

**JUDICIAL BRANCH CERTIFICATION COMMISSION**

**Commission Meeting Agenda**

First Floor Conference Room  
Tom C. Clark Building  
205 W. 14th Street  
Austin, Texas 78701  
Friday, May 5, 2023  
(10:00 a.m. Until Adjournment)

The Judicial Branch Certification Commission (Commission) will convene as posted to deliberate and take formal action, if necessary, on the following agenda items.

The meeting can be viewed by the public on YouTube on the Texas Court Channel at <https://www.youtube.com/user/TexasCourtAdmin/>

- 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 Sid Harle, Chairman
  - B. Regulatory Services Division Report – Jeff Rinard, JBCC Director
- IV. Approval of Commission Meeting Minutes for February 3, 2023
- V. Compliance Hearings before the Commission
  - Process Server Certification
    - A. In the Matter of Shawn Morgan, Cause No. 0344
  - Guardianship Certification
    - B. Christian Clausen’s Request to Surrender Guardianship Certification
    - C. In the Matter of Christian Clausen, Cause No. 0405
- VI. Approval of Commission Disciplinary Action, by Default, and Issuance of Final Order
  - Process Servers Certification – October 6, 2022 and December 15, 2022
    - A. In the Matter of Mousa Ramadan, Cause No. 0275
    - B. In the Matter of Terrance Robinson, Cause No. 0327
    - C. In the Matter of Twana Becker, Cause No. 0332
    - D. In the Matter of Bryan Martin, Cause No. 0475
  - Court Reporters Certification – January 20, 2023
    - E. In the Matter of Jonette Jackson, Cause No. 0349
- VII. Advisory Board Complaint Review Committee Recommendations to Dismiss Complaints

Court Reporters Certification – January 20, 2023

- A. In the Matter of Frances Janezic, Cause No. 0288
- B. In the Matter of Sheryl Stapp, Cause No. 0326
- C. In the Matter of Antionette Reagor, Cause No. 0335

Process Servers Certification – March 23, 2023

- D. In the Matter of Rolando Garza, Cause No. 0338
- E. In the Matter of Vivian Smith, Cause No. 0339
- F. In the Matter of Alton Dean Downey, Cause No. 0345
- G. In the Matter of Wayne Hollis, Cause No. 0352
- H. In the Matter of Catherine Howell, Cause No. 0353
- I. In the Matter of Linda Coker, Cause No. 0357
- J. In the Matter of DeV Vaughn Mitchell, Cause No. 0359
- K. In the Matter of Phillip Hodge, Cause No. 0362
- L. In the Matter of Raeshunda Bonner, Cause No. 0368

VIII. Administrative Dismissal of Complaints

Court Reporters Certification

- A. In the Matter of Cause No. 0381
- B. In the Matter of Cause No. 0386
- C. In the Matter of Cause No. 0518
- D. In the Matter of Cause No. 0544
- E. In the Matter of Cause No. 0545

Licensed Court Interpreters

- F. In the Matter of Cause No. 0537

Guardianship Certification Program

- G. In the Matter of Cause No. 0486
- H. In the Matter of Cause No. 0534

Non-Jurisdictional Professions

- I. In the Matter of Cause No. 0547

IX. Request for Reconsideration of Administrative Dismissal of Complaints

Court Reporters Certification

- A. In the Matter of Cause No. 0514
- B. In the Matter of Cause No. 0518
- C. In the Matter of Cause No. 0544
- D. In the Matter of Cause No. 0545

X. Request for Reconsideration of Denial of Guardian Application for Certification from Applicant Kristi Worrell – CLOSED SESSION

XI. Administrative Matters Relating to the Commission

- A. Delegation on Settlement Authority to Director per Rule of the Commission 5.14

- B. Update on Court Reporters and Court Reporting Firms Sanctions Matrix – Court Reporters Advisory Board
  - C. Approval of Revised Commission Criminal Conviction Guidelines
  - D. Update on Court Reporters Uniform Format Manual
  - E. Guardianship Update
  - F. Commission Meeting Dates
    - 1. Next Commission Meeting – Friday, August 4, 2023
    - 2. Proposed Meeting Dates for FY 2024
      - a. Friday, November 3, 2023
      - b. Friday, February 2, 2024
      - c. Friday, May 3, 2024
      - d. Friday, August 2, 2024
- XII. Public Comment \*Comments will be limited to no more than three minutes\*  
(Please email public comments with your name and phone number to [compliance@txcourts.gov](mailto:compliance@txcourts.gov) by 5:00 p.m. on May 4, 2023 with “Public Comment” noted in subject line.)
- XIII. Closing Remarks
- XIV. Adjournment

The Commission may meet in closed session pursuant to Section 7 of the Public Meeting Policy to deliberate upon an agenda item.

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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 the meeting to make appropriate arrangements.