

## **PROCESS SERVERS CERTIFICATION ADVISORY BOARD**

### **Meeting Minutes**

(Virtual Meeting Conducted by Zoom)

205 W. 14th Street

Austin, Texas 78701

**Thursday, March 19, 2026**

(1:00 PM – 2:30 PM)

The meeting of the Process Servers Certification Advisory Board (Board) was called to order by Chairman Justiss Rasberry at 1:00 p.m. The Chairman, and members, Carol Watson, Dan Brouillette, Honorable Rhonda Hughey and Timothy Quinn, attended by Zoom. Judicial Branch Certification Commission member Mark Blenden and Denton County Justice of the Peace Precinct 2, Judge James R. DePiazza were also in attendance by Zoom.

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; Kaneshia Daniels, Compliance Investigator; and Tyees Holcombe, Judicial Regulatory Assistant.

#### Agenda Item II. Opening Remarks

The Commission Director thanked the members for their time and work they have done with the Commission to update the rules, policies and processes for the process servers. He also introduced Judge James R. DePiazza and Mark Blenden, who were present to contribute to the discussion regarding proposed changes to the Process Server Rules (Rules), Certified Process Servers Code of Ethics (COE) and related processes. The Commission Director thanked staff for their diligent work in addressing issues as they arise, as well as all those who participated in the revisions to the Rules, COE, and processes.

#### Agenda Item III. Approval of Meeting Minutes

Upon proper motion by Tim Quinn and second by Carol Watson, the Board members voted to unanimously approve the August 27, 2025, minutes. Honorable Rhonda Hughey recused herself.

#### Agenda Item IV. Office of Court Administration (OCA) Proposed Revisions to Judicial Branch Certification Commission (JBCC) Process Server Rules

The Commission Director presented the staff recommended amendments to the following rules (1) Rule 8.2, Initial Certification Requirement and (2) Rule 8.3, Renewal of Certification. The Commission Director reviewed each staff proposed Rule amendment. The Board discussed and provided feedback on the proposed changes. Upon proper motion by Dan Brouillette, second by Carol Watson, the Board unanimously approved the Rules and send their recommendations to the Commission for review and possible adoption.

#### Agenda Item V. OCA Proposed Revisions to COE and Sanctions Matrix

The Commission Director presented the staff recommended amendments to the following sections of the COE: (1) Preamble and (2) Section 1-3 and 7-8. The Board discussed the proposed amendments and provided edits to the COE. The Board will continue discussion of this item at a later date. No motion was made on this agenda item.

#### Agenda Item VI. OCA Proposed Revisions to Process Server Curriculum

This agenda item will be carried over to the next scheduled advisory board meeting.

Agenda Item VIII. Exam Development


This agenda item will be carried over to the next scheduled advisory board meeting.

Agenda Item VIII. Public Comments

There were no public comments.

Agenda Item IX. Adjournment

The meeting was adjourned at 2:32 p.m.

  
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Justiss Rasberry  
Process Servers Certification Advisory Board

04-20-2026

Date