

**PROCESS SERVER CERTIFICATION ADVISORY BOARD**  
**Minutes of the Meeting**

Office of Court Administration  
Tom C. Clark Building  
205 W. 14<sup>th</sup> Street, Rm. 605  
Austin, Texas 78701  
Tuesday, April 14, 2015  
(2:00 p.m. Until Adjournment)

The meeting of the Process Server Certification Advisory Board (Board) was called to order by Patrick Dyer, Presiding Officer, at 2:05 p.m. The members present by teleconference were Presiding Officer Patrick Dyer, Constable Mark Vojvodich, Eric Johnson, and Justiss Rasberry. Rhonda Hughey was not in attendance for the meeting. The staff members present were Jeff Rinard, Michele Henricks, Lesley Ondrechen, Scott Gibson, and Tyees Holcombe.

Mr. Dyer gave opening remarks and welcomed the Board members.

Board minutes for February 18, 2015 meeting were approved.

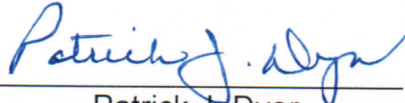
Mr. Dyer introduced Agenda Item IV, and the Board reviewed and discussed the 39 public comments that were received relating to the new proposed Process Server Certification Code of Conduct. After review and discussion, the Board made several changes to the Code and members voted to approve sending the revised Code of Conduct, with changes, to the full Judicial Branch Certification Commission (JBCC) at the May 1, 2015 meeting. The updated changes to the Code will be edited by JBCC General Counsel, Scott Gibson.

Mr. Dyer introduced agenda item V, and Jeff Rinard provided an overview of the Process Server continuing education course approval process. Mr. Rinard also provided an overview to the Board of the 4-hour continuing education course approval submission from Sabine Hilton with Leading Edge Legal Education. Ms. Hilton, from Arizona, is requesting the JBCC approve her online CE course relating to the Rules of Service on Sabbath Laws. Mr. Rinard requested guidance from the Board on the criteria for approving service of process continuing education courses. The Board members agreed the certification staff should request Ms. Hilton clarify the on-line course security, course length, and law and rules relating to Texas. The members also agreed for Mr. Rinard to review the response and approve the course submittal if appropriate questions are answered.

Future meetings dates were not selected.

Dennis Cromwell, Mark Burrow, and Dan Brouillette from the Texas Process Server Association addressed the Advisory Board briefly. Samuel Weeks attended the meeting, but did not address the Board.

The meeting was adjourned at 4:25 p.m.



Patrick J. Dyer  
Presiding Officer

7/19/15

Date