



JUDICIAL COUNCIL OF CALIFORNIA

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

www.courts.ca.gov

REPORT TO THE JUDICIAL COUNCIL

Item No.: 22-091

For business meeting on: December 2, 2022

Title

Report to the Legislature: *Annual Report on Contracts for the Trial Courts for the Fiscal Year Ended June 30, 2022*

Agenda Item Type

Information Only

Date of Report

September 30, 2022

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 (PCC) 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 for the trial courts. The report includes a list of vendors and contractors as required by section 19209(b) of the PCC. The report further 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) of the PCC, 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. Therefore, in compliance with this PCC mandate, Judicial Council staff submitted this report on September 30, 2022.

Relevant Previous Council Action

At its August 26, 2011, business meeting, the Judicial Council approved the *Judicial Branch Contracting Manual* (JBCM), 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 prior to 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

Statutory requirement

The Judicial Branch Contract Law (JBCL; PCC §§ 19201–19210), enacted March 24, 2011, requires judicial branch entities to comply with the provisions of section 19206 of the PCC applicable to state agencies and departments related to the procurement of goods and services. 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 PCC and, as the code requires, is “substantially similar to the provisions contained in the State Administrative Manual and the State Contracting Manual.”

Reporting requirement

Assembly Bill 3364 (Statutes of 2020, Chapter 36) changed the Judicial Council’s two semiannual reports to one annual report, due no later than September 30 for the prior fiscal year. The JBCL and section 19209 of the PCC requires 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 by section 19209(b) of the PCC,
- 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) of the PCC, which 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 each judicial branch entity are specified in the JBCM 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 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.

- **Judicial Council:** The Judicial Council’s Branch Accounting and Procurement office is responsible for maintaining and providing accurate, consistent, and complete information relating to payments to, and contracts with, vendors of the Judicial Council.

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 22,819 payments representing \$493.3 million for trial courts. For each vendor, the report includes the following information:

- The trial court(s) 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 nontrial court judicial branch entities. As required by section 19209 of the PCC, 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 websites on a rolling basis.” Each judicial branch entity “shall ensure their contract and payment information is entered in FI\$Cal to the state transparency websites 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 accountability necessary to ensure the accuracy, completeness, and consistency of the information maintained and provided. No adverse policy implications will result from acceptance or approval of these reports.

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

Attachments and Links

1. Attachment A: *Annual Report on Contracts for the Trial Courts for the Fiscal Year Ending June 30, 2022*



JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue
San Francisco, CA 94102-3688
Tel 415-865-4200
TDD 415-865-4272
Fax 415-865-4205
www.courts.ca.gov

HON. TANI G. CANTIL-SAKAUYE
*Chief Justice of California
Chair of the Judicial Council*

HON. MARSHA G. SLOUGH
Chair, Executive and Planning Committee

HON. DAVID M. RUBIN
*Chair, Judicial Branch Budget Committee
Chair, Litigation Management Committee*

HON. MARLA O. ANDERSON
Chair, Legislation Committee

HON. CARIN T. FUJISAKI
Chair, Rules Committee

HON. KYLE S. BRODIE
Chair, Technology Committee

*Hon. Richard Bloom
Hon. C. Todd Bottke
Hon. Kevin C. Brazile
Hon. Jonathan B. Conklin
Hon. Carol A. Corrigan
Hon. Samuel K. Feng
Mr. David D. Fu
Hon. Brad R. Hill
Ms. Rachel W. Hill
Hon. Harold W. Hopp
Hon. Dalila Corral Lyons
Hon. Ann C. Moorman
Ms. Gretchen Nelson
Mr. Maxwell V. Pritt
Hon. Thomas J. Umberg*

ADVISORY MEMBERS
*Hon. Rupert A. Byrdsong
Hon. Judith K. Dulcich
Ms. Rebecca J. Fleming
Mr. Kevin Harrigan
Mr. Shawn C. Landry
Hon. Glenn Mondo
Hon. Theodore C. Zayner*

MR. MARTIN HOSHINO
*Administrative Director
Judicial Council*

September 30, 2022

Hon. Nancy Skinner
Chair, Joint Legislative Budget Committee
State Capitol, Room 5019
Sacramento, California 95814

Mr. Michael Tilden
California State Auditor
621 Capitol Mall, Suite 1200
Sacramento, California 95814

*Re: Annual Report on Contracts for the Trial Courts for the Fiscal Year
Ending June 30, 2022, as required under section 19209 of the Public
Contract Code*

Dear Senator Skinner and Mr. Tilden:


Pursuant to the requirements under section 19209 of the Public Contract Code, 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, 2021, through June 30, 2022.

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.

Hon. Nancy Skinner
Mr. Michael Tilden
September 30, 2022
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,



Martin Hoshino
Administrative Director
Judicial Council

MH/RD/TM/es
Attachment

cc: Cara L. Jenkins, Legislative Counsel
Erika Contreras, Secretary of the Senate
Sue Parker, Chief Clerk of the Assembly
Eric Dang, Counsel, Office of Senate President pro Tempore Toni G. Atkins
Alf Brandt, General Counsel, Office of Assembly Speaker Anthony Rendon
Shaun Naidu, Policy Consultant, Office of Assembly Speaker Anthony Rendon
Anita Lee, Principal Fiscal and Policy Analyst, Legislative Analyst's Office
Gabriel Petek, Legislative Analyst, Legislative Analyst's Office
Jessie Romine, 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
Matthew Fleming, Consultant, 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
Matt Osterli, Consultant, Senate Republican Fiscal Office
Alison Merrilees, Chief Counsel, Assembly Judiciary Committee
Sandy Uribe, Chief Counsel, Assembly Public Safety Committee
Jennifer Kim, Consultant, Assembly Budget Committee
Jay Dickenson, Chief Consultant, Assembly Appropriations Committee
Kimberly Horiuchi, Principal 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

Hon. Nancy Skinner
Mr. Michael Tilden
September 30, 2022
Page 3

Amy Leach, Minute Clerk, Office of Assembly Chief Clerk
Cory T. Jasperson, Director, Governmental Affairs, Judicial Council
Fran Mueller, Deputy Director, Budget Services, Judicial Council
Zlatko Theodorovic, Deputy Director, Budget Services, Judicial Council
Jenniffer Herman, Administrative Coordinator, Governmental Affairs, Judicial Council



JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue
San Francisco, CA 94102-3688
Tel 415-865-4200
TDD 415-865-4272
Fax 415-865-4205
www.courts.ca.gov

HON. TANI G. CANTIL-SAKAUYE
Chief Justice of California
Chair of the Judicial Council

HON. MARSHA G. SLOUGH
Chair, Executive and Planning Committee

HON. DAVID M. RUBIN
Chair, Judicial Branch Budget Committee
Chair, Litigation Management Committee

HON. MARLA O. ANDERSON
Chair, Legislation Committee

HON. CARIN T. FUJISAKI
Chair, Rules Committee

HON. KYLE S. BRODIE
Chair, Technology Committee

Hon. Richard Bloom
Hon. C. Todd Bottke
Hon. Kevin C. Brazile
Hon. Jonathan B. Conklin
Hon. Carol A. Corrigan
Hon. Samuel K. Feng
Mr. David D. Fu
Hon. Brad R. Hill
Ms. Rachel W. Hill
Hon. Harold W. Hopp
Hon. Dalila Corral Lyons
Hon. Ann C. Moorman
Ms. Gretchen Nelson
Mr. Maxwell V. Pritt
Hon. Thomas J. Umberg

ADVISORY MEMBERS

Hon. Rupert A. Byrdson
Hon. Judith K. Dulcich
Ms. Rebecca J. Fleming
Mr. Kevin Harrigan
Mr. Shawn C. Landry
Hon. Glenn Mondo
Hon. Theodore C. Zayner

MR. MARTIN HOSHINO
Administrative Director
Judicial Council

Report title: *Annual Report on Contracts for the Trial Courts for the Fiscal Year Ending June 30, 2022*

Statutory citation: Public Contract Code section 19209

Date of report: September 30, 2022

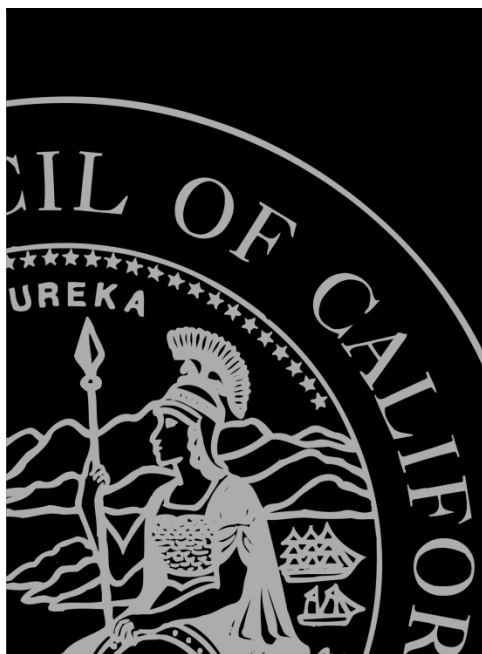
The Judicial Council has submitted a report to the Legislature in accordance with Public Contract Code section 19209. The following summary of the report is provided under the requirements of Government Code section 9795.

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, 2021, through June 30, 2022. 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.



Annual Report on Contracts for the Trial Courts for the Fiscal Year Ending June 30, 2022

REPORT TO THE JOINT LEGISLATIVE
BUDGET COMMITTEE AND THE STATE
AUDITOR AS REQUIRED BY PUBLIC
CONTRACT CODE SECTION 19209

SEPTEMBER 30, 2022



JUDICIAL COUNCIL
OF CALIFORNIA

ADMINISTRATIVE DIVISION

JUDICIAL COUNCIL OF CALIFORNIA

Hon. Tani G. Cantil-Sakauye

Chief Justice of California and

Chair of the Judicial Council

Martin Hoshino

Administrative Director

Judicial Council

ADMINISTRATIVE DIVISION

John Wordlaw

Chief Administrative Officer

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 Code (PCC) 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) of the PCC. The report further identifies the amounts of payments to the contractors and vendors, the types of services and goods provided, and the trial court(s) which entered into the contract. The report summary also includes a list of all amended contracts as required by section 19209(c) of the PCC, 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 state fiscal year ending June 30. This report covers the period from July 1, 2021, through June 30, 2022.

Contracts excluded from the report

Section 19204(c) of the PCC provides that the Judicial Branch Contract Law (JBCL; PCC §§ 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.” 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.” Appropriate exclusions and inclusions based on the above subdivisions 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 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.

Nontrial 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, Commission on Judicial Performance, and the California Judicial Center Library.

Under section 19209(a) of the PCC, 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

		Data Element Column Heading
Report	Required to Be Reported by Statute	Trial Court Reports
Payment Report	Vendors and contractors receiving any payment. Identify the: 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	Report each distinct contract between the vendor or contractor and a judicial branch entity. For all contract amendments made, identify: 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, 2021, through June 30, 2022, reporting period. Note that the tables may include totals that do not equal 100 percent because of rounding.

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

Table 2. Overall Contract and Payment Statistics, July 1, 2021, through June 30, 2022

	Trial Courts
Payments:	
Number	22,819
Dollar amount	\$493.3 million
Number of associated contracts	12,254
Contracts:	
New contracts	10,160*
Value of new contracts	\$537.1 million*
Contracts with amendments	2,299
Value of amendments	\$112 million**
* Includes new contracts executed during reporting period.	
** Includes existing contracts with amendments executed during 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 22,819 payments representing approximately \$493.3 million associated with 12,254 contracts.

Table 3. Trial Court Payment Statistics, Goods, and Services Detail Summary, July 1, 2021, through June 30, 2022

Goods/Services	No. of Payments	Value (\$)	No. of Contracts
ADVERTISING	145	515,553.72	65
BANKING AND INVESTMENT SERV	10	54,450.93	3
COLLECTION SERVICES	128	15,590,548.78	65
CONSULTING SERVICES–TEMP	150	3,277,675.36	141
CONSULTING/PROFESSIONAL SVCS	4	1,228,216.29	2
CONTRACTED SERVICES	135	5,962,016.45	94
COUNTY-PROVIDED SERVICES	142	45,804,224.49	109
COURT-APPOINTED COUNSEL CHA	527	62,293,902.16	132
COURT INTERPRETER SERVICES	3,209	27,265,392.08	206
COURT-ORDERED PROFESSIONAL	1,150	14,060,014.81	651
COURT REPORTER SERVICES	238	3,799,139.15	30
COURT TRANSCRIPTS	2,130	17,377,290.12	55
DUES AND MEMBERSHIPS	207	352,836.28	38
EQUIPMENT MAINTENANCE	301	2,366,897.29	246
EQUIPMENT RENTAL/LEASE	147	5,014,856.75	102
EQUIPMENT REPAIRS	256	2,488,660.57	214
FACILITIES OPERATION	6	39,747.15	5
FEES/PERMITS	167	7,296,566.07	62
FREIGHT AND DRAYAGE	28	11,197.10	13
GENERAL CONSULTANT AND PROF	874	35,592,040.33	570
GENERAL EXPENSE	19	186,666.08	3
GENERAL EXPENSE–SERVICE	484	5,867,074.88	338

Goods/Services	No. of Payments	Value (\$)	No. of Contracts
GROUNDS	33	444,137.53	20
INFORMATION TECHNOLOGY	11	360,721.73	10
INSURANCE	140	2,690,036.07	55
INVESTIGATIVE SERVICES	158	615,921.55	57
IT COMMERCIAL CONTRACT	248	19,084,531.96	207
IT INTERJURISDICTIONAL CON	35	1,615,291.68	17
IT MAINTENANCE	731	21,988,477.55	649
IT OTHER	105	3,053,589.03	80
IT REPAIRS/SUPPLIES/LICENSE	1,187	31,331,402.84	1,037
JANITORIAL	247	23,218,260.40	171
JUROR COSTS	7	3,767.45	
LABORATORY EXPENSE	37	89,466.54	21
LEGAL	192	4,011,924.87	108
LIBRARY PURCHASES AND SUBSC	614	11,628,484.46	380
MAINTENANCE AND SUPPLIES	334	5,193,636.02	263
MAJOR EQUIPMENT	236	13,603,639.74	218
MEDIATORS/ARBITRATORS	187	1,778,580.31	41
MEETINGS, CONFERENCES, EXHI	111	336,547.90	28
MINOR EQUIPMENT–UNDER \$5K	1,730	23,221,019.76	1,582
OFFICE EXPENSE	2,648	8,336,072.18	2,293
OTHER CONTRACT SERVICES	49	3,388,786.67	35
OTHER FACILITY COSTS–GOODS	290	668,181.05	248
OTHER FACILITY COSTS–SERV	84	1,252,326.95	51

Goods/Services	No. of Payments	Value (\$)	No. of Contracts
OTHER ITEMS OF EXPENSE	34	336,114.62	23
OTHER TRAVEL EXPENSE	7	478.00	1
PHOTOGRAPHY	16	22,636.86	12
POSTAGE	32	1,939,143.80	16
POSTAGE METER	79	5,177,682.14	37
PRINTING	641	5,064,962.92	535
RENT/LEASE	87	4,250,282.92	47
SECURITY	139	16,775,844.67	87
SHERIFF	575	2,413,018.76	17
STAMPS, STAMPED ENVELOPES	248	5,837,899.20	131
TELECOMMUNICATIONS	605	14,396,574.51	404
TRAINING	309	1,756,767.89	146
UNIFORM ALLOWANCE	14	32,795.47	13
VEHICLE OPERATIONS	162	902,973.54	70
Grand Total	22,819	493,266,946.38	12,254

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

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 account(s) 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. (The goods/services are rolled up from subaccounts, so descriptions may appear to be duplicates but are actually separate subaccounts in the rolled-up category.)
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. (The goods/services are rolled up from subaccounts, so descriptions may appear to be duplicates but are actually separate subaccounts in the rolled-up category.)
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 Name	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. (The goods/services are rolled up from subaccounts, so descriptions may appear to be duplicates but are actually separate subaccounts in the rolled-up category.)
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.)