



Judicial Council of California

455 Golden Gate Avenue · San Francisco, California 94102-3688

www.courts.ca.gov

REPORT TO THE JUDICIAL COUNCIL

Item No.: 24-169

For business meeting on November 15, 2024

Title

Report to the Legislature: Contracts for the Trial Courts for the Fiscal Year Ended June 30, 2024

Report Type

Information

Date of Report

October 15, 2024

Submitted by

Judicial Council staff
Jason Lopez, Director
Branch Accounting and Procurement

Contact

Jason Lopez, 916-643-7063
jason.lopez@jud.ca.gov

Executive Summary

Section 19209 of the Public Contract Code and the *Judicial Branch Contracting Manual* require that the Judicial Council submit a report annually to the Joint Legislative Budget Committee and the State Auditor to provide information related to contracts and payments from the trial courts to all vendors and contractors. The report includes a list of vendors and contractors as required by section 19209(b) and identifies the amounts of payments to the contractors and vendors, the types of services and goods provided, and the trial courts with which the contractors and vendors contracted to provide those goods and services. The report summary also includes a list of all amended contracts as required by section 19209(c), including any changes to the contract value, types of services or goods, or contract. For the latest reporting period, the Judicial Council reports 26,347 payments representing \$709.07 million for trial courts. As mandated, Judicial Council staff submitted this report by September 30, 2024.

Relevant Previous Reporting or Action

At its August 26, 2011, business meeting, the Judicial Council approved the *Judicial Branch Contracting Manual*, which included the requirement for the preparation of two semiannual reports and their submission to the Joint Legislative Budget Committee and the State Auditor. Reports submitted before August 1, 2017, were approved at Judicial Council meetings or through circulating orders. Reports submitted beginning August 1, 2017, were submitted to the Judicial

Council as information-only items at the meetings immediately following the statutory due dates of the reports.

Analysis/Rationale

This section includes the reporting requirements and content.

Statutory requirement

The Judicial Branch Contract Law (JBCL; Pub. Contract Code, §§ 19201–19210),¹ was enacted March 24, 2011. The JBCL applies to all contracts initially entered into or amended by judicial branch entities on or after October 1, 2011. The JBCL also requires the council to adopt a judicial branch contracting manual containing policies and procedures applicable to judicial branch entities related to the procurement of goods and services. The Judicial Council, on August 26, 2011, adopted the manual, which incorporates policies and procedures consistent with the code and, as the code requires, is “substantially similar to the provisions contained in the State Administrative Manual and the State Contracting Manual” (§ 19206).

Reporting requirement

Assembly Bill 3364 changed the requirement for the Judicial Council to submit two semiannual reports to a requirement for the council to submit one annual report, due no later than September 30 for the prior fiscal year.² The JBCL and section 19209 require the Judicial Council to provide an annual report of contract and payment information to the Joint Legislative Budget Committee and the State Auditor. The annual report must contain the following information:

- A list of vendors and contractors as required in section 19209(b);
- The amounts of payments to the contractors and vendors;
- The types of services and goods provided; and
- The trial courts with which the contractors and vendors contracted to provide those goods and services.

The report also includes a list of all amended contracts, as required by section 19209(c), that identifies the vendors or contractors, the types of services or goods provided under the contract, and the nature, duration, and cost of the amendment.

The responsibilities for trial courts are specified in the *Judicial Branch Contracting Manual*, as follows:

Superior Courts: The Phoenix Statewide Financial System (Phoenix) is the source of information for compiling reports relating to payments during a reporting period by each superior court to vendors and relating to contracts

¹ All further statutory references are to the Public Contract Code unless otherwise indicated.

² Assem. Bill 3364 (Committee on Judiciary); Stats. 2020, ch. 36, https://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=201920200AB3364.

between vendors and each superior court. Each superior court is responsible for ensuring that the information in Phoenix relating to payments to, and contracts with, that superior court's vendors is accurate, consistent, and complete.³

Contents of the report

The annual report (see Attachment A) includes a list of all vendors that received a payment from a trial court during the reporting period. For the latest reporting period, the Judicial Council reports 26,347 payments representing \$709.07 million for trial courts. For each vendor, the report includes the following information:

- The trial courts that contracted for the goods or services;
- The amount of payment; and
- The type of services or goods provided.

The report also includes a list of all trial court contracts that were executed or amended during the reporting period. The report contains the following information by vendor for each distinct contract that was amended:

- The name of the vendor;
- The type of services or goods provided;
- The nature of any amendment;
- The duration of any amendment; and
- The value of any amendment.

Assembly Bill 3364 removed the requirement for the Judicial Council to provide information related to contracts and payments for non-trial-court judicial branch entities. As required by Public Contract Code section 19209, judicial branch entities using the Financial Information System for California (FI\$Cal) “shall participate with the state’s transparency effort by making their contract and payment information available for the state’s transparency website on a rolling basis.” Each judicial branch entity “shall ensure their contract and payment information is entered in [FI\$Cal] for the state transparency website and for state department audit purposes.” The Branch Accounting and Procurement office assists judicial branch entities with their responsibilities for entering this information.

Fiscal Impact and Policy Implications

It is important that each judicial branch entity maintain and provide accurate and consistent information to ensure the annual reports provided by the Judicial Council contain accurate and complete information. All judicial branch personnel involved in maintaining and providing the necessary information must have the training, experience, level of responsibility, and

³ Judicial Council of Cal., *Judicial Branch Contracting Manual* (rev. Oct. 1, 2023), § 12.1.C, www.courts.ca.gov/documents/jbcl-manual.pdf.

accountability necessary to ensure the accuracy, completeness, and consistency of the information maintained and provided.

The reports impose no specific implementation requirements or costs, other than the requirement to disclose the attached reports through online publication.

Attachments and Links

1. Attachment A: *Annual Report on Contracts for the Trial Courts for the Fiscal Year Ended June 30, 2024*



JUDICIAL COUNCIL of CALIFORNIA

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September 30, 2024

HON. PATRICIA GUERRERO
Chief Justice of California
Chair of the Judicial Council

Hon. Scott Wiener
Chair, Joint Legislative Budget Committee
Legislative Office Building
1020 N Street, Room 502
Sacramento, California 95814

HON. BRAD R. HILL
Chair, Executive and Planning Committee

HON. ANN C. MOORMAN
Chair, Judicial Branch Budget Committee
Chair, Litigation Management Committee

Mr. Grant Parks
California State Auditor
621 Capitol Mall, Suite 1200
Sacramento, California 95814

HON. STACY BOULWARE
EURIE
Chair, Legislation Committee

HON. CARIN T. FUJISAKI
Chair, Rules Committee

*Re: Annual Report on Contracts for the Trial Courts for the Fiscal Year
Ended June 30, 2024, as required under Public Contract Code section
19209*

HON. KYLE S. BRODIE
Chair, Technology Committee

Dear Senator Wiener and Mr. Parks:

Hon. Maria Lucy Armendariz
Hon. Bunmi O. Awoniyi
Hon. C. Todd Bottke
Hon. Carol A. Corrigan
Hon. Michelle Williams Court
Hon. Charles S. Crompton
Hon. Judith K. Dulcich
Hon. Maureen F. Hallahan
Hon. Maria D. Hernandez
Ms. Rachel W. Hill
Hon. Brian Maienschein
Ms. Gretchen Nelson
Mr. Craig M. Peters
Mr. Maxwell V. Pritt
Hon. Thomas J. Umberg
Hon. Tamara L. Wood

Under the requirements of Public Contract Code section 19209, the Judicial Council is submitting the attached report on new contracts, contract payments to vendors from trial courts, and contract amendments during the reporting period July 1, 2023, through June 30, 2024.

ADVISORY MEMBERS
Hon. Khymerli S. Apaloo
Ms. Kate Bieker
Hon. Ryan Davis
Hon. Joan K. Irion
Mr. Charles Johnson
Mr. Darrel E. Parker
Hon. Lisa M. Rogan
Mr. David H. Yamasaki

The report identifies the amounts of payments to the contractors and vendors, the types of services and goods provided, and the trial courts with which the contractors and vendors contracted to provide those goods and services. It also includes a list of all amended contracts as required, identifying the vendors, contractors, and types of services and goods provided under the contract, including any changes to the contract value, type of services or goods, or contract duration.

MS. SHELLEY CURRAN
Administrative Director
Judicial Council

Hon. Scott Wiener
Mr. Grant Parks
September 30, 2024
Page 2

If you have any questions related to this report, please contact Mr. Jason Lopez, director, Branch Accounting and Procurement, at 916-643-7063 or Jason.Lopez@jud.ca.gov.

Sincerely,



Shelley Curran
Administrative Director
Judicial Council

SC/SW/TM/es

Enclosure

cc: Cara L. Jenkins, Legislative Counsel

Erika Contreras, Secretary of the Senate

Eric Dang, Counsel, Office of Senate President pro Tempore Mike McGuire

Emelyn Rodriguez, General Counsel, Office of Assembly Speaker Robert Rivas

Anita Lee, Principal Fiscal and Policy Analyst, Legislative Analyst's Office

Gabriel Petek, Legislative Analyst, Legislative Analyst's Office

Mark Jimenez, Budget Analyst, Department of Finance

Henry Ng, Budget Analyst, Department of Finance

Margie Estrada, Chief Counsel, Senate Judiciary Committee

Mary Kennedy, Chief Counsel, Senate Public Safety Committee

Nora Brackbill, Consultant, Senate Budget and Fiscal Review Committee

Mark McKenzie, Staff Director, Senate Appropriations Committee

Hans Hemann, Principal Consultant, Joint Legislative Budget Committee

Eric Csizmar, Consultant, Senate Republican Policy Office

Morgan Branch, Consultant, Senate Republican Policy Office

Alison Merrilees, Chief Counsel, Assembly Judiciary Committee

Gregory Pagan, Acting Chief Consultant, Assembly Public Safety Committee

Jennifer Kim, Consultant, Assembly Budget Committee

Jay Dickenson, Chief Consultant, Assembly Appropriations Committee

Lyndsay Mitchell, Consultant, Assembly Republican Office of Policy & Budget

Gary Olson, Consultant, Assembly Republican Office of Policy & Budget

Daryl Thomas, Consultant, Assembly Republican Office of Policy & Budget

Cory T. Jasperson, Director, Governmental Affairs, Judicial Council

Zlatko Theodorovic, Director, Budget Services, Judicial Council

Alona Daniliuk, Administrative Coordinator, Governmental Affairs, Judicial Council



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MS. SHELLEY CURRAN
*Administrative Director
Judicial Council*

Report title: *Annual Report on Contracts for the Trial Courts for the Fiscal Year Ended June 30, 2024*

Statutory citation: Public Contract Code section 19209

Date of report: September 30, 2024

The Judicial Council has submitted a report to the Legislature in accordance with Public Contract Code section 19209. The following summary of the report is provided under the requirements of Government Code section 9795.

The Judicial Branch Contract Law (JBCL), enacted March 24, 2011, requires judicial branch entities to comply with the provisions of the Public Contract Code applicable to state agencies and departments related to the procurement of goods and services.

The JBCL also requires the Judicial Council to report to the Joint Legislative Budget Committee and the State Auditor annually on contracting activities by trial courts. The reports contain specific information, including details about payments received by vendors and contractors and their associated contracts, contract amendments entered into by trial courts with vendors and contractors, and the nature of the services or goods provided under the reported contracts and amendments. Additionally, the JBCL requires judicial branch entities using the Financial Information System for California (FI\$Cal) to make their contract and payment information available for the state's transparency website.

This report covers the period of July 1, 2023, through June 30, 2024. The report lists contracts associated with these payments, as well as contracts with amendments.

The full report can be accessed at www.courts.ca.gov/7466.htm. A printed copy of the report may be obtained by contacting Mr. Jason Lopez, director, Branch Accounting and Procurement, at 916-643-7063 or Jason.Lopez@jud.ca.gov.

September 30, 2024



Annual Report on Contracts for the Trial Courts for the Fiscal Year Ended June 30, 2024

Report to the Joint Legislative Budget
Committee and the State Auditor as
Required by Public Contract Code
Section 19209



Judicial Council of California

JUDICIAL COUNCIL OF CALIFORNIA

Hon. Patricia Guerrero
*Chief Justice of California and
Chair of the Judicial Council*

Shelley Curran
*Administrative Director
Judicial Council*

ADMINISTRATIVE DIVISION

Robert Oyung
Chief Deputy Director

BRANCH ACCOUNTING AND PROCUREMENT

Jason Lopez
Director

Tracy Matthews
*Supervisor and
Primary Author of Report*

Introduction

The Judicial Council submits this report to the Joint Legislative Budget Committee and the California State Auditor under section 19209 of the Public Contract Code¹ to provide information related to contracts and payments for the trial courts. The report includes a list of vendors and contractors as required by section 19209(b). It further identifies the amounts of payments to the contractors and vendors, the types of services and goods provided, and the trial courts that entered into the contracts. The report summary also includes a list of all amended contracts as required by section 19209(c), identifying the vendor or contractor, the type of service or good provided under the contract, and the nature, duration, and cost of the amendment.

The report is developed annually, covering the prior state fiscal year ending June 30. This report covers the period from July 1, 2023, through June 30, 2024.

Contracts excluded from the report

Section 19204 provides that the Judicial Branch Contract Law (JBCL; Pub. Contract Code, §§ 19201–19210) “does not apply to procurement and contracting by judicial branch entities that are related to trial court construction, including, but not limited to, the planning, design, construction, rehabilitation, renovation, replacement, lease, or acquisition of trial court facilities.”² This section also states that the JBCL “shall apply to contracts for maintenance of all judicial branch facilities that are not under the operation and management of the Department of General Services.”³ Appropriate exclusions and inclusions based on the above criteria have been made in this report.

Also excluded from the report are the following contracts, which are unique to the trial courts and not subject to the JBCL:

- Contracts (often referred to as memorandums of understanding) between a trial court and the local sheriff for court security services;
- Contracts between a court and a court *reporter*, when the court reporter provides services as an independent contractor; and
- Contracts between a court and a court *interpreter*, when the court interpreter provides services as an independent contractor.

¹ All further statutory references are to the Public Contract Code unless otherwise indicated.

² Pub. Contract Code, § 19204(c).

³ *Ibid.*

Non-Trial-Court Data

In July 2018, the judicial branch implemented the Financial Information System for California (FI\$Cal) for all entities other than the trial courts. The entities on FI\$Cal include the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, Judicial Council of California, Commission on Judicial Performance, and California Judicial Center Library.

Under section 19209(a), procurement and payment transactions for the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council of California are available on the state's transparency websites, where summary or detailed data can be downloaded into an Excel format.

- Procurement transactions are available on the California eProcure website at https://suppliers.fiscal.ca.gov/psc/psfpd1/SUPPLIER/ERP/c/ZZ_PO.ZZ_SCPRS1_CMP.GBL?FolderPath=PORTAL_ROOT_OBJECT.ZZ_FISCAL_SCPRS.ZZ_SCPRS1_CMP_GBL&IsFolder=false&IgnoreParamTempl=FolderPath%2cIsFolder. The judicial branch's department number is 0250. Date ranges can be used on the site to limit the volume of information returned.
- Payment transactions are available on the State of California transparency website at <https://fiscalca.opengov.com>. All the entities listed above are included under the judicial branch portion of data. Date ranges can be entered at the top of the page to limit the volume of information returned.

Trial Court Data

The information that relates to trial court contracting is extracted from the Phoenix Financial System. This information includes the following reports:

- *Trial Court Payment Report*; and
- *Trial Court Contract Report*.

Table 1 explains the format of the reports and describes the data elements.

Table 1. Trial Court Contract Reports: Comparison of Required Data Elements with Actual Reports to Report under Public Contract Code Section 19209

Report	Data Elements	
	Required to Be Reported by Statute	Elements in Trial Court Reports
Payment Report	<p>Report vendors and contractors receiving any payment.</p> <p>Identify:</p> <ol style="list-style-type: none"> 1. Amount of payment to the contractor or vendor; 2. Type of service or good provided; and 3. Judicial branch entity (JBE) or entities with which the vendor or contractor was contracted to provide that service or good. 	<ul style="list-style-type: none"> • Vendor Name • Vendor ID • Contract Number • Total Payment Amount • Goods/Services • JBE/Court
Contract and Contract Amendment Report	<p>Report each distinct contract between the vendor or contractor and a judicial branch entity.</p> <p>For all contract amendments made, identify:</p> <ol style="list-style-type: none"> 1. Vendor or contractor; 2. Type of service or good provided under the contract; 3. Nature of the amendment; 4. Duration of the amendment; and 5. Cost of the amendment. 	<ul style="list-style-type: none"> • Court • Contract Number • Vendor ID • Vendor Name • Last Reported Contract Value • Contract Value (New) Contract Value (Changed) • Goods/Services Goods/Services (Changed) • Contract Duration (New) Contract Duration (Changed)

Statistics

Tables 2 and 3, below, provide statistical information for the July 1, 2023, through June 30, 2024, reporting period. Note that the tables may include totals that do not equal 100 percent because numbers have been rounded.

Table 2 provides an overall summary of contracts and payments for the reporting period.

Table 2. Overall Contract and Payment Statistics for Trial Courts: July 1, 2023, through June 30, 2024

Payments	
Number	26,347
Dollar amount	\$709.07 million
Number of associated contracts	14,642
Contracts	
New contracts	7,920*
Value of new contracts	\$504.64 million*
Contracts with amendments	1,898
Value of amendments	\$134.99 million†

* Includes new contracts executed during the reporting period.

† Includes existing contracts with amendments executed during the reporting period.

Table 3 provides a summary of all payments for goods and services by the trial courts during this reporting period. The table shows 26,347 payments representing approximately \$709.07 million associated with 14,642 contracts.

Table 3. Trial Court Payment Statistics, Goods, and Services Detail Summary: July 1, 2023, through June 30, 2024

Goods/Services	No. of Payments	Value (\$)	No. of Contracts
ADVERTISING	191	1,826,211.14	109
BANKING AND INVESTMENT SERV	10	23,881.38	3
COLLECTION SERVICES	104	8,323,513.51	57
CONSULTING SERVICES - TEMP	121	2,887,688.34	119
CONSULTING/PROFESSIONAL SVCS	8	12,830,442.00	6
CONTRACTED SERVICES	190	10,805,974.90	148
COUNTY-PROVIDED SERVICES	178	50,351,220.27	138
COURT APPOINTED COUNSEL CHA	585	71,505,562.78	134
COURT INTERPRETER SERVICES	4,199	48,166,957.83	264
COURT ORDERED PROFESSIONAL	1,622	20,820,846.34	1,133
COURT REPORTER SERVICES	236	7,687,731.99	45
COURT TRANSCRIPTS	2,313	23,137,680.12	154
DUES AND MEMBERSHIPS	230	687,621.81	53
EMPLOYEE RELOCATION	1	1,040.00	1
EQUIPMENT MAINTENANCE	297	3,474,271.96	245
EQUIPMENT RENTAL/LEASE	158	7,156,694.37	111
EQUIPMENT REPAIRS	185	4,702,078.91	144
FACILITIES OPERATION	12	49,580.23	11
FEES/PERMITS	194	7,767,820.08	87
FREIGHT AND DRAYAGE	44	32,879.92	37
GENERAL CONSULTANT AND PROF	938	85,083,373.19	644
GENERAL EXPENSE	21	64,755.70	7
GENERAL EXPENSE - SERVICE	543	8,760,105.22	420
GROUNDS	38	576,796.35	32
INFORMATION TECHNOLOGY	26	781,136.41	17
INSURANCE	177	3,454,714.28	84
INVESTIGATIVE SERVICES	157	723,763.92	50
IT COMMERCIAL CONTRACT	341	27,534,602.46	296
IT INTER-JURISDICTIONAL CON	39	2,073,268.48	23
IT MAINTENANCE	660	24,949,016.08	604
IT OTHER	113	5,463,854.23	92
IT REPAIRS/SUPPLIES/LICENSE	1,284	40,392,528.95	1,129
JANITORIAL	252	23,118,313.68	167
JUROR COSTS	12	11,057.87	0
LABORATORY EXPENSE	34	79,748.04	18
LEGAL	170	4,159,556.88	89
LIBRARY PURCHASES AND SUBSC	655	12,876,941.66	427
MAINTENANCE AND SUPPLIES	490	14,085,167.86	428
MAJOR EQUIPMENT	344	43,810,205.07	327

Goods/Services	No. of Payments	Value (\$)	No. of Contracts
MEDIATORS/ARBITRATORS	160	1,661,348.24	34
MEETINGS, CONFERENCES, EXHI	223	1,007,852.98	87
MINOR EQUIPMENT - UNDER \$5K	2,175	36,995,038.24	2,028
OFFICE EXPENSE	2,990	10,492,237.97	2,673
OTHER CONTRACT SERVICES	75	5,736,913.33	52
OTHER FACILITY COSTS - GOODS	190	1,314,705.10	143
OTHER FACILITY COSTS - SERV	110	1,432,035.64	75
OTHER ITEMS OF EXPENSE	37	195,793.16	28
OTHER TRAVEL EXPENSE	23	2,771.09	3
PHOTOGRAPHY	39	66,848.22	30
POSTAGE	42	2,031,815.30	23
POSTAGE METER	80	6,782,150.11	40
PRINTING	697	5,463,183.44	601
RENT/LEASE	74	4,212,677.74	46
SECURITY	155	20,274,153.69	108
SHERIFF	682	2,910,684.02	19
STAMPS, STAMPED ENVELOPES,	258	7,308,053.54	136
TELECOMMUNICATIONS	559	16,027,732.61	381
TRAINING	400	2,795,513.82	164
UNIFORM ALLOWANCE	22	17,326.99	19
VEHICLE OPERATIONS	184	2,103,354.29	99
Grand Total	26,347	709,070,793.73	14,642

Because of their size, the detailed reports, including any explanatory footnotes, are posted online separately for access and review. The reports can be accessed here: www.courts.ca.gov/7466.htm.

Report Information

This section describes the report content.

Trial Court Contract Report

The Phoenix Financial System is not configured to collect information about contracts in a manner that precisely matches the statutory reporting requirements. Below are some key factors to consider when reviewing the contract data related to the trial courts:

- The *Trial Court Contract Report* includes all contracts and amendments completed within the reporting period because including all contracts is more cost-effective than developing a report that includes distinct contracts for only the vendors who received more than one payment in the reporting period. “Vendor” is used synonymously with “contractor” in the report.
- Goods/services descriptions are determined by the general ledger accounts entered in the system.

- The only amendment descriptions that can be reported are changes in the overall value or duration of an agreement, or changes in the goods or services provided.
- As with most enterprise resource planning systems, the Phoenix Financial System cannot distinguish between a true amendment and an error correction. The Judicial Council of California relies on the trial courts to manually identify error corrections for omission from this report.

Table 4 contains a list of the report fields and their descriptions.

Table 4. Trial Court Contract Report Field Names and Descriptions

Field Name	Field Description
Court	Judicial branch entity (JBE), specifically the name of the trial court with the associated contract.
Contract	Unique identifier for the contract; can be system generated or a court-specific number.
Vendor ID	Unique identifier for the vendor; can be system generated or a court-specific vendor identifier.
Vendor Name	Name of the vendor.
Last Reported Contract Value	The most recently reported contract value, when the transaction record is for a contract that has been previously reported. (Only contracts created or amended after January 1, 2012, have been reported.)
Contract Value (New)	Known or estimated original contract value, when the transaction record is for a new contract.
Contract Value (Changed)	The increase or decrease to the contract value, if the contract value changed within the reporting period, which may occur in the same reporting period as a new contract.
Goods/Services	A description of the goods/services based on the general ledger accounts associated with the contract, when the transaction record is for an original contract. <i>Note: The goods/services categories are rolled up from subaccounts, so descriptions may appear as duplicates but are separate subaccounts in the rolled-up category.</i>
Goods/Services (Changed)	A description of the changed goods/services based on the general ledger accounts associated with the contract, when the transaction record refers to an amendment to the goods/services. <i>Note: The goods/services categories are rolled up from subaccounts, so descriptions may appear as duplicates but are separate subaccounts in the rolled-up category.</i>
Contract Duration (New)	When the transaction record is for an original contract, the original contract duration, represented in months or a fraction thereof.
Contract Duration (Changed)	When the transaction record refers to an amendment to the current contract duration, the increase or decrease to the contract duration, represented in months or a fraction thereof.

Trial Court Payment Report

Below are some key factors to consider when reviewing the payment data:

- Goods/services descriptions are determined by the general ledger account(s) entered in the system.
- A single payment may have multiple lines of data in the file if the payment is for multiple goods or services. Simple sorting by contract number keeps these records together. The reports can also be sorted by court/JBE or by vendor.

Table 5 contains a list of the report fields and their descriptions.

Table 5. Trial Court Payment Report Field Names and Descriptions

Field Names	Field Description
Court	Name of the trial court making the payment.
Contract Number	Unique identifier for the contract under which the payment was made. (If the payment was not associated with a contract, this field will be blank.)
Goods/Services	Description of the goods/services based on the general ledger account associated with the payment. <i>Note: The goods/services categories are rolled up from subaccounts, so descriptions may appear as duplicates but are separate subaccounts in the rolled-up category.</i>
Vendor ID	Unique identifier for the vendor.
Vendor Name	Name of the vendor.
Total Payments	Total payments to a vendor, reported by court, contract, and goods/services under the contract. (Data can be sorted in various ways to obtain totals by court, vendor, contract, goods/services, etc.)