



JUDICIAL COUNCIL OF CALIFORNIA

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REPORT TO THE JUDICIAL COUNCIL

For business meeting on: October 27–28, 2016

Title

Trial Court Budget: \$10 Million State-Level Reserve Process

Agenda Item Type

Action Required

Effective Date

October 27, 2016

Rules, Forms, Standards, or Statutes Affected

None

Date of Report

October 13, 2016

Recommended by

Judicial Branch Budget Committee
Hon. David M. Rubin, Chair

Contact

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Executive Summary

Government Code section 68502.5(c)(2)(B) requires the Judicial Council to establish a process for trial courts to apply for emergency funding from the newly established \$10 million state-level reserve, which replaces the 2 percent state-level reserve. Government Code section 68502.5(c)(2)(C) requires a report to the Legislature, pursuant to section 9795, and to the Department of Finance no later than October 1 of each year detailing all requests and allocations made for the preceding year. The Judicial Branch Budget Committee recommends that the Judicial Council approve the updated process for requesting emergency funding.

Recommendation

The Judicial Branch Budget Committee is unanimously recommending that the Judicial Council adopt the following recommendations effective immediately:

1. **Emergency Funding Request Process.** The process, criteria, and required information for requesting emergency funding as developed from the previous Judicial Council–approved process for the 2 percent state-level reserve and incorporating updates as related to the new statute are as follows:

- a) Allow only trial courts that are projecting a current-year negative fund balance to apply for emergency funding;
- b) Define emergency funding as funding “for unavoidable shortfalls, unforeseen emergencies, or unanticipated expenses for existing programs;”
- c) Require that a request be for either a loan or one-time funding, but not for ongoing funding;
- d) Require the submission, review, and approval process to be:
 - i. All requests will be submitted to the council for consideration;
 - ii. Requests will be submitted to the Administrative Director, Judicial Council, by either the court’s presiding judge or court executive officer;
 - iii. The Administrative Director, Judicial Council, will forward the request to the Director of Budget Services, Judicial Council;
 - iv. Judicial Council Budget Services staff will review the application for completeness, submit the application to the ad hoc court executives’ work group for review and contact with the requesting court, and issue a report to the Judicial Branch Budget Committee;
 - v. The Judicial Branch Budget Committee will review the request and make a recommendation for Judicial Council consideration;
 - vi. The final report will be provided to the requesting court prior to the report being made publicly available on the California Courts website; and
 - vii. The requesting court may send a representative to the council meeting to present its request and respond to questions from the council.
- e) Authorize courts to submit requests for emergency funding only after a proposed baseline budget (Schedule 1) has been submitted by the court;
- f) Allow requests submitted to the Administrative Director, Judicial Council, to be considered at the next regularly scheduled council meeting following the time necessary to review the application;
- g) Require replenishment of the reserve to occur on an annual basis as a pro rata reduction to each trial courts’ beginning base allocation the following fiscal year;

- h) Require requests for emergency funding approved by the council after April 1 of any given fiscal year to be distributed to the court as a cash advance loan until the following fiscal year when the court, if necessary, could apply for emergency funding in the new fiscal year in order to repay the cash advance loan;
- i) Require the following information be submitted by courts when requesting emergency funding:
 - i. a description of what factors caused or are causing the need for funding;
 - ii. if emergency funding was received in the prior year, identify the amount and explain why funding is needed in the current year;
 - iii. if requesting a one-time distribution, an explanation of why a loan would not be appropriate;
 - iv. current status of court fund balance;
 - v. three-year history of year-end fund balances, revenues, and expenditures;
 - vi. current detailed budget projections for the current fiscal year (e.g., 2016–2017), budget year (e.g., 2017–2018), and budget year plus 1 (e.g., 2018–2019);
 - vii. measures the court has taken in the last three years regarding revenue enhancement and/or expenditure reduction, including layoffs, furloughs, reduced hours, and court closures;
 - viii. employee compensation practices (e.g., cost-of-living adjustments) and staffing levels for the past five years;
 - ix. description of the consequences to the court’s operations if the court does not receive funding;
 - x. description of the consequences to the public and access to justice if the court does not receive funding;
 - xi. what measures the court will take to mitigate the consequences to court operations, the public, and access to justice if funding is not approved;
 - xii. five years of filing and disposition numbers;
 - xiii. most recent audit history and remediation measures; and

- xiv. an expenditure/revenue enhancement plan that identifies how the court will resolve its ongoing funding issue if the request for emergency funding is not for a one-time concern.
 - j) Include the condition that the council will consider appropriate terms and conditions that courts must accept in order to receive emergency funding; and
 - k) Require courts that are allocated emergency funding to return the amount that is not needed, if a court determines during the fiscal year that some or all of the allocation is no longer needed due to changes in revenues and/or expenditures.
2. ***Application and Instructions for Emergency Funding.*** The amendment of the Application for Supplemental Funding Form (Attachment E) allowing trial courts to apply for cash advances, loans, and one-time emergency funding, and the corresponding Instructions for Applying for Supplemental Funding (Attachment F), to incorporate recommended changes as necessary, to include templates for each application requirement, and extend the application to include a requirement for courts to elaborate on why 57 courts should assist in funding the request through a pro rata base allocation deduction the following fiscal year.
 3. ***Ad Hoc Court Executives Working Group.*** The establishment of an ad hoc court executives working group, the membership of which will be the court executive officer member of the Judicial Branch Budget Committee, and two other court executive officers appointed by the Chief Justice. The working group will review completed applications and follow up with requesting courts as necessary prior to submitting a report to the Judicial Branch Budget Committee for review. In the event a court executive officer currently on the ad hoc working group is from a requesting court, then an alternate court executive officer will be appointed by the Chief Justice for the purposes of that review.
 4. ***Technical Adjustments and Reporting Requirements.*** Judicial Council Budget Services staff are to have the authority to make technical adjustments to the process and application for requesting emergency funding as needed, and draft and submit the required report to the Legislature following current processes in place by the October 1 deadline for all requests and allocations made in the preceding year.

Previous Council Action

Before the enactment of Senate Bill 1021 (Stats. 2012, ch. 41) on June 27, 2012, Government Code section 77209(b) required the Judicial Council to set aside—in the Trial Court Improvement Fund until March 15—one half of the 1 percent transfer from the Trial Court Trust Fund (TCTF) for allocation only for “urgent needs.” At the Judicial Council’s meeting on October 28, 2011, the Supplemental Funding Working Group presented a recommendation to revise, update, and streamline the forms, processes, and criteria related to requests for supplemental funding for urgent needs then in effect. The working group recommended consolidating the process into a single form and revising the criteria for applying for

supplemental funding and evaluating the requests. The Judicial Council, effective October 28, 2011, adopted many of the recommendations to update the criteria and process for seeking urgent needs funding, and made several other decisions (Attachment A).

On June 27, 2012, the Governor signed into law Senate Bill 1021, which repealed the provisions in Government Code section 77209 related to urgent needs funding from the Trial Court Improvement Fund (TCIF) and added Government Code section 68502.5 (Attachment B), which required that the Judicial Council set aside as a reserve an amount equal to 2 percent of the TCTF appropriation in Program 45.10. The funds must be used to establish a state-level reserve fund that may be allocated to trial courts for unavoidable shortfalls, unforeseen emergencies, or unanticipated expenses for existing programs.

The Trial Court Budget Working Group (TCBWG) at its meeting on July 17, 2012, established the 2% State-level Reserve Subcommittee to address criteria and a process for allocating the reserve. The 2% State-Level Reserve Subcommittee developed a recommendation to revise the existing process, criteria, and required information for requesting supplemental funding for urgent needs under Government Code section 77209, so that it implemented the provision of Government Code section 68502.5. At its meeting on August 22, 2012, the TCBWG adopted the recommendation of the subcommittee and added several other recommendations for consideration by the Judicial Council. In response to this new statute, the Judicial Council, at its August 31, 2012 meeting, approved a policy with regard to the process, criteria, and required information for requesting supplemental funding from the reserve (Attachment C). This process modified what was approved by the council at its October 28, 2011 meeting as it related to requests for supplemental funding for urgent needs from the TCIF.

On June 27, 2014, the Judicial Council approved a 2015–2016 Budget Change Proposal (BCP) for changes to the statutory language regarding the 2 percent TCTF reserve. The Trial Court Budget Advisory Committee (TCBAC), formerly TCBWG, was to reevaluate the entire 2 percent TCTF reserve and allocation process. If the result of the evaluation was to recommend to the council that the process should be changed—for example, a change in the date for allocating the remaining funding to the courts—a BCP to change the language of the statute would need to be submitted to the Department of Finance (DOF).

On October 28, 2014, the Judicial Council approved changes to the Judicial Council–approved process for the allocation of the 2 percent state-level reserve in the TCTF in an effort to assist trial courts with cash management (Attachment D). In 2014–2015, approval was made to expedite the distribution of 75 percent of unexpended reserve funds to trial courts earlier in the fiscal year with the remainder distributed after March 15, to allow courts to apply for a cash advance loan for funding emergencies after the reserve funds have been distributed. The Judicial Council also approved the TCBAC recommendation to propose amendments to the statute that established the 2 percent state-level reserve for 2015–2016.

On June 27, 2016, Government Code section 68502.5 was amended to require the Judicial Council to hold a reserve of \$10 million in the TCTF to be available to trial courts for emergencies (Attachment B). The funding shall be administered by the Judicial Council, and any funding allocated shall be replenished on an annual basis from the trial court base allocations. In addition, the Judicial Council is required to report annually to the Legislature and the DOF, no later than October 1, all requests and allocations made for the preceding year.

Rationale for Recommendation

Recommendation 1: Emergency Funding Request Process

At its September 28, 2016 meeting, the Judicial Branch Budget Committee discussed options and recommendations brought forward by its Statewide Reserve Subcommittee to change the current Judicial Council–approved process for the allocation of the 2 percent state-level reserve in the TCTF into a \$10 million state-level reserve process in accordance with the new statute.

The process, criteria, and required information for requesting supplemental funding from the former 2 percent state-level reserve was looked upon in the development of a recommendation for the \$10 million state-level reserve in an effort to maintain as much consistency as possible while incorporating updates as related to the new statute. This includes keeping the definition for “urgent needs” (now “emergencies”) as unavoidable shortfalls, unforeseen emergencies, or unanticipated expenses for existing programs, allowing only trial courts projecting a current-year negative fund balance to apply for emergency funding, and requiring courts to justify to the Judicial Council why they are identifying a need for emergency funding.

The Judicial Branch Budget Committee chose not to further define what constitutes an “emergency” in order not to inadvertently omit an unknown situation and compromise a court’s ability to request funding, similar to previous action by the Trial Court Budget Working Group. The application deadline was omitted due to the change in statute: the earliest a court can submit a request now is after the court has submitted their proposed budget (Schedule 1). A slight extension was made to the last day a court can submit a request in a fiscal year in consideration of remaining scheduled council meetings and allowing courts an opportunity to obtain advanced information on potential replenishment costs. In addition, clarifying language was added regarding replenishment of the reserve to be clear that all 58 trial courts will have to replenish the \$10 million state-level reserve annually as a pro rata reduction to each courts’ beginning base allocation the following fiscal year.

In line with the Judicial Branch Budget Committee’s charge of assisting the Judicial Council in exercising its duties under rule 10.101 of the California Rules of Court with respect to the judicial branch budget, an additional level of application review by the Judicial Branch Budget Committee was established in order to meet its responsibility to review and make recommendations on the use of the statewide emergency funding for the judicial branch.

Recommendation 2: Application and Instructions for Emergency Funding

At its September 28, 2016 meeting, the Judicial Branch Budget Committee discussed updating the application for applying for emergency funding (Attachment E) and corresponding instructions (Attachment F) to incorporate process changes as well as require additional information when making a request. In requiring courts to elaborate on why 57 courts should assist in funding their request through a pro rata base allocation reduction the following fiscal year, courts are showing that they have considered the implications of their request carefully and thoroughly and have determined that a cash advance or a loan that does not impact all other courts was not an option. In addition, templates for each application requirement will help streamline the application and review process, and ensure consistency in how information is provided, reviewed, and interpreted.

Recommendation 3: Ad Hoc Court Executives Working Group

At its September 28, 2016 meeting, the Judicial Branch Budget Committee discussed adding a second level of application review by an ad hoc court executives working group. This working group, appointed by the Chief Justice, would provide a court administration perspective and may offer alternative methods in an effort to assist courts in finding other means for meeting their funding requirements. There was a discussion by the committee to utilize the ad hoc working group on an “as needed” basis; however, it was determined that all applications would go through this level of review prior to going to the Judicial Branch Budget Committee to allow for consistency and fairness in the funding request process.

Recommendation 4: Technical Adjustments and Reporting Requirements

At its September 28, 2016 meeting, the Judicial Branch Budget Committee discussed allowing Judicial Council Budget Services staff to make technical adjustments to the \$10 million state-level reserve process, the application for requesting supplemental funding for emergencies, and the application instructions as necessary. This will allow for changes to be made and distributed at a faster pace, without requiring approval at a scheduled Judicial Council meeting.

The reporting requirement to the Legislature will follow the process in place when reporting the 2 percent state-level reserve, but the new October 1 deadline will be followed according to statute.

Comments, Alternatives Considered, and Policy Implications

This item was not circulated for comment. Options were considered by the Judicial Branch Budget Committee and are discussed in the Rationale for Recommendations section of the report.

Implementation Requirements, Costs, and Operational Impacts

The implementation requirement for this new policy would include notifying courts and impacted Judicial Council staff of the changes in criteria for the application and review process for emergency funding requests.

There is a potential workload impact on Judicial Council Budget Services staff depending on the timing and number of applications received for review within the fiscal year.

Operational impacts will likely prove to be a relief for courts and Judicial Council staff, since the new \$10 million state-level reserve no longer requires a 2 percent reduction to courts for funding the reserve. The new process allows courts to maintain funds throughout the year and only has a beginning base allocation reduction the following fiscal year in the event of an emergency funding disbursement. It also eliminates the need to reallocate the 2 percent monies to courts two times within the fiscal year. In addition, this process also allows courts better budget-planning opportunities as courts will be informed of any base allocation reductions in the preceding fiscal year.

Relevant Strategic Plan Goals and Operational Plan Objectives

The recommended changes to the process for the \$10 million state-level reserve will address the strategic plan goals of Goal I, Access, Fairness, and Diversity; Goal II, Independence and Accountability; Goal III, Modernization of Management and Administration; Goal IV, Quality of Justice and Service to the Public; and Goal VI, Branchwide Infrastructure for Service Excellence.

Attachments and Links

1. Attachment A: Judicial Council Meeting Minutes, October 27–28, 2011, including Item M: *Trial Court Allocations: Process and Criteria for Supplemental Funding* at <http://www.courts.ca.gov/documents/jc-20111028-minutes.pdf>
2. Attachment B: Government Code section 68502.5(c)(2)(B), at page 9
3. Attachment C: Judicial Council Meeting Minutes, August 30–31, 2012, including Item M: *Trial Court Trust Fund Allocations: Process and Criteria for Allocating 2 Percent State-Level Reserve Funding* at <http://www.courts.ca.gov/documents/jc-20120831-minutes.pdf>
4. Attachment D: Judicial Council Meeting Minutes, October 27–28, 2014, including Item M: *Trial Court Budget: 2 Percent State-Level Reserve Process and Minimum Operating and Emergency Fund Balance Policy* at <http://www.courts.ca.gov/documents/jc-20141028-minutes.pdf>
5. Attachment E: Application for Supplemental Funding Form, at pages 10–11
6. Attachment F: Instructions for Applying for Supplemental Funding, at pages 12–16

Government Code section 68502.5(c)(2)(B) effective June 27, 2012

(B) Upon preliminary determination of the allocations to trial courts pursuant to subparagraph (A), the Judicial Council shall set aside 2 percent of the total funds appropriated in Program 45.10 of Item 0250-101-0932 of the annual Budget Act and these funds shall remain in the Trial Court Trust Fund. These funds shall be administered by the Judicial Council and be allocated to trial courts for unforeseen emergencies, unanticipated expenses for existing programs, or unavoidable funding shortfalls. Unavoidable funding shortfall requests for up to 1.5 percent of these funds shall be submitted by the trial courts to the Judicial Council no later than October 1 of each year. The Judicial Council shall, by October 31 of each year, review and evaluate all requests submitted, select trial courts to receive funds, and notify those selected trial courts. By March 15 of each year, the Judicial Council shall distribute the remaining funds if there has been a request from a trial court for unforeseen emergencies or unanticipated expenses that has been reviewed, evaluated, and approved. Any unexpended funds shall be distributed to the trial courts on a prorated basis.

Government Code section 68502.5(c)(2)(B) effective June 27, 2016

(B) The Judicial Council shall hold a reserve of ten million dollars (\$10,000,000) in the Trial Court Trust Fund to be available to trial courts for emergencies. The funding shall be administered by the Judicial Council, and any funding allocated shall be replenished on an annual basis from the trial court base allocations. The Judicial Council shall establish a process for trial courts to apply for emergency funding.

APPLICATION FOR SUPPLEMENTAL FUNDING FORM

Please check the type of funding that is being requested: <input type="checkbox"/> CASH ADVANCE (Complete Section I only.) <input type="checkbox"/> URGENT NEEDS (Complete Sections I through IV.) <input type="checkbox"/> ONE-TIME DISTRIBUTION <input type="checkbox"/> LOAN			
SECTION I: GENERAL INFORMATION			
SUPERIOR COURT: Click to enter County		PERSON AUTHORIZING REQUEST (Presiding Judge or Court Executive Officer):	
CONTACT PERSON AND CONTACT INFO:			
DATE OF SUBMISSION: Click here to enter a date.		DATE FUNDING IS NEEDED BY: Click here to enter a date.	REQUESTED AMOUNT: \$
REASON FOR REQUEST (Please briefly summarize the reason for this funding request, including the factors that contributed to the need for funding. If your court is applying for a cash advance, please submit a cash flow statement when submitting this application. Please use attachments if additional space is needed.)			
Section II through Section IV of this form is required to be completed if your court is applying for supplemental funding for urgent needs (unavoidable funding shortfall, unforeseen emergency or unanticipated expenses for existing programs). Please submit attachments to respond to Sections II through Section IV.			
SECTION II: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE			
<p>A. What would be the consequence to the public and access to justice if your court did not receive the requested funding?</p> <p>B. What would be the consequence to your court's operations if your court did not receive the requested funding?</p> <p>C. What measures will your court take to mitigate the consequences to access to justice and court operations if funding is not approved by the Judicial Council?</p> <p>D. Please provide five years of filing and termination numbers.</p>			

APPLICATION FOR SUPPLEMENTAL FUNDING FORM (Continued)

SECTION III: REVENUE ENHANCEMENT AND COST CONTROL MEASURES

- A. If supplemental funding was received in prior year, please identify amount received and explain why additional funding is again needed in the current fiscal year.
- B. If the request for supplemental funding is not for a one-time concern, the court must include an expenditure/revenue enhancement plan that identifies how the court will resolve its ongoing funding issue.
- C. What has your court done in the past three fiscal years in terms of revenue enhancement and/or expenditure reductions, including layoffs, furloughs, reduced hours, and court closures?
- D. Please describe the employee compensation changes (e.g. cost of living adjustments and benefit employee contributions) and staffing levels for past five fiscal years for the court.

SECTION IV: FINANCIAL INFORMATION

Please provide the following:

- A. Current detailed budget projections/estimates for the current fiscal year, budget year and budget year plus one (e.g., if current fiscal year is FY 2012-2013, then budget year would be FY 2013-2014 and budget year plus one would be FY 2014-2015).
- B. Current status of your court's fund balance.
- C. Three-year history of your court's year-end fund balances, revenues, and expenditures.
- D. If the trial courts' application is for one-time supplemental funding, please explain why a loan would not be appropriate.
- E. The most recent audit findings of fiscal issues and the remediation measures taken to address them.

Instructions for Applying for Supplemental Funding

To apply for supplemental funding for a cash advance or urgent needs, courts must submit a completed *Application for Supplemental Funding* form. Please see the detailed instructions for applying for each type of supplemental funding below.

Apply for a Cash Advance

Courts that are anticipating cash flow issues during the current fiscal year may apply for a cash advance. Whenever possible, the cash advance will be distributed from a court's remaining Trial Court Trust Fund (TCTF) allocation. It is recommended cash advance applications be submitted at least 30 days prior to the date the advance is needed.

Fill Out the Application Form

1. Check the Cash Advance box at the top of the form.
2. Complete only Section I: General Information.
 - a. **Superior Court:** Select your court by clicking in the cell and scrolling to the appropriate county.
 - b. **Person Authorizing Request:** Enter the name of your court's presiding judge or court executive officer. Only a presiding judge or court executive officer may request supplemental funding for a cash advance.
 - c. **Contact Person's Name and Information:** Enter the contact person's name, phone number, and e-mail address.
 - d. **Date of Submission:** Enter the date your court is submitting the request for a cash advance.
 - e. **Date Funding Is Needed By:** Enter the date by which the cash advance is needed.
 - f. **Requested Amount:** Enter the amount of the cash advance that is needed to address the cash flow issue.
 - g. **Reason for Request:** Complete the attached Cash Flow template demonstrating the timing and the amount of the cash deficit/shortfall to be bridged by the Cash Advance. Complete the attached Monthly Budget projection beginning with the Current Fiscal Year through full recovery of the Cash Advance. Include the receipt of the Cash Advance during the Current Fiscal Year and the monthly recovery amounts providing for full recovery in the shortest time possible, preferably within the current fiscal year. The Cash Advance must be fully recovered within two years of the date on which the Cash Advance was originally received (GC 68502.6). If recovery of the advance will cross fiscal years, please complete as necessary the Budget Year and Budget Year Plus One, in addition to the Current Fiscal Year (e.g., if current fiscal year is FY 2012-13, then budget year would be FY 2013-14 and budget year plus one would be FY 2014-15). Cash advance recovery will be made by netting the recovery amounts from the court's monthly State allocation.

Judicial Council Treasury and Budget Units can assist in completing the application and supporting templates. Treasury Services will complete the beginning actual cash balances and actual month-to-date cash flow information in the Cash Flow template, and the year-to-date actual monthly revenues and expenses on the Monthly Budget template. The requesting court will need to complete the projection information in both templates, including the proposed monthly recovery of the Cash Advance. As a starting point for the Monthly Budget projection, the template will have the projected months populated with the 1/12 of the court's annual budget.

Submit the Application Form, Decision Time Frame, and Receipt of Cash Advance

E-mail the application form and the cash flow and budget analysis to the Judicial Council's Finance

Instructions for Applying for Supplemental Funding

Director, who will render a decision within ten business days after receipt of the application form and analysis. Please note that if your court is requesting a cash advance to be received on a date different than the date of a TCTF monthly distribution, usually the 15th of each month, the cash advance will be sent by mail as a warrant from the State Controller's Office. Receipt of a GC68502.6 advance is subject to the State Controller's Office customary disbursement practices. As mentioned in the opening, it is highly recommended that the request is submitted 30 days prior to the date the cash is needed.

Instructions for Applying for Supplemental Funding

Apply for Urgent Needs Funding

Courts may request urgent needs funding *only* if they are projecting a negative fund balance (i.e., forecasted expenditures exceed forecasted revenues and beginning reserves) in the current fiscal year due to an unavoidable budget shortfall, unforeseen emergency or an unanticipated expense for an existing program.

Unavoidable Budget Shortfalls

Court requests for supplemental funding for urgent needs due to *unavoidable budget shortfalls* must be submitted to the Administrative Director, Judicial Council, by no later than October 1. Courts are encouraged to submit supplemental funding requests for urgent needs before the October 1 deadline, but no earlier than 60 days after the Budget Act is enacted into law. The council will consider supplemental funding requests for unavoidable funding shortfalls at a scheduled business meeting which will occur by October 31 of each fiscal year. The Judicial Council shall allocate up to 75 percent of the 2 percent state-level reserve fund by October 31 of each year to courts requesting supplemental funding for urgent needs due to unavoidable funding shortfalls.

Unforeseen Emergencies or Unanticipated Expenses for Existing Programs

After October 31 and by March 15 of each fiscal year, the Judicial Council shall allocate the remaining funds if there has been an approved request from a trial court(s) requesting supplemental funding for urgent needs due to *unforeseen emergencies or unanticipated expenses for existing programs*. In order for the request to be considered by the Judicial Council at a specific business meeting, it must be received by the Administrative Director of the Courts at least 25 business days before the date of that meeting.

Fill Out the Application Form

1. Check the Urgent Needs box, and then check either the One-Time Distribution or Loan box, located at the top of the form.
2. Complete Section I: General Information.
 - a. **Superior Court:** Select your court by clicking in the cell and scrolling to the appropriate county.
 - b. **Person Authorizing Request:** Enter the name of your court's presiding judge or court executive officer. Only a presiding judge or court executive officer may request supplemental funding for urgent needs.
 - c. **Contact Person's Name and Information:** Enter the contact person's name, phone number, and e-mail address.
 - d. **Date of Submission:** Enter the date your court is submitting the request for urgent needs funding.
 - e. **Date Funding Is Needed By:** Enter the date the by which supplemental funding is needed.

Instructions for Applying for Supplemental Funding

- f. **Requested Amount:** Enter the amount of supplemental funding needed.
 - g. **Reason for Request:** Enter a summary of the reason(s) supplemental funding is needed, including a discussion of the factors that contributed to the need for supplemental funding. Please use attachments if additional space is needed.
3. Using a separate attachment, provide the required information requested in Section II (Trial Court Operations and Access to Justice), Section III (Revenue Enhancement and Cost Control Measures), and Section IV (Financial Information).
 4. Before submitting, ensure that all the required information has been provided. If a request is missing information, the submission date will be revised to be the date that the court provided all the required information.

Submit the Application Form and the Judicial Council Report

E-mail the application form and the attachments to the Administrative Director, Judicial Council.

Before issuing a final report to the Judicial Council, staff will:

- Review the request and, if necessary, ask the court to provide any missing or incomplete information;
- Draft a preliminary report;
- Share a preliminary report with and solicit comments from the court; and
- Provide the final report to the court before it is made publicly available.

Assistance or Questions Regarding the Form

If you need assistance or have any questions, please contact Patrick Ballard, Supervising Budget Analyst at 818-558-3115 or patrick.ballard@jud.ca.gov

Instructions for Applying for Supplemental Funding

Deadlines for Submitting Applications for Supplemental Funding for Urgent Needs¹

Fiscal Year	Scheduled Judicial Council Business Meeting	Application Deadline
2014-2015	October 28, 2014	October 1, 2014
2014-2015	December 12, 2014	November 4, 2014
2014-2015	January 22, 2015	December 15, 2014
2014-2015	February 20, 2015	January 12, 2015

1. Applications for urgent needs due to *unavoidable funding shortfalls* must be received by the Administrative Director by no later than October 1 to be considered at the Judicial Council's October business meeting. Applications for urgent needs due to *unforeseen emergencies or unanticipated expenses for existing programs*, to be considered by the Judicial Council at a specific business meeting between November 1 and March 15, must be received by the Administrative Director, Judicial Council at least 25 business days before the date of that meeting.