

JUDICIAL BRANCH CERTIFICATION COMMISSION

Commission Meeting Agenda

First Floor Conference Room

Tom C. Clark Building

205 W. 14th Street

Austin, Texas 78701

Friday, August 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 Courts 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 May 3, 2024
- V. Compliance Hearings before the Commission
 - Court Reporters Certification
 - A. In the Matter of Norma Rico, Cause No. 0654
 - B. In the Matter of Cheryl Dixon, Cause No. 0513
 - C. In the Matter of Cheryl Dixon, Cause No. 0584
 - D. In the Matter of Cheryl Dixon, Cause No. 0607
 - E. In the Matter of Cheryl Dixon, Cause No. 0652
- VI. Approval of Commission Disciplinary Action, by Default, and Issuance of Final Order
 - Process Servers Certification
 - A. In the Matter of Naomi Jones, Cause No. 0479
- VII. Approval of Agreed Final Order - Acceptance by Respondent of Penalty and Sanction
 - Process Server Certification
 - A. In the Matter of Kellen Ige, Cause No. 0476
 - B. In the Matter of Abraham Rojas, Cause No. 0523
 - Guardianship Certification
 - C. In the Matter of Verne Lavinier-Kidd, Cause No. 0659
 - D. In the Matter of Laura Holguin, Cause No. 0658

VIII. Approval of Settlement Agreement

Process Server Certification

- A. In the Matter of Peyton Hutchinson, Cause No. 0500
- B. In the Matter of Peyton Hutchinson, Cause No. 0522

IX. Administrative Dismissal of Complaints

Court Reporter Certification:

Outside the jurisdiction of the Commission

- A. In the Matter of Cause No. 0552

No misconduct & outside the jurisdiction of the Commission

- B. In the Matter of Cause No. 0481

No misconduct:

- C. In the Matter of Cause No. 0560
- D. In the Matter of Cause No. 0561
- E. In the Matter of Cause No. 0562
- F. In the Matter of Cause No. 0565
- G. In the Matter of Cause No. 0570
- H. In the Matter of Cause No. 0608
- I. In the Matter of Cause No. 0655
- J. In the Matter of Cause No. 0669

Process Server Certification:

No misconduct:

- A. In the Matter of Cause No. 0496
- B. In the Matter of Cause No. 0515
- C. In the Matter of Cause No. 0516
- D. In the Matter of Cause No. 0519
- E. In the Matter of Cause No. 0526
- F. In the Matter of Cause No. 0528
- G. In the Matter of Cause No. 0531
- H. In the Matter of Cause No. 0532
- I. In the Matter of Cause No. 0533
- J. In the Matter of Cause No. 0535
- K. In the Matter of Cause No. 0536
- L. In the Matter of Cause No. 0539
- M. In the Matter of Cause No. 0542
- N. In the Matter of Cause No. 0567
- O. In the Matter of Cause No. 0576
- P. In the Matter of Cause No. 0578
- Q. In the Matter of Cause No. 0588
- R. In the Matter of Cause No. 0602
- S. In the Matter of Cause No. 0611
- T. In the Matter of Cause No. 0613
- U. In the Matter of Cause No. 0614

- V. In the Matter of Cause No. 0615
 - W. In the Matter of Cause No. 0623
 - X. In the Matter of Cause No. 0634
 - Y. In the Matter of Cause No. 0636
 - Z. In the Matter of Cause No. 0641
 - AA. In the Matter of Cause No. 0640
 - BB. In the Matter of Cause No. 0643
 - CC. In the Matter of Cause No. 0644
 - DD. In the Matter of Cause No. 0666
 - EE. In the Matter of Cause No. 0677
 - FF. In the Matter of Cause No. 0679
 - GG. In the Matter of Cause No. 0683
 - HH. In the Matter of Cause No. 0684
- X. Requests for Reconsideration of Administrative Dismissal of Complaints
- Court Reporters Certification
 - A. In the Matter of Cause No. 0661
 - B. In the Matter of Cause No. 0678
 - C. In the Matter of Cause No. 0698
 - Guardianship Certification
 - D. In the Matter of Cause No. 0610
- XI. Request for Reconsideration of Denial of Application
- A. Tony Koiner
- XII. Voluntary Surrender of Guardian Certification – Jamie Perrin
- XIII. Administrative Matters Relating to the Commission
- A. Pending litigation –*Judicial Branch Certification Commission v. Holmgren*, 2024 WL 1867159 (Tex. App.—Austin 2024, orig. proceeding)—CLOSED SESSION to confer with legal counsel
 - B. Review and approval of the Process Servers Certification Sanction Matrix
 - C. Review and approval of the License Court Interpreters Sanction Matrix
 - D. Update on the Guardianship Certification Sanction Matrix
 - E. New board member for the Process Servers Advisory Board - Carol Watson
 - F. Update on the Uniform Format Manual
 - G. Next Commission Meeting – Friday, November 1, 2024
- XIV. Public Comment *Comments will be limited to no more than three minutes*
- XV. Closing Remarks
- XVI. 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.