



Judicial Council of California

455 Golden Gate Avenue · San Francisco, California 94102-3688
courts.ca.gov

REPORT TO THE JUDICIAL COUNCIL

Item No.: 25-042

For business meeting on December 12, 2025

Title

Trial Court Budget: Children's Waiting
Room Fund Balance Cap Adjustments

Report Type

Action Required

Effective Date

December 12, 2025

Rules, Forms, Standards, or Statutes Affected

None

Date of Report

November 12, 2025

Recommended by

Fiscal Planning Subcommittee of the Trial
Court Budget Advisory Committee
Hon. Jonathan B. Conklin, Chair

Contact

Oksana Tuk, 916-643-8027
oksana.tuk@jud.ca.gov

Executive Summary

Under Judicial Council policy, trial court fund balances that support the operation of children's waiting rooms throughout the state are reviewed on a biennial basis to ensure compliance with fund balance requirements. The Fiscal Planning Subcommittee of the Trial Court Budget Advisory Committee recommends the Judicial Council approve (1) a reduction of \$1.7 million for nine trial courts that have children's waiting room fund balances exceeding the allowable cap in fiscal year 2024–25 and (2) fund balance cap adjustments totaling \$5.2 million for five trial courts. The fund balance adjustments will allow the trial courts to continue to operate their children's waiting rooms and provide critical services to children and families.

Recommendation

The Fiscal Planning Subcommittee recommends that the Judicial Council, effective December 12, 2025:

1. Reduce \$1.7 million from nine trial courts that have children's waiting room fund balances exceeding the allowable cap in fiscal year 2024–25; and

2. Approve fund balance cap adjustments of \$5.2 million for the following five trial courts in fiscal year 2024–25:

- Superior Court of Los Angeles County – \$3.6 million
- Superior Court of Riverside County – \$328,000
- Superior Court of San Bernardino County – \$272,000
- Superior Court of Santa Barbara County – \$488,000
- Superior Court of Santa Clara County – \$480,000

Relevant Previous Council Action

Under Government Code section 70640, the Judicial Council adopted a policy and procedure on June 27, 2014, for court requests for children’s waiting room (CWR) distributions.¹ The following are revisions to the initial policy:

- On December 12, 2014, the council amended the process for courts to request CWR distributions to clarify when distributions may be requested in advance of the planned opening of a CWR, as well as when distributions will end for temporary or permanent closures.²
- On June 26, 2015, the council established a cap on the amount of CWR fund balance that courts can accumulate.³ The cap equals the highest annual distribution within the three most recent fiscal years. Courts with fund balances that exceed the cap are required to return the amount above the cap to the Trial Court Trust Fund (TCTF) in the subsequent fiscal year unless the council approves a court’s request to increase its cap.
- On March 24, 2017, the council extended the review and adjustment of CWR fund balances from an annual to a biennial schedule, occurring in fiscal years ending in an odd number and beginning with the fiscal year (FY) 2016–17 fund balances.⁴
- On July 24, 2020, the council eliminated the annual reporting requirement for courts that receive a CWR cap adjustment and directed that recommendations regarding CWR

¹ Judicial Council of Cal., Advisory Com. Rep., *Trial Court Allocations: Children’s Waiting Room Distribution* (June 11, 2014), courts.ca.gov/documents/jc-20140627-itemK.pdf; Judicial Council of Cal., mins. (June 27, 2014), p. 10, courts.ca.gov/documents/jc-20140627-minutes.pdf.

² Judicial Council of Cal., Advisory Com. Rep., *Trial Courts: Distribution Request Process for Children’s Waiting Rooms and Distribution Request from a Court* (Nov. 26, 2014), courts.ca.gov/documents/jc-20141212-itemD.pdf; Judicial Council of Cal., mins. (Dec. 12, 2014), p. 15, courts.ca.gov/documents/jc-20141212-minutes.pdf.

³ Judicial Council of Cal., Advisory Com. Rep., *Trial Courts: Children’s Waiting Room Policy* (June 10, 2015), courts.ca.gov/documents/jc-20150626-itemH.pdf; Judicial Council of Cal., mins. (June 26, 2015), p. 22, courts.ca.gov/documents/jc-20150626-minutes.pdf.

⁴ Judicial Council of Cal., Advisory Com. Rep., *Trial Courts: Children’s Waiting Room Policy* (Mar. 8, 2017), <https://jcc.legistar.com/View.ashx?M=F&ID=5005745&GUID=C29E79A9-B372-46C1-9EFF-10AA6B8E627C>; Judicial Council of Cal., mins. (Mar. 24, 2017), p. 14, <https://jcc.legistar.com/View.ashx?M=M&ID=512287&GUID=36F65B81-0E08-4742-BB85-AEDC68B7ED15>.

requests are made to the council from the Fiscal Planning Subcommittee to improve the timeliness and efficiency of the process.⁵

Analysis/Rationale

The State of California encourages each courthouse to provide a CWR for children whose parents or guardians are attending court proceedings. These rooms serve an important role by offering professional childcare and protecting children from the stress and potential trauma of courtroom environments. To support the creation and ongoing operation of CWRs, Government Code section 70640 authorizes the use of filing fee revenue for this purpose. Courts may use these funds to cover a range of expenses, including staffing, space rental, furnishings, utilities, toys, books, and other related costs.

In FY 2024–25, filing fee revenue was \$5.5 million, which helped support CWRs in 17 courts throughout the state. Revenue received by the trial courts operating CWRs is held as a restricted fund by each court. The Judicial Council–approved *Children’s Waiting Room (CWR) Distribution and Fund Balance Policy* (Attachment A) requires a review of CWR fund balances every two years, specifically in fiscal years ending in odd numbers.

The policy sets a cap on how much each court may retain in its CWR fund that can be carried forward from one fiscal year to the next. The cap is set at the amount of the highest annual distribution received by the court within the three most recent fiscal years. If a court’s balance exceeds this cap, the excess must be returned to the TCTF, unless the Judicial Council approves a request from the court to increase the cap.

After the close of FY 2024–25, Judicial Council staff distributed *Biennial Review of Children’s Waiting Room FY 2024–25 Fund Balances* to all courts operating CWRs to confirm their fund balances (Attachment B). The report includes calculations for each of the courts and identifies those that exceed the cap. A combined total of \$11.8 million in CWR funds is held by 16 trial courts.⁶ Of these, 14 courts have balances above the cap, totaling \$6.9 million. Five of those courts submitted requests to increase their cap by a total of \$5.2 million, which were approved by the Fiscal Planning Subcommittee at its meeting on October 10, 2025, for recommendation to the council.

CWR fund balance cap adjustment requests

The requests from the five courts seeking to adjust their fund balance cap are summarized below:

⁵ Judicial Council of Cal., Advisory Com. Rep., *Trial Courts: Update to the Children’s Waiting Room Distribution and Fund Balance Policy* (June 28, 2020), <https://jcc.legistar.com/View.ashx?M=F&ID=8643506&GUID=BF60227F-157A-4BBE-8BD5-A0B5F4804971>; Judicial Council of Cal., mins. (July 24, 2020), p. 6, <https://jcc.legistar.com/View.ashx?M=M&ID=711582&GUID=90001AF2-7CEE-4F0F-906B-29A03ED9CB43>.

⁶ The Superior Court of San Diego County receives revenue to support children’s waiting rooms but did not have a fund balance as of the close of FY 2024–25.

1. Superior Court of Los Angeles County – \$3.6 million (Attachment C)

The court requests to retain \$3.6 million in excess funds to cover rising operational costs and planned enhancements to their CWR centers. Following the reopening of eight centers in November 2022 under a new five-year vendor agreement, the court plans to expand services by upgrading security, relocating centers to larger courthouse spaces, and opening a new facility. With annual operating costs projected at \$2.9 million starting in FY 2025–26 and increasing over three years, filing fee revenue will be insufficient, necessitating a \$3.6 million cap adjustment.

2. Superior Court of Riverside County – \$328,000 (Attachment D)

The court requests to retain \$328,000 in excess funds to support the expansion and enhancement of its CWR centers. Planned initiatives include opening a new CWR at the newly constructed Indio Juvenile and Family Law Courthouse by December 2025, converting part-time teaching roles to full-time at the Riverside Family Law Courthouse and the Southwest Justice Center, and reopening a CWR at the Hall of Justice. To accommodate these staffing changes, the court will continue its partnership with its current vendor, Catalyst Family, through FY 2026–27, incurring an estimated \$216,000 annual cost increase. Additionally, one-time funds will be used to upgrade existing CWR locations with new furniture, educational supplies, and security systems.

3. Superior Court of San Bernardino County – \$272,000 (Attachment E)

The court requests to retain \$272,000 in excess funds to support its CWR centers at four courthouse locations, with the highest usage at the San Bernardino Justice Center and Historic Courthouse. Operated in partnership with its vendor Catalyst Family, which provides certified teachers at each site, the CWR program has seen renewed demand post-pandemic. With projected revenue of \$387,000 in FY 2025–26, the court is taking a conservative financial approach and plans to use one-time funds to upgrade two CWRs with new furniture, educational supplies, and security systems.

4. Superior Court of Santa Barbara County – \$488,000 (Attachment F)

The court requests to retain \$488,000 in excess funds to support the reopening of two CWRs in Santa Barbara and Santa Maria. These centers previously served hundreds of families each year. Operations were suspended due to staffing challenges, but the court plans to reestablish both centers in January 2026. The retained funds will cover most of the projected \$695,000 cost over three and a half years, ensuring the continuity of this vital service to the public.

5. Superior Court of Santa Clara County – \$480,000 (Attachment G)

The court requests to retain \$480,000 in excess funds to support the reopening and continued operation of two CWRs that were closed during the COVID-19 pandemic. Following a vendor search reported in the previous biennial CWR report, Catalyst Family was contracted in February 2025, with staffing beginning in May 2025. The contract runs through 2029 and covers CWRs at the Family Justice Center Courthouse in Santa Clara and in Morgan Hill. The retained funds will help cover the annual cost of \$421,000, ensuring that both centers remain operational for the full three-year term.

CWR fund balance reductions

There are nine superior courts—Alameda, Orange, Sacramento, San Joaquin, San Luis Obispo, San Mateo, Solano, Sonoma, and Ventura—that had CWR fund balances exceeding the allowable cap for a total of \$1.7 million. The courts confirmed their calculated reduction amounts and received reductions in the October 2025 distribution for FY 2025–26. The total reduction amount of \$1.7 million was returned to the TCTF.

The Superior Courts of Contra Costa and San Francisco Counties remain within the cap. Therefore, no reductions are needed.

Policy implications

These recommendations are consistent with current law and Judicial Council policy.

Comments

This proposal was not circulated for public comment. However, the recommendations were considered at the Fiscal Planning Subcommittee meeting that was open to the public, and no public comments were received.

Alternatives considered

Alternatives considered by the trial courts include using other resources from their limited operating budgets, postponing implementation of the requested actions, or reducing services to children and families attending court proceedings, all of which have an impact on core operations and service levels.

Fiscal and Operational Impacts

The cap adjustments do not result in additional costs and allow affected courts to maintain existing or planned operations of their CWRs.

Attachments and Links

1. Attachment A: *Children’s Waiting Room (CWR) Distribution and Fund Balance Policy*
2. Attachment B: *Biennial Review of Children’s Waiting Room FY 2024–25 Fund Balances*
3. Attachment C: Superior Court of Los Angeles County – CWR Biennial Fund Balance Cap Review
4. Attachment D: Superior Court of Riverside County – CWR Biennial Fund Balance Cap Review
5. Attachment E: Superior Court of San Bernardino County – CWR Biennial Fund Balance Cap Review
6. Attachment F: Superior Court of Santa Barbara County – CWR Biennial Fund Balance Cap Review
7. Attachment G: Superior Court of Santa Clara County – CWR Biennial Fund Balance Cap Review

Children's Waiting Room (CWR) Distribution and Fund Balance Policy

A court's presiding judge or executive officer must submit a request to the director of Judicial Council (JC) Budget Services office 70 business days prior to the date of the council meeting at which the court is requesting consideration.

A. Applying for a New CWR Distribution

- The request must include the following information:
 - Date of the council meeting at which the court is requesting consideration.
 - Requested effective date of the distribution (July 1 or January 1). If a court wants to begin receiving distributions more than one year in advance of the planned opening date of a CWR, the request should include an explanation of the extenuating circumstance(s).
 - The scheduled opening date of the CWR(s).
 - Description of the CWR(s).
 - The date when the court intends to make expenditures related to operating its CWR(s).
 - The requested distribution amount between \$2 and \$5. Courts can request JC Budget Services to provide an estimate of annual distributions.
- The Fiscal Planning Subcommittee (FPS) will make a recommendation to the council on each court's request.
- If the council approves that distributions begin prior to the operating of a CWR but the court does not operate a CWR six months after their planned opening date, the court must apply for a continued distribution.

B. Requesting a Decreased CWR Distribution Amount

- Any court's request to decrease its existing CWR distribution must be approved by the Judicial Council and the request can be implemented by JC Budget Services staff, effective either January 1 or July 1.

C. Temporarily or Permanently Ceasing CWR Operations

- Courts that cease operating all CWRs must notify the director of JC Budget Services within 60 days of the cessation date. Unless a court provides notification and applies to continue receiving distributions while not operating a CWR within 60 days of the cessation date, the court's CWR distributions will be stopped either January 1 or July 1, whichever is earlier, and the court will be required to return any CWR fund balance to the Trial Court Trust Fund (TCTF).
- For courts that are required to return all of their remaining CWR fund balance to the TCTF, the return of the CWR fund balance will occur on the February trial court distribution for those courts that the CWR distribution stopped on January 1, and on the August distribution for those courts that the CWR distributions stopped on July 1. Courts may also request return of any remaining CWR fund balance at any time.
- If there is a dispute between a court and JC Budget Services staff over the amount of CWR fund balance to be returned to the TCTF, the dispute will be brought before the TCBAC and the Judicial Council if the two parties cannot come to a resolution within 90 days of the cessation date.

- An application for a continued distribution must include all the information required of courts applying for a new distribution (see section A above) as well as the amount of any CWR fund balance.
- The FPS will make a recommendation to the Judicial Council on each court's application.
- For courts that apply and whose application is denied by the Judicial Council, any CWR fund balance shall be returned to the TCTF.

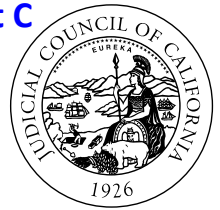
D. Cap on CWR Fund Balance

- Courts shall monitor the CWR distribution amount per filing to ensure it is adequate to meet the CWR needs of the court without accumulating an amount in excess of the cap described below.
- Effective July 1, 2015, there shall be a cap on the amount of CWR fund balance that courts can carry forward from one fiscal year to the next. The cap shall be the amount of the highest annual distribution within the three most recent fiscal years.
- Courts that have a CWR fund balance greater than the cap (as described above) at the end of fiscal years ending with an odd number will be required to return the amount above the cap to the TCTF in the subsequent fiscal year.
- If a court wants to seek a cap adjustment, it must submit a request explaining the extenuating circumstance(s) and include its CWR expenditure plan to the director of JC Budget Services for consideration by the FPS and the Judicial Council. The request must be received by the director of JC Budget Services within 60 days of the end of the fiscal year for which the adjustment is being requested.
- For courts that are required to return the portion of their CWR fund balance above the cap to the TCTF, the return of the CWR fund balance will occur on the October trial court distribution, unless the court has a request for a cap adjustment pending Judicial Council consideration.
- Courts that have submitted a request for a cap adjustment will have action taken on their fund balance in the next scheduled distribution following Judicial Council consideration of the cap adjustment request.
- If there is a dispute between a court and JC Budget Services staff over the amount of CWR fund balance to be returned to the TCTF, the dispute will be brought before the TCBAC and the Judicial Council if the two parties cannot come to a resolution within 90 days of the cessation date.
- The cap applies only to courts that have received at least 12 months of distributions in a fiscal year while operating a CWR.
- JC Budget Services staff will report any return of CWR fund balance through the trial court distribution process to the FPS and the Judicial Council.

Biennial Review of Children's Waiting Room FY 2024-25 Fund Balances

Court	FY 2022-23	FY 2023-24	FY 2024-25	Highest Distribution
	Col. A	Col. B	Col. C	Col. D
Alameda	\$ 169,549	\$ 224,616	\$ 236,940	\$ 236,940
Alpine	-	-	-	-
Amador	-	-	-	-
Butte	-	-	-	-
Calaveras	-	-	-	-
Colusa	-	-	-	-
Contra Costa	129,602	137,533	161,462	161,462
Del Norte	-	-	-	-
El Dorado	-	-	-	-
Fresno	-	-	-	-
Glenn	-	-	-	-
Humboldt	-	-	-	-
Imperial	-	-	-	-
Inyo	-	-	-	-
Kern	-	-	-	-
Kings	-	-	-	-
Lake	-	-	-	-
Lassen	-	-	-	-
Los Angeles	1,513,025	1,732,646	1,971,492	1,971,492
Madera	-	-	-	-
Marin	-	-	-	-
Mariposa	-	-	-	-
Mendocino	-	-	-	-
Merced	-	-	-	-
Modoc	-	-	-	-
Mono	-	-	-	-
Monterey	-	-	-	-
Napa	-	-	-	-
Nevada	-	-	-	-
Orange	416,948	470,733	528,799	528,799
Placer	-	-	-	-
Plumas	-	-	-	-
Riverside	313,367	356,500	409,908	409,908
Sacramento	341,079	379,858	396,593	396,593
San Benito	-	-	-	-
San Bernardino	167,487	331,623	400,139	400,139
San Diego	382,757	427,935	472,264	472,264
San Francisco	103,576	116,841	139,568	139,568
San Joaquin	89,319	100,022	127,428	127,428
San Luis Obispo	24,363	27,847	30,257	30,257
San Mateo	68,362	77,739	91,293	91,293
Santa Barbara	39,908	44,968	52,019	52,019
Santa Clara	162,109	197,887	222,276	222,276
Santa Cruz	-	-	-	-
Shasta	-	-	-	-
Sierra	-	-	-	-
Siskiyou	-	-	-	-
Solano	53,220	62,336	77,849	77,849
Sonoma	48,920	54,948	64,469	64,469
Stanislaus	-	-	-	-
Sutter	-	-	-	-
Tehama	-	-	-	-
Trinity	-	-	-	-
Tulare	-	-	-	-
Tuolumne	-	-	-	-
Ventura	87,237	95,141	120,425	120,425
Yolo	-	-	-	-
Yuba	-	-	-	-
Total	\$ 4,110,827	\$ 4,839,171	\$ 5,503,181	\$ 5,503,181

CWR FY 2024-25 Fund Balance as of 06/30/2025	FY 2025-26 CWR Reduction	FY 2024-25 Proposed Cap Adjustment	FY 2024-25 Final Reduction
Col. E	Col. F	Col. G	Col. H
\$ 681,583	\$ (444,643)		\$ (444,643)
-	-		-
-	-		-
-	-		-
-	-		-
-	-		-
-	-		-
139,836	-		-
-	-		-
-	-		-
-	-		-
-	-		-
-	-		-
-	-		-
-	-		-
-	-		-
-	-		-
5,584,468	(3,612,976)	3,612,976	-
-	-		-
-	-		-
-	-		-
-	-		-
-	-		-
-	-		-
-	-		-
-	-		-
-	-		-
-	-		-
-	-		-
784,045	(255,246)		(255,246)
-	-		-
-	-		-
738,377	(328,469)	328,469	-
814,657	(418,064)		(418,064)
-	-		-
671,744	(271,606)	271,606	-
-	-		-
34,371	-		-
172,255	(44,827)		(44,827)
90,213	(59,956)		(59,956)
255,286	(163,993)		(163,993)
539,978	(487,959)	487,959	-
702,363	(480,088)	480,088	-
-	-		-
-	-		-
-	-		-
-	-		-
-	-		-
149,809	(71,959)		(71,959)
184,582	(120,113)		(120,113)
-	-		-
-	-		-
-	-		-
-	-		-
-	-		-
-	-		-
272,270	(151,845)		(151,845)
-	-		-
-	-		-
\$ 11,815,837	\$ (6,911,745)	\$ 5,181,099	\$ (1,730,646)



CHILDREN'S WAITING ROOM (CWR) BIENNIAL FUND BALANCE CAP REVIEW

BIENNIAL FUND BALANCE CAP REVIEW *(Complete Sections I, II, and III)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:
Los Angeles

PERSON AUTHORIZING REPORT *(Presiding Judge or Court Executive Officer):*

David Slayton – Executive Officer/Clerk of Court

CONTACT PERSON AND CONTACT INFO *(Please include mailing address, email, and phone number):*

Jeremy D. Cortez
111 North Hill Street, Rm. 105-E
Los Angeles, CA 90012
(213)633-0109
JDCortez@lacourt.org

DATE OF SUBMISSION:
9/23/2025

RECEIVED AT LEAST 12 MONTHS OF DISTRIBUTIONS IN THE LAST FISCAL YEAR:
YES ☒ **NO** ☐ *(No biennial reporting is required if less than 12 months of distributions received)*

DO YOU HAVE MULTI-YEAR CONTRACTS? **YES** ☒ **NO** ☐ *(If yes, provide an explanation of the contracts in the CWR Program Update below)*

CWR PROGRAM UPDATE *(Please briefly summarize the status of your current program):*

Eight child waiting room centers reopened in November of 2022 throughout courthouses in Los Angeles County. A new vendor was onboarded for the centers under a five-year service agreement. The court has reopened the centers with increased capacity for children and toddlers and has improved services within the centers by updating the aesthetics and furniture in the centers, improving signage, and adding interactive toys and iPads for the children to use when in the centers. The court plans to continue to standardize the security set-up and equipment available in those centers, open at least one new center, and relocate some of its centers to larger spaces within the courthouse.

SECTION II: FINANCIAL INFORMATION

A. THREE-YEAR HISTORY AND THREE-YEAR PROJECTION OF YEAR END FUND BALANCES, REVENUES, AND EXPENDITURES *(Double click below for Excel spreadsheet. Please populate rows 1 and 2, and the beginning fund balance in cell A3. The rest of the sheet is formula driven and will automatically populate. If requesting an adjustment to the calculated CAP and return of funds to the Trial Court Trust Fund (TCTF), enter the amount (row 7) being requested and complete Section III):*

Row	Fiscal Year	Beginning Fund Balance	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-2028
1	Revenue Distributed to the Court		1,513,025	1,732,646	1,971,492	2,168,641	2,385,505	2,624,055
2	Expenditures		1,421,171	1,469,244	1,346,367	2,872,980	2,958,980	3,049,980
3	Fund Balance	4,230,595	4,480,732	4,952,495	5,584,468	4,880,129	4,306,654	3,880,729
CWR Fund Balance above CAP Calculation:								
4	Highest Year of Revenue Distributed to the Court	1,971,492						
5	Fund Balance at the End of the Current Fiscal Year	5,584,468						
6	Amount to Return to the TCTF	3,612,976						
7	Requested Adjustment to Fund Balance CAP ¹	3,612,976						
¹ Due to the Director of Budget Services within 60 days of the end of the fiscal year								

B. CURRENT DETAILED EXPENDITURE PROJECTIONS/PLAN FOR NEXT THREE FISCAL YEARS (Please provide an explanation of the expenditure plan that ties to row 2, columns E, F, and G):

The expenditure plan reflected for 2025-26 through 2027-28 is based on plans to absorb upcoming cost-of-living increases, inflationary increases, expansion of services and enhancement projects for existing centers. These enhancements include but are not limited to critical security upgrades, new security systems, new flooring, fresh paint, new furniture, and electronic devices such as iPads loaded with educational programs.

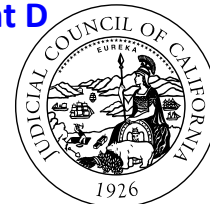
The annual estimated ongoing operating costs starting FY2025-26 of \$2.89M are anticipated to increase each subsequent year for three years due to ongoing services cost and enhancement projects. It is important to note that the estimate for ongoing costs is higher than the estimate for revenue. Because the revenue currently generated from the distribution of the filing fee will not be sufficient to support the ongoing costs associated with CWR operations in the future. Therefore, the CWR fund balance is necessary to allow the Court to implement its enhancement plan and remain open in future years. When the filing fee distribution of revenue and the fund balance can no longer sustain the operating costs, if determined necessary, the Court will request an increase in the distribution of the filing fee and / or look to identify another funding source to sustain CWR operations.

For the reasons stated above, we are respectfully requesting that the cap on the amount of CWR fund balance that the Court can carry forward not be applied/imposed at the end of 2024-25. Approval to retain the fund balance in its entirety will allow the Court to continue to provide a safe, secure, and healthy environment for children while in our care.

SECTION III: RETURNING FUNDS ABOVE THE CAP TO THE TCTF

A. IF APPEALING THE AMOUNT CALCULATED TO RETURN TO TCTF IN CELL A6, PLEASE PROVIDE YOUR JUSTIFICATION BELOW *(Include a summary of your ongoing CWR expenditure plan):*

N/A



CHILDREN'S WAITING ROOM (CWR) BIENNIAL FUND BALANCE CAP REVIEW

BIENNIAL FUND BALANCE CAP REVIEW *(Complete Sections I, II, and III)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:
Riverside

PERSON AUTHORIZING REPORT *(Presiding Judge or Court Executive Officer):*

Court Executive Officer Jason B. Galkin

CONTACT PERSON AND CONTACT INFO *(Please include mailing address, email, and phone number):*

Gina Francois, Fiscal Analyst
Gina.Francois@riverside.courts.ca.gov
 4050 Main Street, Riverside, CA 92501
 951-777-3273

DATE OF SUBMISSION:
8/29/2025

RECEIVED AT LEAST 12 MONTHS OF DISTRIBUTIONS IN THE LAST FISCAL YEAR:
YES ☒ **NO ☐** *(No biennial reporting is required if less than 12 months of distributions received)*

DO YOU HAVE MULTI-YEAR CONTRACTS? YES ☒ NO ☐ *(If yes, provide an explanation of the contracts in the CWR Program Update below)*

CWR PROGRAM UPDATE *(Please briefly summarize the status of your current program):*

We will be opening a new Children's rooms in December 2025 for our newly constructed Indio Juvenile/Family Law courthouse. With the expansion of this new courthouse, we will be adding an additional full time Children's room teacher. We will also be expanding our Riverside Family Law and Southwest Justice Center location from being staffed at one full time and one part time teacher, to two full time teachers at both locations to assist with coverage and workload. We plan to re-open a Children's Room at our Hall of Justice location as soon as a suitable space becomes available and can be properly outfitted to meet the needs of the children. We are currently working with our vendor to get our contract updated to include these added positions and have them start recruitment.

We currently hold a multi-year contract with Catalyst Family. A new contract was entered in FY24-25 which runs through FY26-27.

***Please note the following:**

For all prior fiscal years, we completed Section IIA of this document using numbers directly from SAP. The revenue line (Row 1 - Revenue Distributed to the Court) includes revenue from our local Dept of Child Support Services, which they give to our court in support of the Children's Room expenses for juvenile court; the ending fund balance line (Row 3) also takes into account this local revenue.

For current and future fiscal year, we used only the JCC distribution (excluding both the local revenue we receive from DPSS along with our interest income) and using our CWR expenditure (excluding any CWR expenditures what we use our DPSS revenue to cover).

Estimated 2024-25 CWR Fund Balance Cap Reductions – The fund balance of \$738,377 in Column D on this document also takes into account these local DPSS revenues received each fiscal year. However, on the Biennial Review of CWR FY24-25 Fund Balance worksheet that was provided, Riverside's highest distribution does not include our local DPSS revenue and only shows our highest distribution as what is received from our JCC distribution.

SECTION II: FINANCIAL INFORMATION

A. THREE-YEAR HISTORY AND THREE-YEAR PROJECTION OF YEAR END FUND BALANCES, REVENUES, AND EXPENDITURES (Double click below for Excel spreadsheet. Please populate rows 1 and 2, and the beginning fund balance in cell A3. The rest of the sheet is formula driven and will automatically populate. If requesting an adjustment to the calculated CAP and return of funds to the Trial Court Trust Fund (TCTF), enter the amount (row 7) being requested and complete Section III):

		A	B	C	D	E	F	G
Row	Fiscal Year	Actual				Estimated		
		Beginning Fund Balance	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-2028
1	Revenue Distributed to the Court (see * notes page		490,318	557,109	641,387	409,908	409,908	409,908
2	Expenditures		406,199	491,233	447,990	643,021	541,338	568,252
3	Fund Balance	394,985	479,104	544,980	738,377	505,264	373,833	215,489
CWR Fund Balance above CAP Calculation:								
4	Highest Year of Revenue Distributed to the Court	409,908						
5	Fund Balance at the End of the Current Fiscal Year	738,377						
6	Amount to Return to the TCTF	328,469						
7	Requested Adjustment to Fund Balance CAP ¹	328,469						
¹ Due to the Director of Budget Services within 60 days of the end of the fiscal year								

B. CURRENT DETAILED EXPENDITURE PROJECTIONS/PLAN FOR NEXT THREE FISCAL YEARS (Please provide an explanation of the expenditure plan that ties to row 2, columns E, F, and G):

Note: The fund balance, revenue, and expenditure numbers for past fiscal years in the table above are taken directly from SAP.

With the addition of two full-time teachers and the conversion of two part-time teacher positions to full-time, Riverside will incur an estimated additional annual expense of approximately \$216,318, based on vendor-provided estimates (see below). As part of the expansion plan, we are working to re-establish a Children's Room in the Hall of Justice courthouse. This facility was previously closed due to budget constraints, and the original space has since been repurposed. To reopen this service, funding will be required to outfit a new room suitable for accommodating the children. In addition, we plan to upgrade our existing facilities by replacing worn or outdated furniture with more appropriate options for children, upgrading computers and educational supplies, and installing a new security system across all locations to ensure a safe and supportive environment. For the outfitting of the new court facilities and the upgrades to the existing locations, we are budgeting for approximately \$200,000 in one time expenses.

Below are costs provided by our vendor for the increase in staffing to the following locations:

Indio Juvenil/FL	Add 1 additional staff	\$	64,896.00
Riverside Family Law	Take from 1.5 staff to 2 staff	\$	32,088.00
Southwest	Take from 1.5 staff to 2 staff	\$	32,088.00
Hall of Justice	Open location with 1 staff	\$	87,246.00
TOTAL ON-GOING COSTS			\$ 216,318.00

SECTION III: RETURNING FUNDS ABOVE THE CAP TO THE TCTF

A. IF APPEALING THE AMOUNT CALCULATED TO RETURN TO TCTF IN CELL A6, PLEASE PROVIDE YOUR JUSTIFICATION BELOW *(Include a summary of your ongoing CWR expenditure plan):*

The Court is requesting that zero funds be deducted from FY25-26 as the court anticipates one-time expenses related to the expansion of services in the amount of \$197,406 and an additional operational deficit over the next three years of \$254,000 due to that same expansion of services resulting in a total reduction in fund balance of \$451,000 by the end of 2027-2028. This total deficit would exceed the amount identified to be returned to TCTF.

Riverside's current expansion plans—including the new Indio Juvenile/Family Law facility, the re-opening of a Children's Room at the Hall of Justice, and increased staffing levels at two additional locations—will result in higher annual contractor costs. In addition, we anticipate significant one-time expenditures related to the new Indio facility, outfitting a room at the Hall of Justice, and upgrading our existing rooms.



CHILDREN'S WAITING ROOM (CWR) BIENNIAL FUND BALANCE CAP REVIEW

BIENNIAL FUND BALANCE CAP REVIEW *(Complete Sections I, II, and III)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:
San Bernardino

PERSON AUTHORIZING REPORT *(Presiding Judge or Court Executive Officer):*
Anabel Z. Romero, CEO

CONTACT PERSON AND CONTACT INFO *(Please include mailing address, email, and phone number):*

Kurt Feir
247 W 3rd Street, 11th Floor
San Bernardino, CA 92415
(909) 708-8787
kfeir@sb-court.org

DATE OF SUBMISSION:
8/29/2025

RECEIVED AT LEAST 12 MONTHS OF DISTRIBUTIONS IN THE LAST FISCAL YEAR:
YES ☒ **NO** ☐ *(No biennial reporting is required if less than 12 months of distributions received)*

DO YOU HAVE MULTI-YEAR CONTRACTS? **YES** ☒ **NO** ☐ *(If yes, provide an explanation of the contracts in the CWR Program Update below)*

CWR PROGRAM UPDATE *(Please briefly summarize the status of your current program):*

The Children's Waiting Rooms play a vital role in supporting access to justice by providing a safe, nurturing, and supervised environment for children while their parents or guardians attend to court-related matters. This service allows community members to focus on their legal responsibilities without the additional burden of securing childcare—an option that is not always readily available for many families.

Our Court currently operates four Children's Waiting Room locations: the San Bernardino Justice Center, the San Bernardino Historic Courthouse, the Barstow Courthouse, and the Fontana Courthouse. Among these, the San Bernardino Justice Center and the Historic Courthouse consistently experience the highest levels of usage.

The program is administered through a long-standing partnership with our vendor, Catalyst, who has successfully managed the service for several years. Catalyst provides a certified teacher at each location to ensure that children receive attentive care and meaningful engagement while in the waiting rooms. To further support this effort, the Court supplies all necessary furnishings and materials, ensuring each space is safe, welcoming, and equipped to meet the needs of children of varying ages.

While usage of the waiting rooms decreased significantly during the COVID-19 pandemic and the immediate transition period that followed, recent years have shown a notable increase in demand, highlighting the program's ongoing importance to our community. The steady rebound in usage underscores the critical role these waiting rooms serve in reducing barriers for court users, improving access, and fostering a more family-friendly justice system.

SECTION II: FINANCIAL INFORMATION

A. THREE-YEAR HISTORY AND THREE-YEAR PROJECTION OF YEAR END FUND BALANCES, REVENUES, AND EXPENDITURES *(Double click below for Excel spreadsheet. Please populate rows 1 and 2, and the beginning fund balance in cell A3. The rest of the sheet is formula driven and will automatically populate. If requesting an adjustment to the calculated CAP and return of funds to the Trial Court Trust Fund (TCTF), enter the amount (row 7) being requested and complete Section III):*

Revenue Distributed to the Court		167,487	331,623	400,139	386,800	398,67
Expenditures		224,685	245,950	266,174	500,000	520,00
Fund Balance	438,077	380,879	466,552	600,517	487,317	365,99

Fund Balance above CAP Calculation:

Highest Year of Revenue Distributed to the Court	400,139					
Fund Balance at the End of the Current Fiscal Year	671,744					
Amount to Return to the TCTF	271,606					
Requested Adjustment to Fund Balance CAP ¹	271,606					

to the Director of Budget Services within 60 days of the end of the fiscal year

B. CURRENT DETAILED EXPENDITURE PROJECTIONS/PLAN FOR NEXT THREE FISCAL YEARS *(Please provide an explanation of the expenditure plan that ties to row 2, columns E, F, and G):*

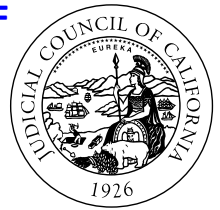
Based on current trends, we anticipate receiving approximately \$386,800 in revenue from distributions for this fiscal year. While we expect revenue to increase in future years, we are taking a conservative approach given that revenue is fee dependent.

Historically, expenditures have shown modest increases year-over-year. However, we anticipate stabilization over time as vendor invoices for the Children's Waiting Room become more consistent.

SECTION III: RETURNING FUNDS ABOVE THE CAP TO THE TCTF

A. IF APPEALING THE AMOUNT CALCULATED TO RETURN TO TCTF IN CELL A6, PLEASE PROVIDE YOUR JUSTIFICATION BELOW *(Include a summary of your ongoing CWR expenditure plan):*

We respectfully request approval to retain the full amount of \$271,606 (and subsequently recognize the court's current fund balance as the cap). These funds are critical to support much-needed upgrades at two of our county locations. Planned improvements include, but are not limited to, new furnishings, children's toys, and enhanced security.



CHILDREN'S WAITING ROOM (CWR) BIENNIAL FUND BALANCE CAP REVIEW

BIENNIAL FUND BALANCE CAP REVIEW *(Complete Sections I, II, and III)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:
Santa Barbara

PERSON AUTHORIZING REPORT *(Presiding Judge or Court Executive Officer):*
Darrel Parker, CEO

CONTACT PERSON AND CONTACT INFO *(Please include mailing address, email, and phone number):*

Marcos Ybarra, CFO
1100 Anacapa St, 2nd Fl – Finance
Santa Barbara, CA 93101
mybarra@sbcourts.org
phone: (805) 882-4677

DATE OF SUBMISSION:
8/29/2025

RECEIVED AT LEAST 12 MONTHS OF DISTRIBUTIONS IN THE LAST FISCAL YEAR:
YES ☒ **NO** ☐ *(No biennial reporting is required if less than 12 months of distributions received)*

DO YOU HAVE MULTI-YEAR CONTRACTS? **YES** ☐ **NO** ☒ *(If yes, provide an explanation of the contracts in the CWR Program Update below)*

CWR PROGRAM UPDATE *(Please briefly summarize the status of your current program):*

The Superior Court of Santa Barbara, requests a cap adjustment to its Children's Waiting Room (CWR) fund, enabling the use of existing reserves to reinstate and sustain this essential service. The court previously operated two CWRs in the major population centers of Santa Barbara and Santa Maria, which served an annual average of 636 families and 874 children. These facilities provided a critical service, offering professional childcare for litigants so they could attend to court business. Due to staffing challenges, services were suspended. Without the ability to use its accumulated funds, the court would be forced to permanently cease operations of both CWRs, severely limiting court access for families with children. We are actively working to re-establish this service by January 2, 2026, and are seeking the authority to use our existing fund balance to cover the estimated three-and-a-half-year operational cost of \$695,261. Granting this request will ensure the continuity of a vital service that has benefited thousands of families since 2017.

Families with young children often face a significant barrier to accessing the court system: the lack of safe, professional childcare during court proceedings. The Superior Court of Santa Barbara previously addressed this issue by operating two CWRs, located in Santa Barbara and Santa Maria. The CWRs were a crucial resource, with the Santa Barbara location operating 40 hours per week and the Santa Maria location operating 35 hours per week. Their temporary closure has left a gap in a service that has proven to be essential for many litigants. Without the CWRs, parents are forced to choose between bringing their children into potentially stressful and inappropriate court environments or forfeiting their right to engage in court business. This directly impacts court accessibility and justice for a vulnerable population.

SECTION II: FINANCIAL INFORMATION

A. THREE-YEAR HISTORY AND THREE-YEAR PROJECTION OF YEAR END FUND BALANCES, REVENUES, AND EXPENDITURES (Double click below for Excel spreadsheet. Please populate rows 1 and 2, and the beginning fund balance in cell A3. The rest of the sheet is formula driven and will automatically populate. If requesting an adjustment to the calculated CAP and return of funds to the Trial Court Trust Fund (TCTF), enter the amount (row 7) being requested and complete Section III):

	A	B	C	D	E	F	G
Fiscal Year	Actual				Estimated		
	Beginning Fund Balance	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-2028
Revenue Distributed to the Court		39,908	44,968	52,019	52,019	52,019	52,019
Expenditures		0	0	0	99,323	198,646	198,646
Fund Balance	343,990	397,644	463,768	539,978	492,674	346,047	199,420

Fund Balance above CAP Calculation:

Highest Year of Revenue Distributed to the Court	52,019						
Fund Balance at the End of the Current Fiscal Year	539,978						
Amount to Return to the TCTF	487,959						
Requested Adjustment to Fund Balance CAP ¹	487,959						

to the Director of Budget Services within 60 days of the end of the fiscal year

B. CURRENT DETAILED EXPENDITURE PROJECTIONS/PLAN FOR NEXT THREE FISCAL YEARS (Please provide an explanation of the expenditure plan that ties to row 2, columns E, F, and G):

The primary goal of this project is to fully reinstate and sustain the CWR program in Santa Barbara and Santa Maria. Our key objectives are:

- Resume CWR operations by January 2, 2026.
- Recruit and hire CWR Assistant court employees or establish a new multi-year CWR agreement with a qualified vendor to ensure proper staffing.
- Serve at least 600 families and 800 children annually, a level consistent with previous service records.
- Utilize the accumulated CWR fund balance to cover an estimated three and a half years of operational costs.

The court is committed to resuming CWR services and has a clear plan to achieve this goal. We are actively engaged in the process of creating new CWR Assistant positions to ensure a dedicated team is in place.

The total estimated cost to operate both centers is approximately \$198,646 per year. Over the next three and a half fiscal years, we project total expenditures of \$695,261. The court has a reserve fund for this purpose, but it is currently subject to a cap that prevents its full use. We are requesting an adjustment to this cap to access our existing reserves. This will allow the court to immediately fund and resume full-time CWR services in both locations, providing a stable and secure funding source through FY 2028-29. Without this cap adjustment, the accumulated funds would be returned, forcing the permanent closure of the CWR program and eliminating this vital service.

SECTION III: RETURNING FUNDS ABOVE THE CAP TO THE TCTF

A. IF APPEALING THE AMOUNT CALCULATED TO RETURN TO TCTF IN CELL A6, PLEASE PROVIDE YOUR JUSTIFICATION BELOW *(Include a summary of your ongoing CWR expenditure plan):*

The reinstatement of the CWR program will have an immediate and direct impact on the community. It will remove a significant barrier to court access for parents, ensuring they can attend to legal matters without the added burden of finding and paying for childcare. This service is not merely a convenience; it is an essential component of an accessible and equitable justice system. The court has a demonstrated history of providing this service, and with the requested funding adjustment, we are confident we can resume operations and continue to serve the community for years to come. We respectfully request your sensitivity to this critical need and your approval of our request to keep our existing CWR fund balance.



CHILDREN'S WAITING ROOM (CWR) BIENNIAL FUND BALANCE CAP REVIEW

BIENNIAL FUND BALANCE CAP REVIEW *(Complete Sections I, II, and III)*

SECTION I: GENERAL INFORMATION

SUPERIOR COURT:
Santa Clara

PERSON AUTHORIZING REPORT *(Presiding Judge or Court Executive Officer):*

Rebecca Fleming CEO/ Walter Eissmann Director of Administration

CONTACT PERSON AND CONTACT INFO *(Please include mailing address, email, and phone number):*

Walter Eissmann weissmann@scscourt.org 408-343-9822

DATE OF SUBMISSION:
8/27/2025

RECEIVED AT LEAST 12 MONTHS OF DISTRIBUTIONS IN THE LAST FISCAL YEAR:
YES ☒ NO ☐ *(No biennial reporting is required if less than 12 months of distributions received)*

DO YOU HAVE MULTI-YEAR CONTRACTS? YES ☒ NO ☐ *(If yes, provide an explanation of the contracts in the CWR Program Update below)*

CWR PROGRAM UPDATE *(Please briefly summarize the status of your current program):*

During the COVID pandemic our CWR's were obviously closed, however distributions continued which increased our CWR fund balance. Two years ago, at the last fund cap review, we had begun our search for a vendor to open our CWR's once again, so we requested a modified cap reduction of \$100k which was granted. The search for a vendor to staff our CWR's proved very difficult. However, after over a year of searching, we were finally able to get a contract in place with Catalyst Family Inc. effective 2/24/2025 but the rooms were not effectively staffed until mid-May 2025. The initial term of the contract is just one year but has the option to extend through 2/23/2029. Our hope is to continue with this valuable service now that it is back in operation. We have 2 CWR's, one at the FJCC in Santa Clara and one in Morgan Hill. The contracted annual cost of the FJCC room is \$219,580 and the annual rate for the Morgan Hill room is \$200,652 for a total annual cost of \$420,232. Our fund balance as of the received report is \$702k with an average of \$194k in distributions over the past 3 years. With the current reduction suggestion of \$480k, we would only be able to keep this service running through this fiscal year, but would then have to shut one of them down due to lack of funds. With our current balance of \$702k, an expected average distribution of \$194k and a total annual cost of \$420k, we will be able to keep both rooms operational through the full 3 year contract term. We would therefore like to request that Santa Clara Superior Court does not return any funds this year so we can keep this valuable service open for the full term of our contract with Catalyst Family Inc.

SECTION II: FINANCIAL INFORMATION

- A. THREE-YEAR HISTORY AND THREE-YEAR PROJECTION OF YEAR END FUND BALANCES, REVENUES, AND EXPENDITURES** (Double click below for Excel spreadsheet. Please populate rows 1 and 2, and the beginning fund balance in cell A3. The rest of the sheet is formula driven and will automatically populate. If requesting an adjustment to the calculated CAP and return of funds to the Trial Court Trust Fund (TCTF), enter the amount (row 7) being requested and complete Section III):

Fiscal Year	Beginning Fund Balance	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
Revenue Distributed to the Court		175,623	221,974	254,960	194,000	194,000	194,000
Expenditures		80	204,283	36,680	420,232	420,232	420,232
Fund Balance	290,850	466,393	484,084	702,364	476,132	249,900	23,668
Fund Balance above CAP Calculation:							
Highest Year of Revenue Distributed to the Court	254,960						
Fund Balance at the End of the Current Fiscal Year	702,364						
Amount to Return to the TCTF	447,404						
Requested Adjustment to Fund Balance CAP ¹	480,088						
to the Director of Budget Services within 60 days of the end of the fiscal year							

- B. CURRENT DETAILED EXPENDITURE PROJECTIONS/PLAN FOR NEXT THREE FISCAL YEARS** (Please provide an explanation of the expenditure plan that ties to row 2, columns E, F, and G): This was provided in the paragraph above. However, the spreadsheet that was included with this email listed only the allocation amounts for the 3 previous years. In order to tie the activity from those years to the CWR fund balance at the end of FY24/25, I had to include the interest amounts that were booked to this fund each year. If you click in the cells for the Revenue rows, you will see the allocation amounts that match your spreadsheet along with the added interest for each year; resulting in a fund balance of \$702,364. To be clear, we are asking that no funds be returned as we need everything we have to fund 2 CWR's over the next 3 years.

SECTION III: RETURNING FUNDS ABOVE THE CAP TO THE TCTF

A. IF APPEALING THE AMOUNT CALCULATED TO RETURN TO TCTF IN CELL A6, PLEASE PROVIDE YOUR JUSTIFICATION BELOW *(Include a summary of your ongoing CWR expenditure plan):*

Again, all of the details of our current situation were explained in the first paragraph above.