

**JUDICIAL BRANCH CERTIFICATION COMMISSION**

**Commission Meeting Agenda**

First Floor Conference Room  
Tom C. Clark Building  
205 W. 14th Street  
Austin, Texas 78701  
Friday, February 3, 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.

This meeting can be viewed 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, EPRS Director
- IV. Approval of Commission Meeting Minutes from November 4, 2022
- V. Approval of Commission Disciplinary Action, by Default, and Issuance of Final Order

Process Servers Certification

- A. In the Matter of Mousa Ramadan, Cause No. 0275
- B. In the Matter of Greg Allen, Cause No. 0291

- VI. Approval of Agreed Final Orders - Acceptance by Respondent of Penalty and Sanction

Guardianship Certification

- A. In the Matter of Nicole Clarke-Smith, Cause No. 0365

Process Servers Certification

- B. In the Matter of Morgan Durrett, Cause No. 0285

- VII. Advisory Board Complaint Review Committee Recommendations to Dismiss Complaints

Process Servers Certification

October 6, 2022 Committee meeting

- A. In the Matter of Johnnie Robinson, Cause No. 0274
- B. In the Matter of Lakeysha Smith, Cause No. 0294

December 15, 2022 Committee meeting

- C. In the Matter of Casey Littlejohn, Cause No. 0292

- D. In the Matter of David Bush, Cause No. 0303
- E. In the Matter of Chris Green, Cause No. 0304
- F. In the Matter of Jason Whiddon, Cause No. 0323

VIII. Administrative Dismissal of Complaints

Process Servers Certification

- A. In the Matter of Cause No. 0356
- B. In the Matter of Cause No. 0444
- C. In the Matter of Cause No. 0506
- D. In the Matter of Cause No. 0520

Court Reporters Certification

- E. In the Matter of Cause No. 0504
- F. In the Matter of Cause No. 0511
- G. In the matter of Cause No. 0512
- H. In the Matter of Cause No. 0514
- I. In the Matter of Cause No. 0517
- J. In the Matter of Cause No. 0508
- K. In the Matter of Cause No. 0524

Guardianship Certification

- L. In the Matter of Cause No. 0432
- M. In the Matter of Cause No. 0446
- N. In the Matter of Cause No. 0447
- O. In the Matter of Cause No. 0503

Guardianship Program

- P. In the Matter of Cause No. 0502

Non-Jurisdictional

- Q. In the Matter of Cause No. 0501
- R. In the Matter of Cause No. 0510

IX. Request for Reconsideration on Administrative Dismissal of Complaints

Court Reporters Certification

- A. In the Matter of Cause No. 0401
- B. In the Matter of Cause No. 0424

X. Voluntary Surrender of Certification – Beverly Dixon, CSR

XI. Administrative Matters Relating to the Commission

- A. Pending Litigation – *Holmgren and Preferred Legal Services, Inc. v. JBCC, Storycloud et. al.* --  
CLOSED SESSION to confer with Legal Counsel
- B. Supreme Court Appointments to the Commission and Advisory Boards
- C. Appointment of Committee Members for the Complaint Review Committees
- D. Uniform Format Manual Revisions

- E. Update to Commission’s Open Meeting Policy
- F. Update on Complaint Penalty Matrix
- G. Update on Alternative Dispute Resolution
- H. Guardianship Abuse, Fraud, and Exploitation Deterrence Program (GAFEDP) Annual Report 2022
- I. Commission Meeting Dates
  - 1. Next Commission Meeting – Friday, May 5, 2023
  
- XII. Public Comment \*Comments will be limited to no more than three minutes\* (Please email public comment with your name and phone number to [compliance@txcourts.gov](mailto:compliance@txcourts.gov) by 5:00 p.m. on Thursday, February 2, 2023 with “Public Comment” noted in the 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.