

PROCESS SERVERS CERTIFICATION ADVISORY BOARD

Meeting Agenda

(Virtual Meeting Conducted by Zoom)

205 W. 14th Street
Austin, Texas 78701
Friday, April 17, 2026
(10:00 AM - 3:00 pm)

The Process Servers Certification Advisory Board will deliberate and take formal action, if necessary, on the following agenda items.

The meeting will be held by Zoom and can be viewed by the public on YouTube on the Texas Courts Channel at <https://www.youtube.com/@TexasCourts>

- I. Call to Order; Roll Call and Certification of Quorum
- II. Opening Remarks
- III. Approval of Prior Meeting Minutes – March 19, 2026
- IV. The judicial perspective on the Process Server profession
- V. Office Court Administration (OCA) Proposed Revisions to Judicial Branch Certification Commission (JBCC) Process Server Rules
- VI. OCA Proposed Revisions to Process Server related fees
- VII. OCA Proposed Revisions to Process Server Code of Ethics (COE) and Sanctions Matrix
- VIII. OCA Proposed Revisions to Process Server Curriculum
- IX. Exam Development
- X. Public Comments
Comments will be limited to no more than three minutes
(Please email public comments with your name and phone number to compliance@txcourts.gov by 3:00 p.m. on 4/16/26, with “Public Comment” and your first and last name noted in the subject line.)
- XI. Adjournment

The Advisory Board may meet in closed session pursuant the Public Meetings Policy to deliberate upon an agenda item.

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 by calling 512-475-4368 and pressing option #6, or email compliance@txcourts.gov five (5) working days prior to meeting so appropriate arrangements can be made.