



## JUDICIAL COUNCIL OF CALIFORNIA

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# REPORT TO THE JUDICIAL COUNCIL

For business meeting on: September 14–15, 2017

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Title

Judicial Branch Semiannual Contract  
Reporting Requirement: Executed Contracts  
and Vendor Payments for the Period of  
January 1 through June 30, 2017

Agenda Item Type

Information Only

Date of Report

September 15, 2017

Submitted by

Branch Accounting and Procurement  
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### Executive Summary

Public Contract Code section 19209 and the *Judicial Branch Contracting Manual* require that the Judicial Council submit a report semiannually to the Joint Legislative Budget Committee and the State Auditor listing (1) all vendors or contractors receiving payments from any judicial branch entity and their associated distinct contracts, and (2) for every vendor or contractor receiving more than one payment, the amount of the payment, type of good or service provided, and judicial branch entity receiving the good or service. Therefore, the Judicial Council staff submitted this 12th semiannual report on August 1, 2017, which listed all judicial branch entity contracts that were amended during the reporting period covering January 1 through June 30, 2017.

### Previous Council Action

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

***January 24, 2012:*** the Judicial Council accepted and approved the first semiannual report for the period October 1 through December 31, 2011.

***July 27, 2012:*** the Judicial Council accepted and approved the second semiannual report for the period January 1 through June 30, 2012.

***January 31, 2013:*** under Circulating Order CO-13-01, the Judicial Council accepted and approved the third semiannual report for the period July 1 through December 31, 2012.

***July 30, 2013:*** under Circulating Order CO-13-04, the Judicial Council accepted and approved the fourth semiannual report for the period January 1 through June 30, 2013.

***January 29, 2014:*** under Circulating Order CO-14-01, the Judicial Council accepted and approved the fifth semiannual report for the period July 1 through December 31, 2013.

***July 31, 2014:*** under Circulating Order CO-14-04, the Judicial Council accepted and approved the sixth semiannual report for the period January 1 through June 30, 2014.

***February 19, 2015:*** under Circulating Order CO-15-01, the Judicial Council accepted and approved the seventh semiannual report for the period July 1 through December 31, 2014.

***August 21, 2015:*** the Judicial Council accepted and approved the eighth semiannual report for the period January 1 through June 30, 2015.

***February 26, 2016:*** the Judicial Council accepted and approved the ninth semiannual report for the period July 1 through December 31, 2015.

***July 29, 2016:*** the Judicial Council accepted and approved the 10th semiannual report for the period January 1 through June 30, 2016.

***March 24, 2017:*** under Circulating Order CO-17-01, the Judicial Council accepted and approved the 11th semiannual report for the period July 1 through December 31, 2016.

## **Methodology and Process**

### **Statutory requirement**

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 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 (Pub. Contract Code, § 19206). The Judicial Council, on August 26, 2011, adopted the manual, which incorporates policies and procedures consistent with the Public Contract Code

and, as the code requires, is “substantially similar to the provisions contained in the State Administrative Manual [SAM] and the State Contracting Manual [SCM].”

### **Reporting requirement**

The JBCL requires the Judicial Council, beginning in 2012, to provide reports to the Joint Legislative Budget Committee and the State Auditor twice each year on contracting activities by judicial branch entities under Public Contract Code section 19209. The semiannual reports must contain specific information, including details about contracts and amendments to contracts entered into by judicial branch entities with vendors or contractors, payments received by vendors and contractors, and the nature of the services or goods provided under the contracts and amendments. By statute, each fiscal year, the first report covers the period from July 1 through December 31 and must be submitted by February 1 of the following calendar year. The second report covers the period from January 1 through June 30 and must be submitted by August 1.

As required by the *Judicial Branch Contracting Manual*, revised August 1, 2017, the Judicial Council’s Branch Accounting and Procurement office has lead responsibility for providing the reports to the council for approval and submission to the Joint Legislative Budget Committee and the State Auditor. Additionally, the council’s Branch Accounting and Procurement office and its Trial Court Administrative Services office are responsible for coordinating with each other to ensure that all information in the reports is timely, accurate, and consistent in form and format.

The responsibilities for each judicial branch entity are specified in the manual generally as follows:

- **Supreme Court:** the Supreme Court is responsible for providing to the council’s Branch Accounting and Procurement office the information relating to payments to, and contracts with, the Supreme Court’s vendors in the form and format required by the Branch Accounting and Procurement office for Judicial Council reporting purposes.
- **Courts of Appeal:** each Court of Appeal is responsible for providing to the council’s Branch Accounting and Procurement office the information relating to payments to, and contracts with, vendors in the form and format required by the Branch Accounting and Procurement office for Judicial Council reporting purposes.
- **Superior Courts:** the Phoenix Financial System 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 inputting into Phoenix the information relating to payments to, and contracts with, that superior court’s vendors as required for Judicial Council reporting purposes.
- **Habeas Corpus Resource Center (HCRC):** the HCRC is responsible for providing to the council’s Branch Accounting and Procurement office the information relating to

payments to, and contracts with, the HCRC's vendors in the form and format required by the Branch Accounting and Procurement office for Judicial Council reporting purposes.

- **Judicial Council:** the council's Branch Accounting and Procurement office is responsible for maintaining and providing the information relating to payments to, and contracts with, vendors of the Judicial Council.

### **Contents of the reports**

The reports from the Judicial Council will include a list of all vendors that receive a payment from a judicial branch entity during the reporting period. Public Contract Code section 19209 also requires the Judicial Council to submit additional information on each distinct contract between a vendor and a judicial branch entity, but only if more than one payment was made under the distinct contract during the reporting period. For each distinct contract, the report includes the following information by vendor:

- The judicial branch entity that contracted for the good or service;
- The amount of payment; and
- The type of service or good provided.

The reports also include a list of all judicial branch entity contracts that were amended during the reporting period. The reports contain the following information by vendor for each distinct contract that was amended:

- The name of the vendor;
- The type of service or good provided;
- The nature of the amendment;
- The duration of the amendment; and
- The cost of the amendment.

The reports are reviewed to determine if there are any statutory or other restrictions on information disclosure to third parties specifically related to HCRC, lawsuits in process, and the like. Such information may be redacted.

### **Policy and Cost Implications**

It is important that each judicial branch entity maintain and provide accurate and consistent information so that the reports provided by the Judicial Council, in turn, 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. The submission of this report was marginally delayed given the required reporting period for the financial data presented.

### **Alternatives**

No alternatives were considered because the report is consistent with approved council policy and with the provisions of Public Contract Code sections 19201–19210.

### **Attachments and Links**

1. *Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of January 1 through June 30, 2017*, with the following listed attachments, which because of their size, including any explanatory footnotes, are posted separately for access and review at <http://www.courts.ca.gov/7466.htm>.

- Superior court reports:
  - *Trial Court Contract Report*, January 1 through June 30, 2017
  - *Trial Court Payment Report*, January 1 through June 30, 2017
- Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council reports:
  - *Contract Amendment Report*, January 1 through June 30, 2017
  - *Payment Report*, January 1 through June 30, 2017



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*Judicial Council*

Report Title: *Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of January 1 through June 30, 2017*

Summary Citation: Public Contract Code section 19209

Date of Report: August 1, 2017

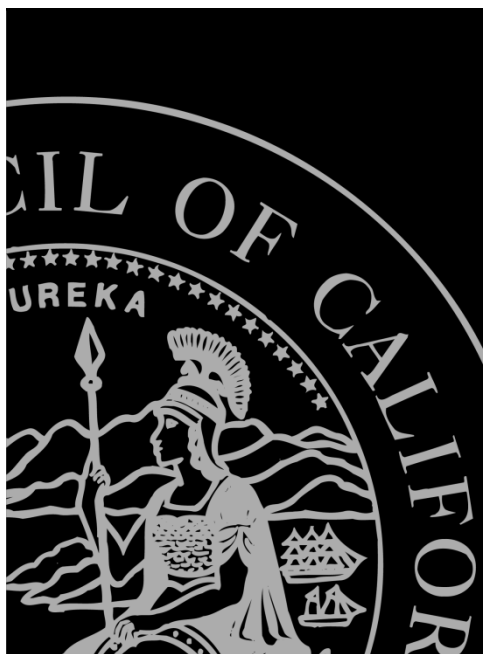
The Judicial Council has submitted a report to the Legislature in accordance with Public Contract Code section 19209. The following summary of the report is provided under the requirements of Government Code section 9795.

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 applies to all contracts entered into or amended by judicial branch entities on or after October 1, 2011.

The JBCL also requires the Judicial Council, beginning in 2012, to report to the Joint Legislative Budget Committee and the State Auditor semiannually on contracting activities by judicial branch entities. The reports must contain specific information, including details about payments received by vendors and contractors and their associated contracts, contract amendments entered into by judicial branch entities with vendors or contractors, and the nature of the services or goods provided under the reported contracts and amendments. The reports exclude payments and contract amendment information that are statutorily restricted or excluded from reporting, information subject to any statutory restrictions on disclosure to third parties, and information on capital cases in active litigation.

This report covers the period of January 1 through June 30, 2017. The report, including the attachment runs several hundred pages long. Approximately \$237 million in payments was made by the superior courts, and approximately \$223 million was made by the other judicial branch entities during the reporting period. The report lists 10,415 contracts associated with these payments, as well as 1,914 contracts with amendments.

The full report can be accessed at [www.courts.ca.gov/7466.htm](http://www.courts.ca.gov/7466.htm). A printed copy of the report may be obtained by contacting Mr. Doug Kauffroath, Director, Branch Accounting and Procurement, Judicial Council, at [doug.kauffroath@jud.ca.gov](mailto:doug.kauffroath@jud.ca.gov).



# **Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of January 1 through June 30, 2017**

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

August 1, 2017



JUDICIAL COUNCIL  
OF CALIFORNIA

## **JUDICIAL COUNCIL OF CALIFORNIA**

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### **BRANCH ACCOUNTING AND PROCUREMENT**

**Mr. Doug Kauffroath**  
*Director*

**Ms. Paula Coombs**  
*Supervisor and  
Primary Author of Report*



**Semiannual Report on Contracts for the Judicial Branch for the  
Reporting Period of January 1 through June 30, 2017:  
Report to the Joint Legislative Budget Committee and the State Auditor  
as Required by Public Contract Code Section 19209**

**August 1, 2017**

**Introduction**

The Judicial Council submits this report to the Joint Legislative Budget Committee and the California State Auditor under Public Contract Code section 19209 to provide information related to procurement of contracts for the judicial branch. The report includes a list of vendors and contractors as required by Public Contract Code section 19209(b). The report further identifies the amounts of payment(s) to the contractors and vendors, the types of services and goods provided, and the judicial branch entity or entities 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 Public Contract Code section 19209(c), 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. Judicial branch entities are the Supreme Court, Courts of Appeal, superior courts, Habeas Corpus Resource Center (HCRC), and Judicial Council.

Because the operative date of the Judicial Branch Contract Law (JBCL) was October 1, 2011, only contracts entered into or amended after that date are included in this report. Generally, the report is developed on a semiannual basis, covering the six-month periods from January 1 through June 30 and July 1 through December 31. This report covers the period from January 1 through June 30, 2017.

**Contracts excluded from the report**

Public Contract Code section 19204(c) provides that the JBCL “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 subsections have been made in this report.

Also excluded from the report are the following contracts that are unique to the superior courts and are not subject to the JBCL:

- Contracts (often referred to as memoranda of understanding, or MOUs) between a superior 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.

### **Other reporting features**

The *Trial Court Contract Report* provides a summary of contract activity during the reporting period for each contract on a single line.

### **Format of the report**

The Judicial Council's Branch Accounting and Procurement office is responsible for preparing this report. The portion of the report that relates to the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council is extracted from the Oracle Financial System. The information that relates to the superior courts is extracted from the Phoenix Financial System. Because two different information management systems are used, the format and data elements of various portions of the report differ. The four portions of the report are listed below.

- Superior courts:
  1. *Trial Court Contract Report*
  2. *Trial Court Payment Report*
- Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council:
  1. *Contract Amendment Report*
  2. *Payment Report*

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

**Table 1. Judicial Branch 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	Superior Court Reports	Supreme Court, COA,* HCRC,* and JC* Reports
<b>Payment Report</b>	<ul style="list-style-type: none"> <li>• Vendors and contractors receiving any payment.</li> <li>• Report each distinct contract between the vendor or contractor and a judicial branch entity.</li> </ul> Identify the: <ol style="list-style-type: none"> <li>1. Amount of payment to the contractor or vendor;</li> <li>2. Type of service or good provided; and</li> <li>3. Judicial branch entity (JBE) or entities with which the vendor or contractor was contracted to provide that service or good.</li> </ol>	<ul style="list-style-type: none"> <li>• Vendor Name Vendor ID</li> <li>• Contract Number</li> <li>• Total Payments Goods/ Services</li> <li>• JBE</li> </ul>	<ul style="list-style-type: none"> <li>• Vendor Name PO/Contract</li> <li>• Amount Payment Summary</li> <li>• Entity Name</li> </ul>
<b>Contract and Contract Amendment Report</b>	For all contract amendments made, identify: <ol style="list-style-type: none"> <li>1. Vendor or contractor;</li> <li>2. Type of service or good provided under the contract;</li> <li>3. Nature of the amendment;</li> <li>4. Duration of the amendment; and</li> <li>5. Cost of the amendment.</li> </ol>	<ul style="list-style-type: none"> <li>• Court Contract Vendor ID</li> <li>• Vendor Name</li> <li>• Last Reported Contract Value</li> <li>• Contract Value (New)</li> <li>• Contract Value (Changed)</li> <li>• Goods/Services (New)</li> <li>• Goods/Services (Changed)</li> <li>• Contract Duration (New)</li> <li>• Contract Duration (Changed)</li> <li>• Total Contract Duration</li> </ul>	<ul style="list-style-type: none"> <li>• Entity Amendment Number</li> <li>• Contract Number</li> <li>• Vendor Name</li> <li>• Type of Goods/ Service Description</li> <li>• Nature of Amendment</li> <li>• Duration (months)</li> <li>• Cost of Amendment</li> </ul>

\* COA = Court of Appeal; HCRC = Habeas Corpus Resource Center; JC = Judicial Council.

This semiannual report includes all the information required by statute. Portions of the report related to the superior courts contain items of information (vendor ID), as listed above, that are not required for the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council.

The superior court information also includes contracts and contract amendments that were entered into during the reporting period, even if no payments were made. This is additional information not required by the JBCL. The portion of the report related to the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council does not include contracts for which no payment was made during the reporting period. The superior court report consolidates all payments to a vendor or contractor under one contract as one payment for the reporting period.

## Statistics

On the following pages, a series of tables provides statistical information for the January 1 through June 30, 2017, reporting period. Note that some tables may include totals that may not equal 100 percent, due to rounding.

- **Table 2.** Overall Contract and Payment Statistics
- **Table 3.** Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council Payment Statistics Summary
- **Table 4.** Trial Court Payment Statistics, Goods, and Services Detail Summary

Because of their size, the detailed reports, including any explanatory footnotes, are posted separately for access and review. They are:

1. Superior court reports, from January 1 through June 30, 2017
  - a. *Trial Court Contract Report*
  - b. *Trial Court Payment Report*
2. Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council reports, from January 1 through June 30, 2017
  - a. *Contract Amendment Report*
  - b. *Payment Report*

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

**Table 2. Overall Contract and Payment Statistics, January 1 through June 30, 2017**

	Superior Courts		Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council
<b>Payments:</b>			
Number	17,815		2,510
Dollar amount	\$ 236,991,813	\$	223,449,112
Number of associated contracts	8,715		1,700
<b>Contracts:</b>			
Original contracts	5,530		*
Value of original contracts	\$ 119,830,691		*
Contracts with amendments	1,547		367
Cost of amendments	\$ 20,204,019**	\$	18,128,808
* Includes only contracts with amendments as required by statute.			
** Includes increases and decreases to contract value, such as changes in contract scope.			

As described below in table 3, a total of \$223,449,112 was paid to vendors by the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council.

**Table 3. Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council Payment Statistics Summary, January 1 through June 30, 2017**

	Payments
<b>Supreme Court</b>	\$ 3,521,737
<b>Courts of Appeal:</b>	
<b>1st District</b>	1,646,469
<b>2nd District</b>	4,061,650
<b>3rd District</b>	1,333,132
<b>4th District</b>	4,219,096
<b>5th District</b>	1,381,451
<b>6th District</b>	1,670,349
<b>Judicial Council</b>	205,362,728
<b>Habeas Corpus Resource Center</b>	252,500
<b>TOTAL</b>	<b>\$ 223,449,112</b>

Table 4, below, provides a summary of all payments for goods and services by the trial courts during this reporting period. The table shows 17,815 payments representing nearly \$237 million associated with more than 8,715 contracts.

**Table 4. Trial Court Payment Statistics, Goods, and Services Detail Summary, January 1 through June 30, 2017**

Goods and Services	Payments	Values	Contracts
Advertising	123	155,285.91	44
Banking and Investment Services	12	56,755.42	4
Collection Services	92	11,703,170.74	39
Consulting Services—Temp	59	1,382,410.90	48
Consulting/Professional Services	9	1,241,965.08	8
Contracted Services	84	1,539,881.76	65
County-Provided Services	152	16,123,175.62	121
Court-Appointed Counsel	452	23,877,581.12	163
Court Interpreter Services	2,594	12,447,232.72	210
Court-Ordered Professional	823	5,452,062.33	373
Court Reporter Services	308	2,844,285.14	14
Court Transcripts	1,951	9,488,725.59	16
Dues and Memberships	142	231,502.95	22
Employee Relocation	2	2,633.21	
Equipment Maintenance	234	1,095,246.66	193
Equipment Rental/Lease	200	3,184,764.19	151

<b>Goods and Services</b>	<b>Payments</b>	<b>Values</b>	<b>Contracts</b>
Equipment Repairs	143	699,507.52	115
Facilities Operation	1	1,100.00	
Fees/Permits	128	2,258,632.92	45
Freight and Drayage	28	3,226.40	15
General Consultant	715	24,059,984.63	399
General Expense	10	88,655.05	1
General Expense—Service	397	3,237,063.47	286
Grounds	29	169,421.58	23
Information Technology	7	601,663.50	6
Insurance	78	703,477.03	21
Investigative Services	121	360,019.24	48
IT Commercial Contract	195	9,920,982.98	172
IT Interjurisdictional	11	771,143.18	5
IT Maintenance	393	9,489,486.18	329
IT Other	39	519,222.02	26
IT Repairs/Supplies/License	528	9,487,992.78	429
Janitorial	158	7,498,961.72	104
Juror Costs	31	33,583.65	6
Laboratory Expense	30	52,090.78	9
Legal	118	2,059,590.84	84
Library Purchases and Subscriptions	523	6,514,759.75	293
Maintenance and Supplies	291	4,296,324.53	226
Major Equipment	174	7,437,753.67	162
Mediators/Arbitrators	273	1,386,886.42	41
Meetings, Conferences, Exhibits	161	421,393.32	45
Minor Equipment—Under \$5k	1,271	15,855,912.03	1,169
Nonexpert Witness	1	45.00	
Office Expense	2,203	5,101,033.73	1,878
Other Contract Services	45	1,038,602.35	31
Other Facility Costs—Goods	112	228,786.95	84
Other Facility Costs—Services	78	523,620.95	53
Other Items of Expense	19	120,315.11	17
Other Travel Expenses	11	1,629.00	1
Other—Special Items of Expense	1	1,800.00	1
Photography	9	39,935.29	4
Postage	19	571,228.94	8
Postage Meter	56	4,030,278.14	28
Printing	452	3,104,938.73	343
Rent/Lease	91	2,077,781.17	56
Security	114	8,526,126.65	73
Sheriff	362	1,123,701.31	10
Stamps, Stamped Envelopes	203	2,807,576.06	84
Telecommunications	555	7,724,237.45	365

Goods and Services	Payments	Values	Contracts
Training	266	739,714.56	87
Uniform Allowance	2	2,605.67	2
Vehicle Operations	126	472,341.84	60
<b>Grand Total</b>	<b>17,815</b>	<b>236,991,813.43</b>	<b>8,715</b>

## Report Information

### Superior courts

#### 1. *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 superior 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/services provided.
- The Phoenix Financial System cannot distinguish between a true amendment and an error correction. Screens were built to allow superior courts to review transactions included in the report and exclude changes that were error corrections. This design feature affects the accuracy of the data based on a court's ability/availability to review its transactions.

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

**Table 5. *Trial Court Contract Report* Field Names and Descriptions**

Field Name	Field Description
<b>Court</b>	Judicial Branch Entity, specifically the name of the superior court with the associated contract.
<b>Contract</b>	Unique identifier for the contract; can be system generated or a court-specific number.
<b>Vendor ID</b>	Unique identifier for the vendor; can be system generated or a court-specific vendor identifier.
<b>Vendor Name</b>	Name of the vendor.

Field Name	Field Description
<b>Last Reported Contract Value</b>	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.
<b>Contract Value (New)</b>	Known or estimated original contract value, when the transaction record is for a new contract.
<b>Contract Value (Changed)</b>	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.
<b>Goods/Services (New)</b>	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. <b>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.</b>
<b>Goods/Services (Changed)</b>	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. <b>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.</b>
<b>Contract Duration (New)</b>	When the transaction record is for an original contract, the original contract duration, represented in months or a fraction thereof.
<b>Contract Duration (Changed)</b>	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.
<b>Total Contract Duration</b>	The total contract duration, including cumulative changes to the original contract duration, represented in months or a fraction thereof.

## 2. *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/services. Simple sorting by contract number keeps these records together. They can also be sorted by court (JBE) or by vendor.

Table 6 contains a list of the report fields and their descriptions.

**Table 6. *Trial Court Payment Report* Field Names and Descriptions**

Field Name	Field Description
<b>JBE</b>	Name of the superior court making the payment.
<b>Contract Number</b>	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.



Field Name	Field Description
<b>Goods/Services</b>	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.
<b>Vendor ID</b>	Unique identifier for the vendor.
<b>Vendor Name</b>	Name of the vendor.
<b>Total Payments</b>	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.

### **Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council**

Contract and payment information concerning active litigation on capital cases is not reported at the request of the Habeas Corpus Resource Center under statutory and work-product principles.

#### **1. *Contract Amendment Report***

Exclusions and explanations in the *Contract Amendment Report* follow:

- Schedule changes that constitute amendments to a contract indicate the cost of amendment as “0.00,” “n/a,” or “not applicable” because no additional cost was involved.
- “Change of cost and schedule of the work” has an associated cost. Cost changes result from any number of reasons, and there is no specificity for this data element in the Oracle Financial System. Further details related to the basis for the cost change require review of the individual contract.

#### **2. *Payment Report***

Payments extracted from the Oracle Financial System were reviewed to determine whether they were contractual payments. Any payment types considered “noncontractual items” are excluded from the reporting, including:

- Payroll and other payments to state employees and judicial officers and the related benefits payments;
- Assigned judges’ compensation;
- Appellate court-appointed counsel panel attorney compensation claims (paid on court order);
- Most utilities;
- Postage;
- Travel reimbursements;
- Settlement charges; and
- Trial court allocations.

Some of the above payment types, such as utilities, postage, and travel reimbursements, may be included in the superior court reports.

## **Attachments**

Because of their size, the following attachments, including any explanatory footnotes, are posted separately for access and review:

1. Superior court reports, from January 1 through June 30, 2017:
  - a. *Trial Court Contract Report*
  - b. *Trial Court Payment Report*
2. Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, and Judicial Council reports, from January 1 through June 30, 2017:
  - a. *Contract Amendment Report*
  - b. *Payment Report*