PROCESS SERVER CERTIFICATION ADVISORY BOARD
Meeting Minutes
(Virtual Meeting Conducted by Zoom)
205 W. 14th Street
Austin, Texas 78701
Friday, April 17, 2026
(10:00 a.m. – 3:00 p.m.)

The meeting of the Process Servers Certification Advisory Board (Board) was called to order by Chairman Justiss Rasberry at 10:10 a.m. The Chairman, and members, Justiss Rasberry, Carol Watson, Dan Brouillette, Honorable Rhonda Hughey and Timothy Quinn, attended by Zoom. Judicial Branch Certification Commission member Mark Blenden and Denton County Justice of the Peace Precinct 2, Judge James R. DePiazza were also in attendance by Zoom.

Staff members present by Zoom were Ronald S. Morgan Jr., Commission Director; Scott Gibson, Commission General Counsel; Veena Mohan, Prosecuting Attorney; Sheryl Jones, Deputy Director; Melinda Saucedo, Compliance Manager; Kanesha Daniels, Compliance Investigator; and Tyees Holcombe, Judicial Regulatory Assistant.

<u>Agenda Item II. Opening Remarks</u>
The Commission Director thanked the members and staff for their time and the work they have done with the Commission to update the rules, policies and processes for the process servers. He stated the items that are approved at today's meeting would go before the Commission on May 1, 2026.

<u>Agenda Item III. Approval of Meeting Minutes</u>
Upon motion by Dan Brouillette and second by Tim Quinn, the Board members voted to unanimously approve the March 19, 2026, minutes.

<u>Agenda Item IV. The Judicial Perspective on the Process Server Profession</u>
The Commission Director introduced Judge James R. DePiazza who was present to contribute to the discussion regarding proposed changes to the Process Server Rules (Rules), Certified Process Servers Code of Ethics (COE) and related processes. Judge DePiazza stated his concerns pertaining to process servers, areas that can be improved and what the pathway looks like to improvements. Judge DePiazza highlighted the following areas of concerns: (1) process servers are providing false returns of service (2) process servers are not appearing before the court when directed to do so by the court (3) process servers are not assisting the court when determining the accuracy of the serve which places the burden on the court to determine if the serve was completed correctly. The Commission Director provided feedback urging Judges across the state to report process server issues to the Commission for further investigation.

The Board took a break at 11:10 a.m. and reconvened at 11:15 a.m.

<u>Agenda Item V. Office Court Administration (OCA) Proposed Revisions to Judicial Branch Certification Commission (JBCC) Process Server Rules</u>
The Commission Director presented the staff recommended amendments to Section 8.2 (3)(i),

8.3(b) and 3(c)(3) of the Process Server Rules.

Upon motion by Justiss Rasberry and second by Dan Brouillette, the Board voted to unanimously approve and recommend the amended Process Server Rules to the Commission for adoption, subject to technical corrections by the staff.

Agenda Item VI. OCA Proposed Revisions to Process Server Related Fees

The Commission Director presented the recommended amendment to the Process Server fees Section b, the examination fee of $125.

Upon motion by Dan Brouillette and second by Carol Watson, the Board voted to unanimously approve the amendment made to the process server fees.

The Board took a break at 12:00 p.m. and reconvened at 1:04 p.m.

Agenda Item VII. OCA Proposed Revision to Process Server Code of Ethics (COE) and Sanction Matrix

The Commission Director revisited the proposed amendments to the COE from the previous Board meeting. He presented the staff recommended amendments to the following sections of the COE: (1) Section 8, Wearing of Uniform or Display of Badge (2) Section 9, Maintaining Contact information with the Commission (3) Section 10, Prompt Response (4) Section 11, Cooperation with Complaint Investigation (5) Section 12, Record Retention (6) Section 13, Reporting Violations (7) Section 14, Continuing Education (8) Section 15, Reportable Events and (9) Section 16, Misconduct.

Upon motion by Tim Quinn and second by Justiss Rasberry, the Board voted to unanimously approve and recommend the amended COE to the Commission for adoption, subject to technical corrections by the staff.

The Commission Director presented the staff recommended amendments to various sanctions throughout the matrix. Many of the amendments were to reflect changes made to the COE.

Upon motion by Justiss Rasberry and second by Dan Brouillette, the Board voted to unanimously approve and recommend the amended Sanctions Matrix to the Commission to adoption, subject to technical corrections by the staff.

Agenda Item VIII. OCA Proposed Revisions to Process Server Curriculum

This agenda item will be carried over to the next scheduled Board meeting.

Agenda Item IX. Exam Development

This agenda item will be carried over to the next scheduled Board meeting.

Agenda Item X. Public Comments

There were public comments made by Alexander Theoharis, Chief Legal Officer with ABC Legal and Mark Blenden, Commission Member.

Agenda Item XI. Adjournment
The meeting was adjourned at 3:02 p.m.

Justiss Rasberry Presiding Officer	07-14-2026 Date