

**JUDICIAL BRANCH CERTIFICATION COMMISSION**

**Commission Meeting Agenda**

(Virtual Meeting Conducted by Zoom)

205 W. 14th Street

Austin, Texas 78701

Friday, August 4, 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 Courts Channel at <https://www.youtube.com/@TexasCourts>

- 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. Division Report – Jeff Rinard, Commission Director
- IV. Approval of Prior Commission Meeting Minutes from May 5, 2023
- V. Approval of Commission Settlement Actions and Issuance of Final Order

Process Server Certification

- A. In the Matter of John Philley, Cause No. 0350
- B. In the Matter of Gordon Hanna, Cause No. 0360

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

December 15, 2022 meeting

- A. In the Matter of Twana Becker, Cause No. 0332

March 23, 2023 meeting

- B. In the Matter of Melvin Espinoza Jr., Cause No. 0333
- C. In the Matter of Ajaz Khan, Cause No. 0372

June 15, 2023 meeting

- D. In the Matter of John Buford, Cause No. 0376
- E. In the Matter of Michael Nasr, Cause No. 0377
- F. In the Matter of Steve Conant, Cause No. 0383
- G. In the Matter of Erica Manley, Cause No. 0388

H. In the Matter of Guadalupe Aldape, Cause No. 0396

Guardianship Certification – May 23, 2023 meeting

I. In the Matter of Sandra Eavenson, Cause No. 0453

VII. Approval of Agreed Final Orders – Acceptance by Respondent of Penalty and Sanction

Court Reporters Certification – June 2, 2023 meeting

A. In the Matter of Leah Hayes, Cause No. 0406

Process Servers Certification

March 23, 2023 meeting

B. In the Matter of Lorena Compean, Cause No. 0358

June 15, 2023 Meeting

C. In the Matter of Marquisha Graves-Lewis, Cause No. 0382

VIII. Advisory Board Complaint Review Committee Recommendations to Dismiss Complaints

Court Reporters Certification – June 2, 2023 meeting

A. In the Matter of Julie Booth, Cause No. 0363

B. In the Matter of Kimberly Xavier, Cause No. 0366

C. In the Matter of Yolanda Atkins, Cause No. 0385

D. In the Matter of Leah Hayes, Cause No. 0435

Process Servers Certification

March 23, 2023 meeting

E. In the Matter of Raymond Holt-Shirley, Cause No. 0355

June 15, 2023 meeting

F. In the Matter of Shannon Ward, Cause No. 0373

G. In the Matter of Carnell Sanders, Cause No. 0378

H. In the Matter of Jacob Vara, Cause No. 0387

I. In the Matter of Angelica Vasquez, Cause No. 0391

J. In the Matter of Larry Rogers, Cause No. 0397

K. In the Matter of Ray A. Ayala, Cause No. 0413

L. In the Matter of Geraldine Castaneda, Cause No. 0442

IX. Administrative Dismissal of Complaints

Court Reporters Certification

A. In the Matter of Cause No. 0571

Process Servers Certification

B. In the Matter of Cause No. 0431

C. In the Matter of Cause No. 0495

Professions Not Regulated by the Commission

D. In the Matter of Cause No. 0554

E. In the Matter of Cause No. 0556

- F. In the Matter of Cause No. 0563
- G. In the Matter of Cause No. 0580
  
- X. Request for Reconsideration of Denial of Process Server Application for Certification from Applicant Douglas Matthys – CLOSED SESSION
  
- XI. Administrative Matters Relating to the Commission
  - A. Updated Commission Rules – Review and Approval
  - B. Update on Court Reporters Uniform Format Manual
  - C. Update on New Court Reporters Advisory Board Members
  - D. Update on Guardianship Exam
  - E. Update on Guardianship Program
  - F. Commission Meeting Dates
    - 1. Next Commission Meeting – Friday, November 3, 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\*
  
- XIII. Closing Remarks
  
- XIV. Adjournment

The Commission may meet in closed session pursuant to Section 8 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.