process Servers Academy	01-20-2017 to 01-20-2018	,	Total Hours:12, Non-Ethics:12		
Ethics: Truth and Consequences	Leading Edge Legal Ed	04-17-2017 to 04-17-2018	,	Total Hours:1, Non-Ethics:1		
Legal Procedures & Case Law	Leading Edge Legal Ed	04-17-2017 to 04-17-2018	,	Total Hours:4, Non-Ethics:4		
Interviewing Callers & Clients	Leading Edge Legal Ed	04-17-2017 to 04-17-2018	,	Total Hours:4, Non-Ethics:4		
Testifying At Hearings & Trials	Leading Edge Legal Ed	04-17-2017 to 04-17-2018	,	Total Hours:4, Non-Ethics:4		
Rules of Service: Sabbath Laws	Leading Edge Legal Ed	04-17-2017 to 04-17-2018	,	Total Hours:2, Non-Ethics:2		
Process Service Professional	TX School of Legal Support	06-23-2017 to 06-21-2018	,	Total Hours:7, Non-Ethics:7		
Serve-O-Nomics	TX School of Legal Support	06-24-2017 to 06-22-2018	,	Total Hours:6, Non-Ethics:6		
Proper Service Techniques	TX School of Legal Support	07-07-2017 to 06-29-2018	,	Total Hours:6, Non-Ethics:6		

The course you selected will now show up on your **Course Detail and Information** page (as shown below). On this page, you'd just **enter the date you completed** the course and **click Save**. (Note: the system will automatically reflect the number of hours approved for the course. Uploading your CE certificates will show us how many hours you obtained for the course).

AOE Online - Google Chrome
Not secure | test.jbcctexas.txcourts.gov/Protected/LIC/ContinueEduDetails.aspx?LicenseId=154530&LicenseeType=1&CreateApplicationOrNot=Y&BusinessUnitCode=PSC&sessionId=2r4uwfzsmm35p3lgybtsyk0g&mode=A&IsPopUp=...

Welcome CRETHA WATERS
Fields marked with asterisk (*) are required.

Course Detail and Information

Course Detail and Information

If the course you have taken is not listed in approved continuing education course search, Please submit the course approval request.

Program *

Course Title * You must [Click Here](#) to choose from list of approved Continuing Education Course.

Completion Date *

Provider Name Course Type

Requested Credit Hours

Credit Type	Credit Hours
Non-Ethics *	12

You will now see the course has been added to your Continuing Education Details. To upload your certificate, **click Course Certificate (0)**. To get to the **Document Upload** page.

ALISOnline

Not secure | test.jbcctexas.txcourts.gov/Protected/LIC/ALISEducationAndSupervisoryDetail.aspx#noback

TESTING TESTING TESTING TESTES

Application for Renewal of Court Reporter Certification

Fields marked with asterisk (*) are required.

Personal Information — Address Information — **Education Detail** — Questions — Attestation

<< Back Next >>

Continuing Education Details

Add

Report CE hours earned during your two year certification period. If you have not met the CE requirement for renewal, your application will not be processed until all requirements have been met and copies of your certificate(s) of attendance or other documentation of attendance have been received.

Course Title	Provider Name	Completion Date	Type	Hours	Course Certificate
Ethics By Choice or By Chance	Jeff Justice Seminars	10/15/2017	Other	Total:2.5, Ethics:2.5, Non-Ethics:0	Course Certificate (0)

Total Continuing education hours :2.5

Reset

<< Back Next >>

← Click here

Follow the instructions on this page to upload the CE certificate from your device to your online application. **Click “Add”**

Document Upload - Google Chrome
Not secure | test.jbcctexas.txcourts.gov/Protected/LIC/DocumentUpload.aspx?ReferenceType=CDT&XPath=CourseDetailsList&PrimaryKeyName=CourseDetailsId&PrimaryKey=33084&ReferenceId=33084&mode=&BusinessUnitCode=...

Welcome CRETHA WATERS
Fields marked with asterisk (*) are required.

Document Upload

Instructions:
1. Click 'Add' to create a new row.
2. Click 'Browse' or 'Choose File' on the row to select document. Repeat steps 1 & 2 to select more documents.
3. Click 'Upload' button to attach all selected documents.

Attach Document(s)	Add
Please click 'Add' to add a new row.	← Click Here

Close Upload

Follow the instructions on this page to upload the CE certificate from your device to your online application. Click **“Choose File”** or **“Browse”**

Document Upload - Google Chrome
Not secure | test.jbcctexas.bxcourts.gov/Protected/LIC/DocumentUpload.aspx?ReferenceType=CDT&XPath=CourseDetailsList&PrimaryKeyName=CourseDetailsId&PrimaryKey=33084&ReferenceId=33084&mode=&BusinessUnitCode=...

Welcome CRETHA WATERS
Fields marked with asterisk (*) are required.

Document Upload

Instructions:
1. Click 'Add' to create a new row.
2. Click 'Browse' or 'Choose File' on the row to select document. Repeat steps 1 & 2 to select more documents.
3. Click 'Upload' button to attach all selected documents.

Attach Document(s) Add

Please click 'Add' to add a new row.

Document	Comments	Delete
<input type="button" value="Choose File"/> No file chosen		Delete

Click Here →

Follow the instructions on this page to upload the CE certificate from your device to your online application. Click **“Upload”**

Welcome CRETHA WATERS
Fields marked with asterisk (*) are required.

Document Upload

Instructions:

1. Click 'Add' to create a new row.
2. Click 'Browse' or 'Choose File' on the row to select document. Repeat steps 1 & 2 to select more documents.
3. Click 'Upload' button to attach all selected documents.

Attach Document(s)		Add
Please click 'Add' to add a new row.		
Document	Comments	Delete
<input type="button" value="Choose File"/> Sample of COA-NonCRC.pdf	CE Certificate for PSC-18889	Delete

Close

Upload

← Click Here

When your certificate is uploaded, you'll know it's uploaded when the **Course Certificate (0)** changes to **Course Certificate (1)** as shown on the screen below. **Click "Next"**

The screenshot shows a web browser window with the URL `test.jbcctexas.txcourts.gov/Protected/LIC/ALISEducationAndSupervisoryDetail.aspx#noback`. The page title is "UAT UAT UAT UAT UAT UAT UAT UAT UAT" and the main heading is "Application for Renewal of Process Server Certification". A navigation bar includes "Personal Information", "Address Information", "Education Detail" (highlighted), "Questions", and "Attestation". Below the navigation bar are "Back" and "Next" buttons. The "Continuing Education Details" section contains a table with the following data:

Course Title	Provider Name	Completion Date	Type	Hours	Course Certificate
Process Server Review Online	Texas Process Servers Academy	01/01/2020	Other -	Total:12, Non-Ethics:12	Course Certificate (1)

The total continuing education hours are 12. A "Reset" button is located below the table. The footer contains the text: "Aithent Licensing System Version 11.0.104.03 Dated: December 03, 2020 | Copyright © 2021 Aithent Inc. For any questions please contact: Process Server Certification (processservers@txcourts.gov)".

Answer all questions on this page, then click “Next”.

Application for Renewal of Proce x +

Not secure | test.jbcctexas.txcourts.gov/Protected/LIC/InitialDisclosure.aspx#noback

Apps TJB | JBCC Umbraco - www.txc... JBCC-SP Site ALiS - Online Licens... CAPPS ALiS - UAT Other bookmarks

Fields marked with asterisk (*) are required.

Personal Information — Address Information — Education Detail — **Questions** — Attestation

<< Back Next >>

Questions

#	Question	Response
1	Since your last renewal, have you had a professional license, certification, or registration of any kind which was denied, suspended, or revoked in Texas or any other jurisdiction? If Yes, please provide dates and explanation of circumstances.	<input type="radio"/> Yes <input type="radio"/> No
2	Since your last renewal, has your authority to serve process ever been, terminated, vacated, or sanctioned in Texas or any other jurisdiction? If Yes, please provide dates and explanation of circumstances.	<input type="radio"/> Yes <input type="radio"/> No
3	Have you ever been relieved of responsibilities as a process server by a court, employer, or client for actions involving fraud, moral turpitude, misrepresentation, material omission, misappropriation, theft, assault, battery, abuse, neglect, breach of trust, breach of fiduciary duty or conversion? If Yes, please provide dates and explanation of circumstances.	<input type="radio"/> Yes <input type="radio"/> No
4	For any felony offense, have you ever: (a) been found guilty (b) entered plea of guilty in return for a grant of deferred adjudication (c) entered a plea of guilty or no contest (nolo contendere), or (d) entered a plea of no contest (nolo contendere) in return for a grant of deferred adjudication	<input type="radio"/> Yes <input type="radio"/> No
6	For any felony or any misdemeanor offense, have you ever: (a) been found guilty (b) entered plea of guilty in return for a grant of deferred adjudication (c) entered a plea of guilty or no contest (nolo contendere), or (d) entered a plea of no contest (nolo contendere) in return for a grant of deferred adjudication.	<input type="radio"/> Yes <input type="radio"/> No

Reset << Back Next >>

Attestation tab. Check all boxes. **Enter your Name** then tab over and click the **“Submit Application”** button to submit your application and be taken to the **Fee Detail** page.

Application for Renewal of Process Server Certification

Fields marked with asterisk (*) are required.

Personal Information — Address Information — Education Detail — Questions — **Attestation**

<< Back

Attestation

You must check the following:

- As part of the application process, I understand and agree that:
 - My criminal history record information will be obtained by fingerprint search.
 - I must follow the approved procedures for having fingerprints taken by an approved vendor.
 - I must pay the costs of having my fingerprints taken and the fees for the reports.
 - My criminal history record information will be sent directly to the Judicial Branch Certification Commission by the Texas Department of Public Safety.
 - My criminal history record information will include information obtained through the Texas Department of Public Safety and the Federal Bureau of Investigation.
 - I will provide, if requested to do so by the Judicial Branch Certification Commission, additional documents, records and information relating to my criminal history record information.
 - I am responsible for reading the JBCC Rules, adopted by the Supreme Court of Texas and available on the JBCC's website, regarding the consequences of criminal history.
 - My application must be complete before it will be considered by the JBCC. A complete application consists of the completed application form, criminal history record information obtained no more than 90 days before the application date, and payment of the appropriate fees.
 - I acknowledge it is my responsibility to read, understand, and abide by the Rules and other applicable standards or codes, which are available from the JBCC's website.
 - I acknowledge that the fees submitted with this application are non-refundable.
 - If my application is approved, I have a continuing obligation to notify the JBCC of any changes to my contact information with 30 days of the change.
 - Submitting false information or omitting any required disclosures may result in denial of my application.
- I declare under penalty of perjury that the information provided in this application is true and correct.

Name * Date *

<< Back

← Click Here to submit application

Hit the “**Pay Now**” button to be taken to the payment portal.

Fee Detail

Not secure | test.jbcctexas.txcourts.gov/Protected/LIC/FeeDetail.aspx?ReturnURL=InitialPersonalInformation.aspx#noback

Apps TJB | JBCC Umbraco - www.txc... JBCC-SP Site ALIS - Online Licens... CAPPs ALIS - UAT Other bookmarks

Welcome CRETHA WATERS | Home | Logout

UAT UAT UAT UAT UAT UAT UAT UAT UAT

Fee Detail

To complete the online application process, you must pay any required fees. If you press 'Submit' and skip payment of fees, your application will not be received by the JBCC until the fees are paid online. You cannot apply online and pay by mail.

Fee Details	
Licensing/Certification fee (PROCESS SERVER)	\$200.00
Texas.gov Price*	\$204.76

* This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Do NOT push the “Pay Now” button more than once.
Do not push the go back arrow using your browser. To review or update your application information click on “Edit Application”.
Failure to comply with these instructions may result in multiple charges.

[Edit Application](#) [Pay Now](#)

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For any questions please contact: Process Server Certification (processservers@txcourts.gov)

Enter your name and the billing address currently on file with the credit card company of the cardholder. Click **“Next”**.

Checkout

stageccp.dev.cdc.nicusa.com/Checkout/Payment?token=c2daa0b0-d100-483e-8fa8-768eb6f62afb

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

Payment

Payment Type ✓

Credit Card

Customer Information

Country * Complete all required fields [*]

United States

Transaction Summary

Fee(Application for Renewal of Process Server Certification) \$204.76

Texas.gov Price \$204.76

Need Help?

Please complete the Customer Information Section

Checkout

stageccp.dev.cdc.nicusa.com/Checkout/Payment?token=c2daa0b0-d100-483e-8fa8-768eb6f62afb

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

First Name * Last Name *

CRETHA WATERS WATERS

Address *

120 MY FAKE STREET

Address 2

City * State *

AUSTIN TX - Texas

ZIP/Postal Code *

78701

Phone Number *

512-555-5555

Email * ?

PROCESSSERVERS@TXCOURTS.GOV

Receipt Email Addresses ?

Transaction Summary

Fee(Application for Renewal of Process Server Certification) \$204.76

Texas.gov Price \$204.76

Need Help?

Please complete the Customer Information Section

Enter your name and the billing address currently on file with the credit card company of the cardholder. Click **“Next”**.

Checkout

stageccp.dev.cdc.nicusa.com/Checkout/Payment?token=c2daa0b0-d100-483e-8fa8-768eb6f62afb

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

Payment

Payment Type ✓

Credit Card

Customer Information ✓ [Edit](#)

Address: CRETHA WATERS WATERS, 120 MY FAKE STREET, AUSTIN, TX 78701
Phone Number: 512-555-5555
Country: United States
Email Address: PROCESSSERVERS@TXCOURTS.GOV
Receipt Email Addresses

Transaction Summary

Fee(Application for Renewal of Process Server Certification) \$204.76

Texas.gov Price 🇺🇸 \$204.76

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

Credit Card Number * ? Complete all required fields [*]

Checkout

stageccp.dev.cdc.nicusa.com/Checkout/Payment?token=c2daa0b0-d100-483e-8fa8-768eb6f62afb

Payment Information

Complete all required fields [*]

Credit Card Number * ?

Credit Card Type ?

Expiration Month * ? Select a Month

Expiration Year * ? Select a Year

Security Code * ?

Name on Credit Card * ?

[Next](#) [Cancel](#)

Transaction Summary

Fee(Application for Renewal of Process Server Certification) \$204.76

Texas.gov Price 🇺🇸 \$204.76

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

Check the “I’m not a robot” box, follow any instructions that pop up, then click “Submit Payment”.

Checkout

stageccp.dev.cdc.nicusa.com/Checkout/Payment?token=c2daa0b0-d100-483e-8fa8-768eb6f62afb

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

Payment

Payment Type ✓

Credit Card

Customer Information ✓

Address: CRETHA WATERS WATERS, 120 MY FAKE STREET, AUSTIN, TX 78701

Phone Number: 512-555-5555

Country: United States

Email Address: PROCESSSERVERS@TXCOURTS.GOV

Receipt Email Addresses

Payment Information ✓

Transaction Summary

Fee(Application for Renewal of Process Server Certification) \$204.76

Texas.gov Price \$204.76

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction.

Checkout

stageccp.dev.cdc.nicusa.com/Checkout/Payment?token=c2daa0b0-d100-483e-8fa8-768eb6f62afb

Country: United States

Email Address: PROCESSSERVERS@TXCOURTS.GOV

Receipt Email Addresses

Payment Information ✓

[Edit](#)

Credit Card: Visa ****6781, Exp. 03/2023

Name on Credit Card: Creatha Waters

Verification

I'm not a robot

reCAPTCHA Privacy - Terms

Cancel [Submit Payment](#)

Transaction Summary

Fee(Application for Renewal of Process Server Certification) \$204.76

Texas.gov Price \$204.76

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction.

You'll see the message below as your payment is being processed.

The screenshot shows a web browser window with the URL `stageccp.dev.cdc.nicusa.com/Checkout/Payment?token=c2daa0b0-d100-483e-8fa8-768eb6f62afb`. The page is a checkout form with several sections: **Country** (United States), **Email Address** (PROCESSSERVERS@TXCOURTS.GOV), **Receipt Email Addresses**, **Payment Information**, **Credit Card** (Visa ****6781, Exp. 03/2023), and **Verification** (I'm not a robot). A **Transaction Summary** on the right shows a fee of \$204.76 and a **Texas.gov Price** of \$204.76. A **Need Help?** section provides instructions on reviewing payment information. A white modal box with an orange exclamation mark is overlaid in the center, containing the text: **Please wait**, **Your payment is being processed.**, and **Please do not close your tab or window, and please do not use your browser's Back button.** A **Cancel** button is visible at the bottom left of the page.

After your payment is processed, you'll be taken to the Confirmation page of your application. From here you should **print your payment receipt and application summary for your records, then click "Return to Home"**

The screenshot shows a checkout page on a staging server. A modal window is displayed in the center with the text: "Please wait. Your payment is being processed. Please do not close your tab or window, and please do not use your browser's Back button." The background page shows a "Transaction Summary" with a total of \$204.76 and a "Need Help?" section.

The screenshot shows a confirmation page titled "Application for Renewal of Process Server Certification Submitted". It includes a confirmation message, a checklist table, and buttons for "Return to Home" and "Logout".

Confirmation

YOUR APPLICATION HAS BEEN SUBMITTED. YOU WILL RECEIVE AN AUTOMATED EMAIL WHEN YOUR APPLICATION HAS BEEN APPROVED.

Thank you for using our online services. Your **Application for Renewal of Process Server Certification** has been submitted. Your online transaction number is **265920**. Use this transaction number for any future communication with us. We will review your application and if we need any additional information, we will contact you.

[To View/Print payment receipt: Click Here](#)

[To View/Print application summary: Click Here](#)

Checklist

Item #	Certification Type	Item	View/Attach	Item Status
1	All	Review Continuing Education	N/A	Pending
2	All	Additional Supporting Documents. (Optional)	Documents (0)	N/A

[Return to Home](#) [Logout](#)

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For any questions please contact: Process Server Certification (processservers@txcourts.gov)

Click “**View Pending Online Application(s)**” on your home page menu. You’ll be able to see the application you just submitted. This is how you confirm receipt. This is where you’ll be able to track the application status. In the **Current Step** column, the status “**Review by State**” will be reflected. The status remain pending until the application is approved. When the application is processed, you’ll be sent an automated email confirmation advising the application has been approved and the application will no longer show up on this page. **Check your inbox (and spam folder) for this correspondence.**

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Home

Contact Information
 Name: CRETHA WATERS
 120 MY FAKE STREET,
 AUSTIN, TX 78701
 Phone #: 512-555-5555
 Email: PROCESSSERVERS@TXCOURTS.GOV

WHAT DO YOU WANT TO DO?

- [View Pending Online Application\(s\)](#)
- [Renew](#)
- [Apply for New Certification](#)
- [Print Receipt](#)
- [General Fee Remittance](#)
- [Pay Invoice\(s\)](#)
- [CE Approval Request](#)
- [Track CE](#)
- [Change Name](#)
- [Change Password](#)
- [Update Profile](#)

WELCOME TO YOUR HOME PAGE!

You are currently logged into your online account for **Process Server Certification** program.
 To switch your login session to a different program for Texas, Judicial Branch Certification Commission: [Click Here](#)

License Information:

Certification Type	Certification #	Endorsement	Restriction	Status	Expiration Date
PROCESS SERVER	PSC-18889	N/A	TEST FILE	Active	01/31/2021

For questions please email: processservers@txcourts.gov. We are closed on State Holidays.

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 For any questions please contact: Process Server Certification (processservers@txcourts.gov)

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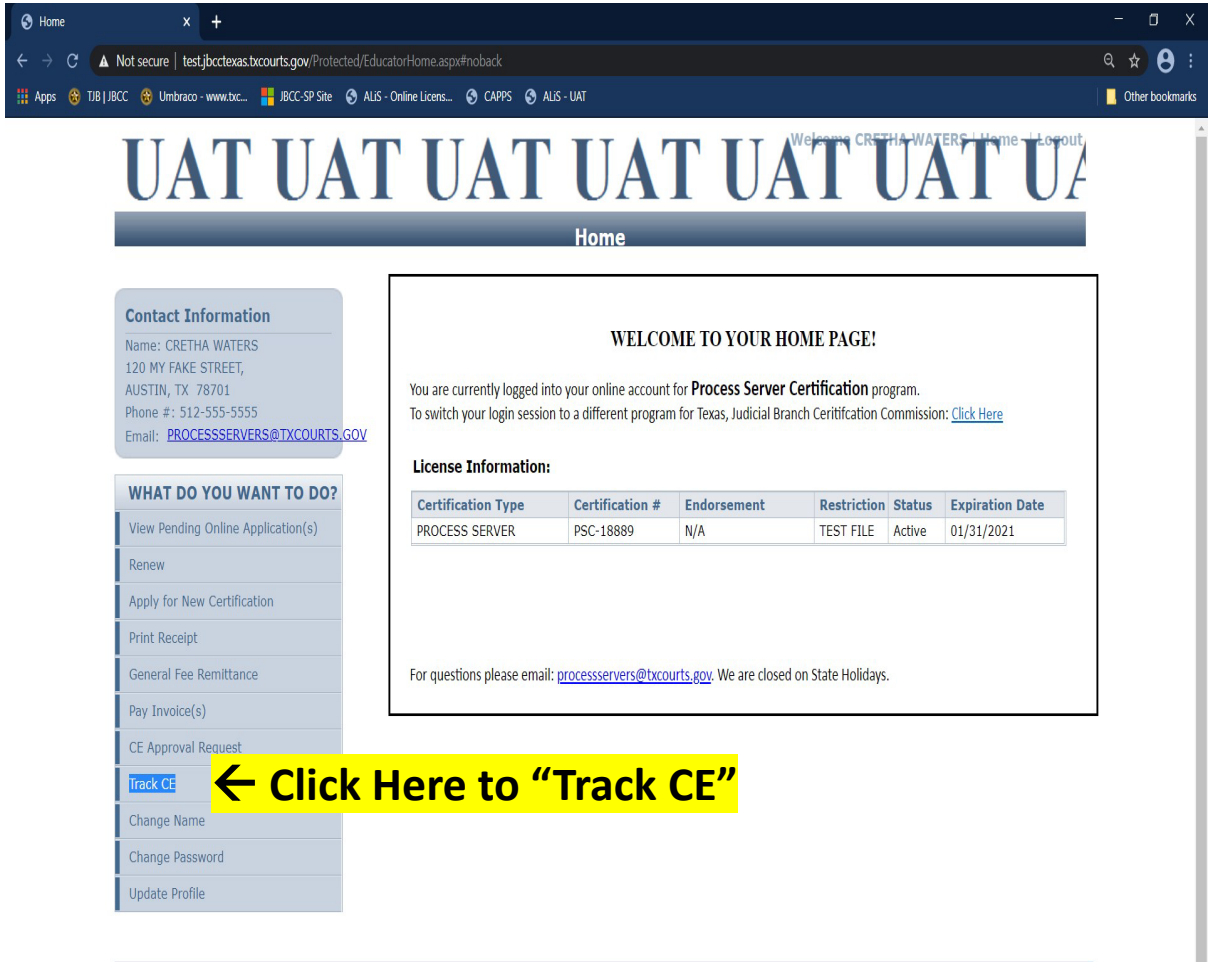
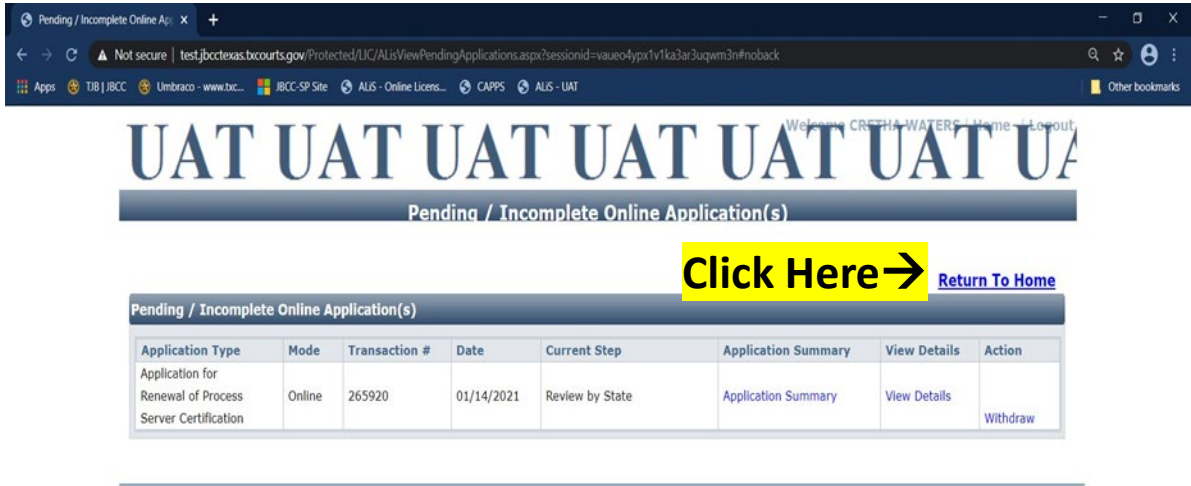
Pending / Incomplete Online Application(s)

[Return To Home](#)

Pending / Incomplete Online Application(s)

Application Type	Mode	Transaction #	Date	Current Step	Application Summary	View Details	Action
Application for Renewal of Process Server Certification	Online	265920	01/14/2021	Review by State	Application Summary	View Details	Withdraw

If you want to verify the courses you uploaded and see the certificates were attached, **click on the Return to Home link** (shown on the screen below). On your home page, **click the Track CE button** (as shown on the screen below).



Here you'll be able to see all CE courses you've reported to the JBCC and the certificates that were attached. **YOU CANNOT ADD CE TO THIS PAGE.** CE can only be added directly to your renewal application. To exit your profile, just click on the **Logout** link in the top corner of your home page.

Continuing Education Units Detail

Welcome CRETHA WATERS | Home | Logout **← Click Here**

Fields marked with asterisk (*) are required.

Entity Information					
Name CRETHA WATERS		Mailing Address 120 MY FAKE STREET AUSTIN, TX 78701 PROCESSSERVERS@TXCOURTS.GOV			

Continuing Education Details					
Certified Process Servers are required to complete 8 hours of continuing education. Report CE hours earned during your two year certification period. If you have not met the CE requirement for renewal, your application will not be processed until all requirements have been met and copies of your certificate(s) or other documentation of attendance have been received.					
Course Title	Provider Name	Type	Completion Date	Hours	Course Certificate
Process Server Review Online	Texas Process Servers Academy	Other	01/01/2020	Total:12, Non-Ethics:12	Course Certificate (1)

Total Continuing education hours :12