PROCESS SERVER CERTIFICATION ADVISORY BOARD
Meeting Minutes
(Virtual Meeting Conducted by Zoom)
205 W. 14th Street
Austin, Texas 78701
Friday, July 10, 2026
(10:00 a.m. – 3:00 p.m.)

The meeting of the Process Servers Certification Advisory Board (Board) was called to order by Chairman Justiss Rasberry at 10:03 a.m. The Chairman, and members, Justiss Rasberry, Carol Watson, Dan Brouillette, and Timothy Quinn, attended by Zoom. Honorable Rhonda Hughey was absent (excused). Judicial Branch Certification Commission member Mark Blenden was 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; Sheryl Jones, Deputy Director; Melinda Saucedo, Compliance Manager; Kanesha Daniels, Compliance Investigator; and Tyees Holcombe, Judicial Regulatory Assistant.

<u>Agenda Item II. Opening Remarks</u>
The Commission Director thanked the members for their time. He also acknowledged Mr. Blenden being present and the expertise that he brings to the area of process servers and process server issues. The Commission Director provided an overview of what to expect during the meeting.

<u>Agenda Item III. Approval of Meeting Minutes</u>
Upon motion by Justiss Rasberry and second by Dan Brouillette, the Board members voted to unanimously approve the April 17, 2026, minutes.

<u>Agenda Item IV. Update from JBCC Staff & Agenda Item V. Update on Revisions Pending at Supreme Court of Texas</u>
The Commission Director stated the work on the items from April 17, 2026, board meeting was sent to the Commission in May. The Commission agreed with the recommendations of the board and submitted the documents to the Supreme Court for approval.

The Board took a break at 12:04 p.m. and reconvened at 12:48 p.m.

<u>Agenda Item VI. OCA Proposed Revisions to Process Server Curriculum</u>
The Commission Director presented the proposed amendments to the Process Server Curriculum. He presented the staff recommended amendments to the following sections: (1) Introduction (2) Part One: Service of Process (3) Part Two: Return of Service (3) Appendices: Criminal Law (4) Appendices: Federal Rules. The Board discussed the proposed amendments and provided feedback on the proposed changes.

The remainder of this agenda item will be carried over to the next scheduled Board meeting.

Agenda Item VII. Exam Development
This agenda item will be carried over to the next scheduled Board meeting.

Agenda Item VIII. Public Comments
There were no public comments.

Agenda Item IX. Adjournment
The meeting was adjourned at 3:06 p.m.

Justiss Rasberry
Presiding Officer

07-31-2026
Date