

**JUDICIAL BRANCH CERTIFICATION COMMISSION**  
**Commission Meeting Agenda**

Third Court of Appeals  
Price Daniel Sr. Building  
209 W. 14<sup>th</sup> Street, Room 101  
Austin, Texas 78701  
Friday, January 23, 2015  
(10:00 a.m. Until Adjournment)

- I. Call to Order; Roll Call and Certification of Quorum
- II. Pledge of Allegiance to United States Flag and Texas Flag
- III. Opening Remarks
  - A. Welcome - Judge Lee Hamilton, Chairman
  - B. Certification Division Report - Jeff Rinard, Certification Division Director
- IV. Approval of Prior Meeting Minutes – September 5, 2014
- V. Discussion, Consideration and Possible Action on Correspondence Regarding Issues Raised by Transition of Regulation of Process Servers to the Judicial Branch Certification Commission
- VI. Discussion, Consideration and Possible Action on Complaint Regarding Release of Letter from Process Server Review Board to Stephen Hartman
- VII. Discussion, Consideration and Possible Action on Request for Reconsideration – In the Matter of Stephen Hartman, Cause No. PS2013-0026
- VIII. Discussion, Consideration and Possible Action on Reporting Requirements & Noncompliance with Final Order
  - Court Reporters and Court Reporting Firms
  - A. In the Matter of Helen Wooten, Cause No. 12-5447-43
- IX. Discussion, Consideration and Possible Action on Approval of Determination for Disciplinary Action by JBCC & Issuance of Final Order – complaints considered by JBCC on November 21, 2014
  - Process Servers – Respondent(s) Failed to Respond to Notice of Disciplinary Action by JBCC
  - A. In the Matter of Jason Lightner, Cause No. PS2014-0004
  - B. In the Matter of Rene Flores, Cause No. PS2014-0010
  - C. In the Matter of Keith Smith, Cause No. PS2014-0021
  - Process Servers – Respondent Accepts Disciplinary Action by JBCC
  - A. In the Matter of James Waldrup, Cause No. PS2014-0023

X. Discussion, Consideration and Possible Action on Complaints – Review Committee Recommendations to Dismiss

Process Servers Complaint Review Committee – considered on January 8, 2015:

- A. In the Matter of Jerry Caldwell, Cause No. PS2014-0019
- B. In the Matter of Danny Haney, Cause No. PS2014-0020
- C. In the Matter of Corina Woods, Cause No. PS2014-0024
- D. In the Matter of Brandon Gipson, Cause No. PS2014-0025
- E. In the Matter of Brandon Gipson, Cause No. CPS-15-09714-006
- F. In the Matter of John Thornton, Cause No. CPS-15-01229-003
- G. In the Matter of Michelle Gillespie, Cause No. CPS-15-00518-007 (Withdrawn)
- H. In the Matter of Vikki Accord, Cause No. CPS-15-06812-008
- I. In the Matter of Karl Waters, Cause No. CPS-15-06466-010
- J. In the Matter of James Bryant, Cause No. CPS-15-02199-013
- K. In the Matter of Teresa Roberts, Cause No. CPS-15-10825-017
- L. In the Matter of Robert Crow, Cause No. CPS-15-10334-018

Certified Guardians Certification Complaint Review Committee – considered on January 7, 2015:

- A. In the Matter of Patricia Graham-Casey, Cause No. CG-15-00433-004
- B. In the Matter of James Taylor, Cause No. CG-15-00415-005
- C. In the Matter of Greg Shannon, Cause No. CG-15-00096-011

XI. Discussion, Consideration and Possible Action on Complaints – Review Committee Recommendations for Disciplinary Action

Process Servers Complaint Review Committee – considered on January 8, 2015:

- A. In the Matter of Wanda Dowlearn, Cause No. CPS-15-04802-002
- B. In the Matter of William Richardson, Cause No. CPS-15-02055-012

Court Reporters Certification Board (CRCB) Complaint Review Committee – considered on July 17, 2014:

- A. In the Matter of Gay Richey, Cause No. 14-7260-20
- B. In the Matter of Breann Hays, Cause No. 14-4211-29

XII. Discussion, Consideration and Possible Action on Requests for Reconsideration – Administrative Dismissal of Complaints

Court Reporters Certification

- A. In the Matter of Karolyn Gittinger, Cause No. 14-5723-31
- B. In the Matter of Tina Gregg, Cause No. CSR-15-00841-001

XIII. Discussion, Consideration and Possible Action on Advisory Board Recommendations for Matters Relating to the JBCC

- A. Proposed Process Server Certification Code of Conduct
- B. Proposed Criminal Conviction Guidelines
- C. Proposed Complaint Administrative Dismissal Policy

- XIV. Discussion, Consideration and Possible Action on Request for Reconsideration of a Denial of a Request for Endorsement to be a Certified Court Reporter in Texas  
Lisa Blanks-Arizona Certification
- XV. Discussion, Consideration and Possible Action on a Request for Endorsement to be a Licensed Court Interpreter in Texas  
Melissa Wallace-Wisconsin Certification
- XVI. Public Comments
- XVII. Report from Chair
- XVIII. Adjournment

The Commission may meet in closed session on any agenda item listed pursuant to Section 7(a)(2) of the Board's Public Meetings Policy, which states that the Commission may conduct a closed meeting to consult with its attorney on a matter in which the duty of the attorney to the Commission under the State Bar Disciplinary Rules of Professional Conduct clearly conflicts with the Commission's Policy.

---

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 at (512) 475-4368 or [jbcc@txcourts.gov](mailto:jbcc@txcourts.gov) within five (5) working days prior to meeting to make appropriate arrangements.