

JUDICIAL BRANCH CERTIFICATION COMMISSION

Commission Meeting Agenda

Virtual Meeting Conducted by Zoom

205 W. 14th Street

Austin, Texas 78701

Friday, February 2, 2024

(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/@TexasCourts>

- I. Call to Order, Roll Call, and Certification of Quorum
- II. Pledges 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, Commission Director
- IV. Approval of Commission Meeting Minutes from November 3, 2023
- V. Compliance Hearing before the Commission
 - Court Reporters Certification
 - A. In the Matters of Norma Rico, Cause Nos. 0420 and 0425
- VI. Approval of Commission Disciplinary Action, by Default, and Issuance of Final Order
 - Process Servers Certification
 - A. In the Matter of Briana Broussard, Cause No. 0370
- VII. Approval of Agreed Final Order - Acceptance by Respondent of Penalty and Sanction
 - Guardianship Certification
 - A. In the Matter of Ginger Lott, Cause No. 0593
- VIII. Administrative Dismissal of Complaints
 - Process Servers Certification
 - A. In the Matter of Cause No. 0441
 - B. In the Matter of Cause No. 0450
 - C. In the Matter of Cause No. 0462
 - D. In the Matter of Cause No. 0621

Court Reporters Certification

- E. In the Matter of Cause No. 0457
- F. In the Matter of Cause No. 0463
- G. In the Matter of Cause No. 0469
- H. In the Matter of Cause No. 0471
- I. In the Matter of Cause No. 0485
- J. In the Matter of Cause No. 0507
- K. In the Matter of Cause No. 0626
- L. In the Matter of Cause No. 0628
- M. In the Matter of Cause No. 0629
- N. In the Matter of Cause No. 0630

Guardianship Certification

- O. In the Matter of Cause No. 0583
- P. In the Matter of Cause No. 0590
- Q. In the Matter of Cause No. 0617
- R. In the Matter of Cause No. 0618
- S. In the Matter of Cause No. 0619
- T. In the Matter of Cause No. 0620
- U. In the Matter of Cause No. 0622

Professions Not Regulated by the Commission

- V. In the Matter of Cause No. 0625

IX. Requests for Reconsideration of Administrative Dismissal of Complaints

Court Reporters Certification

- A. In the Matter of Cause No. 0507

Guardianship Certification

- B. In the Matter of Cause No. 0583
- C. In the Matter of Cause No. 0590
- D. In the Matter of Cause No. 0617
- E. In the Matter of Cause No. 0618
- F. In the Matter of Cause No. 0619

X. Requests for Reconsideration of Denial of Application – CLOSED SESSION

- A. Process Server Application for Certification from Applicant Douglas Matthys
- B. Guardian Application for Certification from Applicant Sarah Gillette

XI. Administrative Matters Relating to the Commission

- A. Update on Commission Rules, Adopted November 17, 2023
- B. Update on Guardianship Sanction Matrix
- C. Update on Process Server Sanction Matrix
- D. Uniform Format Manual Update
- E. Guardian Update
- F. Next Commission Meeting – Friday, May 3, 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.

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 within five (5) business days prior to the meeting to make appropriate arrangements.