

PROCESS SERVERS CERTIFICATION ADVISORY BOARD
Meeting Minutes

(Virtual Meeting Conducted by Zoom)
205 W. 14th Street
Austin, Texas 78701
Wednesday, August 27, 2025
(11:00 a.m. Until Adjournment)

The meeting of the Process Servers Certification Advisory Board (Board) was called to order by Chairman Justiss Rasberry at 11:02 a.m. The Chairman, and members, Carol Watson, Dan Brouillette, and Timothy Quinn, attended by Zoom. Honorable Rhonda Hughey was not in attendance. Judicial Branch Certification Commission Member Mark Blenden joined the meeting to participate in the discussion of Agenda Item IV,

Staff members present by Zoom were Ronald S. Morgan Jr., Commission Director; Scott Gibson, Commission General Counsel; Veena Mohan, Prosecuting Attorney; Melinda Saucedo, Compliance Manager; Tyees Holcombe, Judicial Regulatory Assistant; Amy Smith, Compliance Investigator.

Agenda Item II. Opening Remarks

The Commission Director thanked the members for their service and recognized the work of the staff.

Agenda Item III. JBCC Update

The Commission Director reported updates, current trends, and the next steps related to process server certification and complaints. There are currently 3,787 active certified process servers in Texas as of May 31, 2025; 687 newly certified process servers since January 2025; and 262 pending process server applications as of July 31, 2025. 318 process server complaints have been filed since FY 20, and 102 process server complaints are pending disposition as of August 27, 2025. Licensee search database with the Commission has been amended to comply with recent legislative changes. The members discussed the process servers' options to opt in or out of sharing personal contact information publicly. The Commission has started the process to amend rules, revise the process server curriculum, and update the Commission's website.

Agenda Item IV. Discussion on Process of Coming to Hand and Completion of Returns Via Electronic Means

Commission General Counsel was recognized and opened the discussion. Mark Blenden discussed concerns that current Commission rules do not address the technology advancements in process serving. The members shared their experiences with the various process server mobile applications. The members discussed opening dialogue with local process server companies and nationwide companies to collaborate and strategize rule amendments to reflect the trend of increasing use of electronic means when serving process.

Agenda Item V. Approval of Prior Meeting Minutes

Upon proper motion by Dan Brouillette and second by Carol Watson, the Board members voted to unanimously approve the May 23, 2024 minutes.

Agenda Item VI. Public Comments

There were no public comments.

Agenda Item VII. Adjournment

The meeting was adjourned at 12:01 p.m.



Justiss Rasberry

Process Servers Certification Advisory Board

03-20-2026

Date