



JUDICIAL COUNCIL OF CALIFORNIA

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

www.courts.ca.gov

REPORT TO THE JUDICIAL COUNCIL

For business meeting on: September 24, 2019

Title

Report to the Legislature: *Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of January 1 through June 30, 2019*

Agenda Item Type

Information Only

Date of Report

August 1, 2019

Submitted by

Judicial Council staff
Branch Accounting and Procurement
Doug Kauffroath, Director

Contact

Doug Kauffroath, 916-263-2872
doug.kauffroath@jud.ca.gov

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; (2) for every vendor or contractor receiving more than one payment, the amount of the payment and the type of goods or services provided; and (3) the judicial branch entity receiving the goods or services. Therefore, the Judicial Council staff submitted this report on August 1, 2019, which listed all judicial branch entity contracts that were amended during the reporting period covering January 1 through June 30, 2019.

Relevant 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 (JLBC) and the State Auditor. All previous reports were submitted and approved at Judicial Council meetings or through circulating orders.

Analysis/Rationale

Statutory requirement

The Judicial Branch Contract Law (JBCL), enacted March 24, 2011, requires judicial branch entities to comply with the provisions of Public Contract Code section 19206, 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 Public Contract Code and, as the code requires, is “substantially similar to the provisions contained in the State Administrative Manual and the State Contracting Manual.”

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 (1) details about contracts and amendments to contracts entered into by judicial branch entities with vendors or contractors, (2) payments received by vendors and contractors, and (3) 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, 2018, the Judicial Council’s Branch Accounting and Procurement (BAP) office has lead responsibility for providing the reports to the council for approval and submission to the JLBC and the State Auditor.

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 BAP office the information relating to payments to, and contracts with, the Supreme Court’s vendors in the form and format required for Judicial Council reporting purposes.
- **Courts of Appeal:** Each Court of Appeal is responsible for providing to the council’s BAP office the information relating to payments to, and contracts with, vendors in the form and format required 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 BAP office the information relating to payments to, and contracts with, the HCRC's vendors in the form and format required for Judicial Council reporting purposes.
- **Judicial Council:** The council's BAP 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 goods or service;
- The amount of payment; and
- The type of service or goods 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 goods 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 and lawsuits in process. Such information may be redacted.

In July 2018, the judicial branch implemented the Financial Information Systems for California (FI\$Cal), which is the financial and procurement system for all entities other than the superior courts. The entities using FI\$Cal include the Supreme Court, the Courts of Appeal, the HCRC, and the Judicial Council. The superior courts' data is on the Phoenix System.

The FI\$Cal Department maintains transparency websites, eProcure and Open FI\$Cal, for all state agencies. As of January 2019, the judicial branch information has been available for viewing on the FI\$Cal websites. Users can see all procurement transactions and historical payment data on FI\$Cal older than 60 days. In an effort to create efficiencies by eliminating unique reporting, we refer you to the eProcure and Open FI\$Cal websites for this accessible information.

Procurement transactions for the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, Center on Judicial Performance, and Judicial Council of California can be found on the California eProcure website with other state departments' data. Summary or detailed data can be downloaded into Excel format. The judicial branch's department number is 0250. Date ranges can be used on the site to limit the volume of information returned. The link is:

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.

Payment transactions for the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, Center on Judicial Performance, and Judicial Council of California can be found on the State of California transparency website with other state departments' data. Summary or detailed data can be downloaded into Excel format. The link is <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.

Fiscal Impact and Policy 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 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: *Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of January 1 through June 30, 2019*
2. Link A: Detailed spreadsheet reports for the superior courts of Jan. 1–June 30, 2019, *Trial Court Contract Report* and *Trial Court Payment Report*, at <http://www.courts.ca.gov/7466.htm>
3. Link B: Judicial branch information in FI\$Cal on the Open FI\$Cal website, <http://open.fiscal.ca.gov/>
4. Link C: Judicial branch procurement transactions information in FI\$Cal on the eProcure website, 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&p:IsFolder=false&IgnoreParamTempl=FolderPath%2cIsFolder



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Chair of the Judicial Council

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Chair, Executive and Planning Committee

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

HON. KENNETH K. SO
Chair, Policy Coordination and
Liaison Committee

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MR. MARTIN HOSHINO
Administrative Director,
Judicial Council

August 1, 2019

Hon. Holly J. Mitchell
Chair, Senate Budget and Fiscal Review Committee
Chair, Joint Legislative Budget Committee
State Capitol, Room 5019
Sacramento, California 95814

Ms. Elaine M. Howle
California State Auditor
621 Capitol Mall, Suite 1200
Sacramento, California 95814

Re: *Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of January 1 through June 30, 2019*, as required under Public Contract Code section 19209

Dear Senator Mitchell and Ms. Howle:

Pursuant to the requirements under Public Contract Code section 19209, the Judicial Council is submitting the attached report on new contracts, contract payments to vendors from judicial branch entities, and amendments to those contracts during the reporting period January 1 through June 30, 2019. Judicial branch entities are the Supreme Court, Courts of Appeal, superior courts, Habeas Corpus Resource Center, and Judicial Council.

If you have any questions related to this report, please contact Mr. Doug Kauffroath, Director, Branch Accounting and Procurement, at 916-263-2872, or doug.kauffroath@jud.ca.gov.

Sincerely,

Martin Hoshino
Administrative Director
Judicial Council

Hon. Holly J. Mitchell
Ms. Elaine M. Howle
August 1, 2019
Page 2

MH/ML/RD/es

Attachment

cc: Diane F. Boyer-Vine, Legislative Counsel
Erika Contreras, Secretary of the Senate
E. Dotson Wilson, Chief Clerk of the Assembly
Eric Dang, Policy Consultant, Office of Senate President pro Tempore Toni G. Atkins
Amy Alley, Policy Advisor, Office of Senate President pro Tempore Toni G. Atkins
Alf Brandt, Senior Counsel, Office of Assembly Speaker Anthony Rendon
Gabrielle Zeps, Policy Consultant, Office of Assembly Speaker Anthony Rendon
Anita Lee, Principal Fiscal and Policy Analyst, Legislative Analyst's Office
Tina McGee, Executive Secretary, Legislative Analyst's Office
Timothy Weber, Budget Analyst, Department of Finance
Margie Estrada, Chief Counsel, Senate Judiciary Committee
Mary Kennedy, Chief Counsel, Senate Public Safety Committee
Christopher Francis, Consultant, Senate Budget and Fiscal Review Committee
Shaun Naidu, Consultant, Senate Appropriations Committee
Jennifer Troia, Principal Consultant, Joint Legislative Budget Committee
Eric Csizmar, Consultant, Senate Republican Policy Office
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Jay Dickenson, Chief Consultant, Assembly Appropriations Committee
Kimberly Horiuchi, Principal Consultant, Assembly Appropriations Committee
Lindsay 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
Amy Leach, Minute Clerk, Office of Assembly Chief Clerk
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Doug Kauffroath, Director, Branch Accounting and Procurement, Judicial Council
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MR. MARTIN HOSHINO
*Administrative Director,
Judicial Council*

Report Title: *Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of January 1 through June 30, 2019*

Summary Citation: Public Contract Code section 19209

Date of Report: August 1, 2019

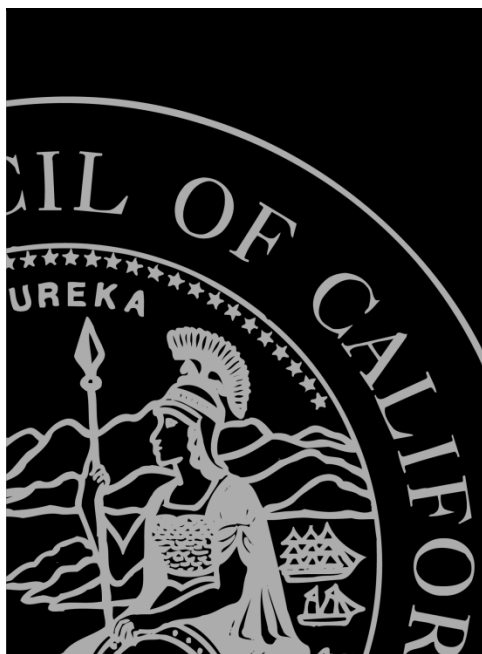
The Judicial Council has submitted a report to the Legislature in accordance with Public Contract Code section 19209. The following summary of the report is provided under the requirements of Government Code section 9795.

The Judicial Branch Contract Law, 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. It 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 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, 2019. 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. Doug Kauffroath, Director, Branch Accounting and Procurement at 916-263-2872, or doug.kauffroath@jud.ca.gov.



Semiannual Report on Contracts for the Judicial Branch for the Reporting Period of January 1 through June 30, 2019

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

August 1, 2019



JUDICIAL COUNCIL
OF CALIFORNIA

ADMINISTRATIVE DIVISION

JUDICIAL COUNCIL OF CALIFORNIA

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Chief Justice of California and

Chair of the Judicial Council

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Doug Kauffroath

Director

Mona Lawson

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 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 payments 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 include the Supreme Court, Courts of Appeal, superior courts, Habeas Corpus Resource Center, and Judicial Council.

Contracts included in the report

The operative date of the Judicial Branch Contract Law (JBCL) is October 1, 2011, and only contracts entered into or amended after that date are included in this report. The report is developed semiannually, 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, 2019.

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, which are unique to the superior courts and not subject to the JBCL:

- Contracts (often referred to as memorandums of understanding) 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.

Non–Superior Court Data

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

The FI\$Cal Department maintains transparency websites, eProcure, and Open FI\$Cal for all state agencies. As of January 2019, the judicial branch information is available for viewing on the FI\$Cal websites. Users can see all procurement transactions and historical payment data older than 60 days on FI\$Cal.

Along with data from other state departments, procurement and payment transactions for the Supreme Court, Courts of Appeal, Habeas Corpus Resource Center, Center on Judicial Performance, and Judicial Council of California are available online, where summary or detailed data can be downloaded into Excel format. Specifically:

- 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_GB&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.

Superior Court Data

As stated above, the information that relates to superior court contracting is extracted from the Phoenix System. This information includes the:

- *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 Courts Contract Reports: Comparison of Required Data Elements with Actual Reports to Report Under Public Contract Code Section 19209

Report	Required to Be Reported by Statute	Data Element Column Heading Superior Court Reports
Payment Report	Report each distinct contract between any vendor or contractor receiving payment and the judicial branch entity. Identify the: 1. Vendor or contractor; 2. Amount of payment to vendor or contractor; 3. Type of service or goods provided; and 4. Judicial branch entity 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 Payments Goods/Services • Judicial Branch Entity
Contract Report	For all contract amendments made, identify: 1. Vendor or contractor; 2. Type of service or goods 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 Vendor ID/Vendor Name • Last Reported Contract Value • Contract Value (New) Contract Value (Changed) • Goods/Services (New) Goods/Services (Changed) • Contract Duration (New) Contract Duration (Changed) • Total Contract Duration

This semiannual report includes all the information required by statute, as well as contracts and contract amendments that were executed during the reporting period, even if no payments were made. The report consolidates all payments to a vendor or contractor under one contract as one payment for the reporting period.

Statistics

Tables 2 and 3, below, provide statistical information for the January 1 through June 30, 2019, 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, January 1 through June 30, 2019

	Superior Courts
Payments:	
Number	17,872
Dollar amount	\$ 249,434,692
Number of associated contracts	8,592
Contracts:	
Original contracts	5,278*
Value of original contracts	\$162,352,916*
Contracts with amendments	1,435
Cost of amendments	\$24,836,995**
* Includes only contracts with amendments as required by statute.	
** Includes increases and decreases in contract value, such as changes in contract scope.	
	Non-Superior Courts
Payments:	
Number	16,681*
Dollar amount	\$375.4 million
Contracts:	
Contracts	4,351
Value of original contracts	\$593.4 million*
* Includes all payment activity, including contract payments.	

Table 3 provides a summary of all payments for goods and services by the trial courts during this reporting period. The table shows 17,872 payments representing more than \$249.4 million associated with 8,592 contracts.

Table 3. Trial Court Payment Statistics, Goods, and Services Detail Summary, January 1 through June 30, 2019

Goods/Services	Payments	Value	Contracts
Advertising	112	\$ 227,519.88	40
Banking and Investment Serv	15	33,154.51	2
Collection Services	103	9,632,658.59	49
Consulting Services - Temp	58	1,341,863.68	50
Consulting/Professional Svcs	3	1,017,611.07	2
Contracted Services	90	5,074,783.09	73
County-Provided Services	143	16,949,569.24	113
Court Appointed Counsel Cha	390	28,110,840.61	91
Court Interpreter Services	2894	16,789,474.73	291
Court Ordered Professional	944	6,959,472.86	510
Court Reporter Services	274	2,594,742.61	7
Court Transcripts	1921	8,969,780.64	16
Dues and Memberships	146	270,947.88	28
Employee Relocation	2	2,952.06	
Equipment Maintenance	210	1,694,388.17	171
Equipment Rental/Lease	174	4,303,837.19	124
Equipment Repairs	156	559,762.25	130
Fees/Permits	133	2,338,380.43	45
Freight and Drayage	17	1,994.77	5
General Consultant and Prof	809	20,643,944.46	456
General Expense	12	63,183.05	5
General Expense - Service	396	5,112,670.88	287
Grounds	31	216,733.37	20
Information Technology	5	424,625.93	3
Insurance	82	701,433.83	22
Investigative Services	125	454,964.66	40
It Commercial Contract	180	11,123,153.59	159
It Inter-Jurisdictional Con	23	422,013.20	15
It Maintenance	419	8,400,127.16	351
It Other	43	960,984.21	28
It Repairs/Supplies/License	566	11,465,122.63	457
Janitorial	144	8,698,148.03	95
Juror Costs	19	14,980.86	2

Goods/Services	Payments	Value	Contracts
Laboratory Expense	32	27,437.57	13
Legal	133	2,171,961.00	80
Library Purchases and Subsc	495	6,423,235.05	260
Maintenance and Supplies	285	2,478,493.09	226
Major Equipment	159	8,319,949.18	148
Mediators/Arbitrators	200	1,366,365.30	41
Meetings, Conferences, Exhi	154	298,992.27	35
Minor Equipment - Under \$5k	1216	14,168,633.56	1113
Office Expense	1918	5,665,792.80	1609
Other Contract Services	44	1,056,589.12	30
Other Facility Costs - Goods	127	210,181.24	94
Other Facility Costs - Serv	82	933,284.08	53
Other Items of Expense	24	140,529.52	21
Other Travel Expense	7	1,508.57	
Other-Special Items of Expense	1	1,800.00	
Photography	16	46,877.56	8
Postage	25	1,243,703.16	9
Postage Meter	62	2,245,421.05	33
Printing	543	2,713,061.47	441
Rent/Lease	76	2,502,539.75	50
Security	112	8,389,462.57	75
Sheriff	386	971,337.33	9
Stamps, Stamped Envelopes	188	3,016,738.95	84
Telecommunications	504	8,097,372.09	311
Training	308	837,343.05	97
Uniform Allowance	7	5,259.17	7
Vehicle Operations	129	525,003.15	58
Grand Total	17,872	\$249,434,691.77	8,592

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

- Superior Court reports, from January 1 through June 30, 2019;
- *Trial Court Contract Report*; and
- *Trial Court Payment Report*.

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 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 or 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 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 superior 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 (New)	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
Total Contract Duration	The total contract duration, including cumulative changes to the original 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
JBE	Name of the superior 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.)

Attachments and Links

1. Link A: Detailed spreadsheets of Jan. 1–June 30, 2019, *Trial Court Contract Report* and *Trial Court Payment Report*, www.courts.ca.gov/7466.htm
2. Link B: Judicial branch payment transactions information in FI\$Cal on the Open FI\$Cal website, <http://open.fiscal.ca.gov/>
3. Link C: Judicial branch procurement transactions information in FI\$Cal on the eProcure website,
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