

**JUDICIAL BRANCH CERTIFICATION COMMISSION**

**Commission Meeting Agenda**

First Floor Conference Room  
Tom C. Clark Building  
205 W. 14th Street  
Austin, Texas 78701  
Friday, November 1, 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 – Chair
  - B. Regulatory Services Division Report – Interim Director
- IV. Commission Meeting Minutes from August 2, 2024
- V. Compliance Hearings before the Commission
  - Process Servers Certification
    - A. In the Matter of Warren Hayes, Cause No. 0464
- VI. Commission Disciplinary Action, by Default, and Issuance of Final Order
  - Process Servers Certification
    - A. In the Matter of Jenn’J King, Cause No. 0436
    - B. In the Matter of Troy Hernandez, Cause No. 0498
- VII. 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 Chris Green, Cause No. 0492
    - C. In the Matte of Frank Prado, Cause No. 0527
- VIII. Advisory Board Complaint Review Committee Recommendations to Dismiss Complaints
  - Process Server Certification
    - A. In the Matter of Tony Koiner, Cause No. 0650
- IX. Administrative Dismissal of Complaints

Process Servers Certification

Outside the jurisdiction of the Commission:

- A. In the Matter of Cause No. 0412

No misconduct:

- B. In the Matter of Cause No. 0541
- C. In the Matter of Cause No. 0566
- D. In the Matter of Cause No. 0586
- E. In the Matter of Cause No. 0587
- F. In the Matter of Cause No. 0591
- G. In the Matter of Cause No. 0592
- H. In the Matter of Cause No. 0594
- I. In the Matter of Cause No. 0601
- J. In the Matter of Cause No. 0662
- K. In the Matter of Cause No. 0694
- L. In the Matter of Cause No. 0697
- M. In the Matter of Cause No. 0700
- N. In the Matter of Cause No. 0701
- O. In the Matter of Cause No. 0704
- P. In the Matter of Cause No. 0709
- Q. In the Matter of Cause No. 0738

Court Reporters Certification

No misconduct:

- A. In the Matter of Cause No. 0572
- B. In the Matter of Cause No. 0581
- C. In the Matter of Cause No. 0589
- D. In the Matter of Cause No. 0604
- E. In the Matter of Cause No. 0686
- F. In the Matter of Cause No. 0688
- G. In the Matter of Cause No. 0690
- H. In the Matter of Cause No. 0691
- I. In the Matter of Cause No. 0692
- J. In the Matter of Cause No. 0708
- K. In the Matter of Cause No. 0725

No misconduct and outside the jurisdiction of the Commission:

- L. In the Matter of Cause No. 0582
- M. In the Matter of Cause No. 0597

Guardianship Certification

No misconduct and outside the jurisdiction of the Commission:

- A. In the Matter of Cause No. 0521

No misconduct:

- B. In the Matter of Cause No 0657
- C. In the Matter of Cause No. 0693

Professions Not Regulated by the Commission

Outside the jurisdiction of the Commission:

- A. In the Matter of Cause No. 0525
- B. In the Matter of Cause No. 0616
- C. In the Matter of Cause No. 0720
- D. In the Matter of Cause No. 0732

- E. In the Matter of Cause No. 0740
  
- X. Requests for Reconsideration of Administrative Dismissal of Complaints
  - A. In the Matter of Cause No. 0531
  - B. In the Matter of Cause No. 0533
  - C. In the Matter of Cause No. 0576
  - D. In the Matter of Cause No. 0588
  - E. In the Matter of Cause No. 0604
  - F. In the Matter of Cause No. 0634
  - G. In the Matter of Cause No. 0669
  
- XI. Administrative Matters Relating to the Commission
  - A. Pending litigation – *Judicial Branch Certification Commission, et al. v. Holmgren and Preferred Legal Services, Inc.* -- CLOSED SESSION to confer with legal counsel
  - B. *Code of Ethics and Minimum Standards for Guardianship Services*
  - C. *Certified Guardians and Guardianship Programs Sanction Matrix*
  - D. *Uniform Format Manual Update*
  - E. Next Commission Meeting- Friday, February 7, 2025
  
- 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) no later than five (5) business days prior to the meeting to make appropriate arrangements.