

**Process Server Review Board
Curriculum Committee Recommendations
December 3, 2010**

- (1) THE COMMITTEE RECOMMENDS that the Board recommend to the Court that the Process Server review Board develop and adopt a standard introductory curriculum for Process Server Education, which will include, but not be limited to instruction on the Texas Rules of Civil Procedure, statutes, and case law, which apply to service of process, plus an emphasis on practice in filling out returns and drafting affidavits, and basic competency testing upon completion of the course. The standard introductory course shall be available to all but is required for first time certification and first time renewal (second certification) for Supreme Court certification as a process server and may be accepted for the education requirement for the process server's second renewal period (third certification) and subsequent renewals for Supreme Court certification as a process server.
- (2) THE COMMITTEE RECOMMENDS that the Board recommend to the Court that the Process Server Review Board develop and adopt an advanced curriculum focusing on the case law and how it determines the service of process, and any pertinent changes to the statutes or rules plus a continued emphasis on filling out returns, including some of the more unusual returns, and basic competency testing upon completion of the course. This course shall be available to all but may only be used for the education requirement for the process server's second renewal period (third certification) and subsequent renewals for Supreme Court certification as a process server.

The advanced course will only be accepted as a renewal requirement if the person has been a full-time process server during the previous two periods of certification and has not allowed his/her certification to lapse.

- (3) THE COMMITTEE RECOMMENDS that the Board recommend to the Court that the Process Server Review Board develop and adopt requirements that a process server education instructor, presenter, speaker or panel member must:
 - (a) Have a minimum of five years full time, verifiable experience serving process; or
 - (b) Be an active or retired district or county court judge in the state of Texas; or
 - (c) Be an attorney with a minimum of five years experience whose practice includes obtaining service of process on Defendants/Respondents; or
 - (d) Be an attorney whose practice includes either prosecuting or defending crimes that may be of particular significance in the practice of process serving but if the attorney does not meet (c) above then this attorney is limited to instruction regarding criminal law; or
 - (e) Be a law enforcement official whose duties include serving civil process or overseeing those who serve civil process but if the law enforcement official does not meet (a) above then the official is limited to instruction regarding criminal law.
- (4) THE COMMITTEE RECOMMENDS that each instructor must pass a proficiency exam determined by the Process Server Review Board to demonstrate a thorough knowledge of Texas rules, statutes, and case law that govern the service of process and that the Board may evaluate any instructor, presenter, speaker or panel member of any approved process server course at any time to ensure compliance with the Process Server Review Board curriculum instructor requirements.
- (5) THE COMMITTEE RECOMMENDS that Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) approved course instructors must apply to teach the introductory and advanced process server curriculum approved by the Process Server Review Board and that only Process Server Review Board approved process server courses be accepted to fulfill the process server education requirement.