



# Service Description Document: CCMS Data Exchange ACC801

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COURT RECEIVES VICTIM RESTITUTION  
ESTABLISHMENT REQUEST  
JUNE 2011



ADMINISTRATIVE OFFICE  
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## Revision History

Version	Date	Author	Changes
1.0.0	Jun 2011	M. West	First release

## Reference Documents

Version	Date	Document Title	Author
9.0	June 2011	<a href="#">ISB and CCMS Data Exchange Overview</a>	Deloitte Consulting
9.0	June 2011	<a href="#">Data Exchange Functional Design Guidelines</a>	Deloitte Consulting
2.0	September 2011	<a href="#">Data Exchange Common Technical Requirements</a>	AOC
1.0.0	September 2011	<a href="#">ACC801 Data Exchange Specification</a>	Deloitte Consulting/AOC/SEARCH
1.0.0	June 2011	<a href="#">Service Description Document: CCMS Data Exchange ACC904 Court Sends Victim Restitution Establishment Confirmation Notification</a>	Optimum Technology
1.0.0	June 2011	<a href="#">Service Description Document: CCMS Data Exchange EFL902 Courts Sends Clerk Review Rejection Notification</a>	Optimum Technology
1.0.0	June 2011	<a href="#">Service Description Document: CCMS Data Exchange FCC806 Court Receives Payment Notification</a>	Optimum Technology
9.0	July 2011	<a href="#">CCMS Data Exchange Errors</a>	Deloitte Consulting
1.0	July 2010	<a href="#">Court Policy File Overview</a>	AOC
N/A	September 2011	<a href="#">AOC Codes</a>	AOC/SEARCH
1.0	September 2011	<a href="#">Local Integration Assessment Methodology (LIAM)</a>	AOC
2.0	June 2010	<a href="#">LIAM Light</a>	AOC



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## 1.0 Executive Summary

### 1.1 Purpose

The purpose of this document is to provide integration partners with descriptive information regarding context and business processes when preparing to implement data exchanges with the California Court Case Management System (CCMS). This document details the exchange content requirements and related business requirements necessary for a trial court to receive a victim restitution establishment request from an integration partner to create a victim restitution account in CCMS.

Integration partners most likely to use this data exchange include:

- Attorney General
- California Department of Corrections and Rehabilitation
- City attorney
- Department of Revenue and Recovery
- District attorney – adult
- District attorney – juvenile
- Probation – adult
- Probation – juvenile

This document reflects agency business rules and policies that have a direct impact on the system interactions among court and integration partners. This is a companion to the exchange specifications contained in the exchange eXtensible Markup Language (XML) schemas, Web Service Description Language (WSDL) files, and the “*CCMS Data Exchange Common Technical Requirements*,” and should be reviewed along with those documents when preparing for deployment. The XML schemas, WSDLs, and Common Technical Requirements provide specific technical details regarding message structures and implementation requirements, including infrastructure, security, and deployment information. Collectively, these documents provide all of the information an integration partners requires to send and receive data with CCMS for this exchange.

The information contained here compiles court-specific information from a number of AOC documents and resources, including the “*CCMS Data Exchange Functional Design*,” “*CCMS Core Application Functionality*,” and the “*CCMS Technical Architecture*.” The content of this Service Description Document provides integration partners with a concise, detailed explanation of data exchange content and related business processes, and includes the following topics:

- Exchange description
- Events and conditions
- CCMS business processes and rules

- CCMS data requirements
- Message patterns
- Exceptions, acknowledgements, errors
- Other descriptive information

This document is based on the [Global Justice Reference Architecture's Service Specifications Guidelines](#)<sup>1</sup>.

Prior to implementing data exchanges with CCMS, it is strongly advised that each integration partner participate in a readiness assessment prepared by the AOC in partnership with the courts. This assessment, called the “*Local Integration Assessment Methodology (LIAM)*,” consists of four phases that provide integration partners and the courts with necessary information prior to implementation activities. Figure 1 describes this process in more detail.

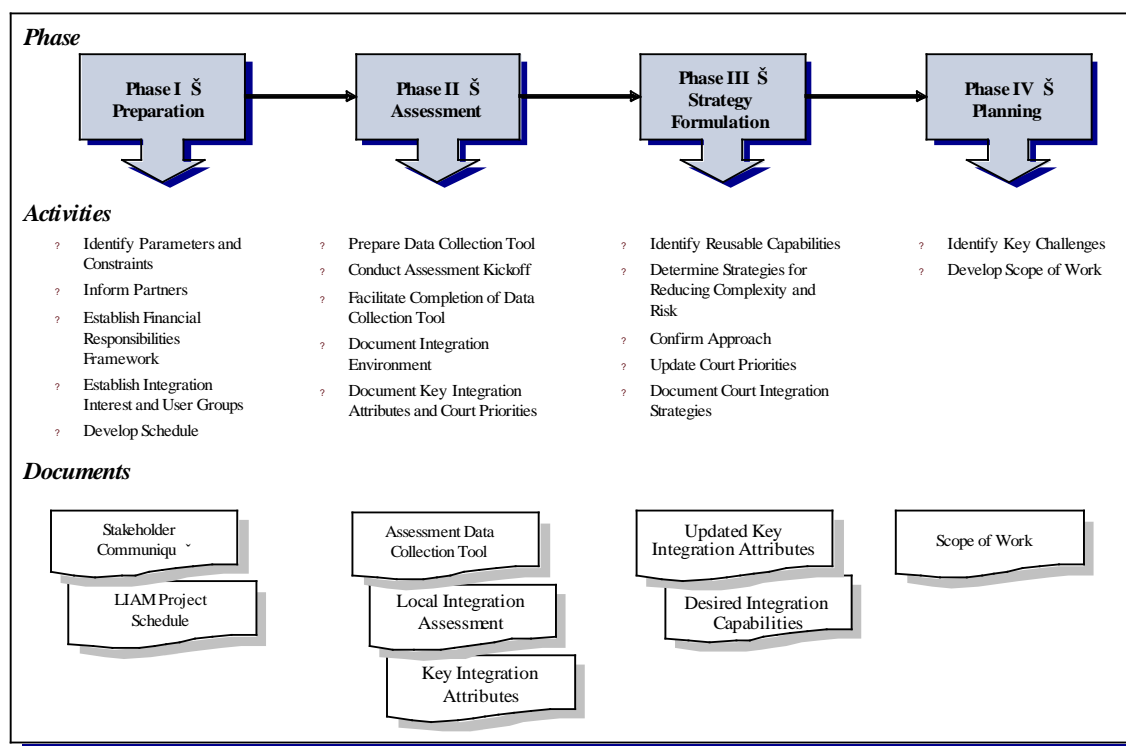


Figure 1. Implementation Phases

Alternatively, an integration partner can choose to participate in the “*LIAM Light*” assessment, which focuses on replacing existing electronic exchanges instead of automating new exchanges.

After CCMS is deployed with the replaced existing exchanges, integration partners may want to use the full LIAM to assess other business processes that can be automated using other exchanges.

<sup>1</sup> <http://www.it.ojp.gov/default.aspx?area=nationalInitiatives&page=1015#RefSSPs>

## **1.2 Audience**

Audiences for this document are subject matter experts (SMEs) and technical staff, who need to understand how this data exchange works in order to implement it between an integration partner and CCMS. Known audiences include:

- Integration partner CCMS Data Exchange Implementation Team
- CCMS Deployment Team
- AOC Data Integration staff, including business analysts, developers, and architects, etc.
- Integrated Services Backbone (ISB) vendors
- CCMS vendors
- Court CCMS project managers and SMEs

## **1.3 CCMS Data Exchange Overview**

As part of the CCMS project, 121 data exchanges servicing all case types were developed to enable courts and their integration partners to exchange information using CCMS. Sixty-three exchanges are based on data exchange standards established in the [National Information Exchange Model](#)<sup>2</sup> (NIEM), and 58 exchanges are based on California judicial branch XML schema. It is important to note that each of the 121 exchanges is actually a set of exchanges that includes individual exchanges for Request, Response, and Error Handling. A complete list of CCMS data exchanges is available on the [Integration Partners website](#)<sup>3</sup>.

## **1.4 Assumptions**

The following is a list of current assumptions:

- Integration partners and courts have completed their LIAM process as a prerequisite to implementing data exchanges.
- Integration partners have a working proficiency with Web services and XML, and a basic understanding and knowledge of the NIEM structure and implementation concepts.

## **1.5 Risks**

To date, there are no risks identified for this exchange.

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<sup>2</sup> <http://niem.gov/>

<sup>3</sup> <http://www.courts.ca.gov/partners/482.htm>

## 1.6 Conventions Used in this Document

### 1.6.1 Exchange naming convention

During the data exchange development process, the AOC adopted a standard naming convention to describe the “action” of the exchange from the court perspective, and applied an alphanumeric categorization for various court functions. Each follows this format:

<Application>-<Interface Number><Interface Name>

Where:

- *Application* is CCMS
- *Interface Number* consists of code name of functional area (two or three letters (e.g., “DOJ” for Department of Justice-related data exchanges)), and a three-digit number:
  - If the first digit is “8” then CCMS is receiving the data from an integration partner.
  - If the first digit is “9” then CCMS is sending the data to an integration partner.
  - The remaining two digits identify the unique integer ID sequentially assigned to the data exchange.
- *Interface Name* is descriptive name of the data exchange.

Examples:

- CCMS-V4-DOJ802 Receive Disposition Error Report Notification
  - CCMS receives data from an integration partner.
- CCMS-V4-DOJ901 Send Initial, Subsequent Disposition Notification
  - CCMS sends data to an integration partner.

## 2.0 Exchange Description

This section outlines the requirements and functional design for the ACC801 Receive Victim Restitution Establishment Request data exchange. A trial court uses this NIEM-based data exchange to receive a victim restitution establishment request from an integration partner and to create a victim restitution account in the court system.

The response to this data exchange indicates successful delivery of the incoming request to the CCMS system or an error message if an error is encountered. In case of successful delivery, the entire set of request data is echoed back to the integration partner along with a confirmation message. In case of an error, an error message is sent back with a description.

This data exchange, like all exchanges subject to a court clerk review, uses several Common Element Blocks (CEBs). A CEB is a set of related data elements that appear in multiple court data exchanges. CEBs allow court and integration partner development staff to define a business concept once, (e.g., case filing, case participant, payment, and scheduling information) and reuse these groups across exchanges rather than listing them individually for each exchange. Adopting this CEB approach and emphasizing reuse increases efficiencies by reducing the amount of redundant programming during implementation.

### 2.1 Capabilities

This service provides the ability for a trial court (service provider) to **receive** a request from an integration partner (service consumer) and to establish a victim restitution account in CCMS.

### 2.2 Real World Effects

This service provides the ability for an integration partner (service consumer) to **send** a victim restitution establishment request for creating a victim restitution account in CCMS to a trial court (service provider). Following is a possible situation when an integration partner would use this data exchange:

- The California Department of Corrections and Rehabilitation, a prosecuting agency, or a probation agency researches and determines victim restitution information.

### 2.3 Related Forms and Exchanges

#### 2.3.1 Business response exchanges

All exchanges subject to a court clerk review have corresponding business response exchanges that describe the outcome of the court clerk's review. One of the following data exchanges handles the subsequent business response to this data exchange:

- CCMS-V4-EFL902 Send Clerk Review Rejection Notification, which contains rejection information in response to the court clerk's review of the initial request.
- CCMS-V4-ACC904 Send Victim Restitution Establishment Confirmation Notification, which confirms the initial request successfully passed the clerk review and contains the pertinent restitution information.

### **2.3.2 Related exchanges**

Related exchanges identify associated exchanges integration partners may use to modify, update, or complete a correlated business process. The related exchange for this data exchange is:

- CCMS-V4-FCC806 Receive Payment Notification, which is used to receive any type of case payment from an integration partner.

### **2.3.3 Related forms**

“Related forms” refers to forms, reports, or other documents currently used by courts and integration partners for the types of documents that may be included in this data exchange. This list is not exhaustive and is not an authoritative list of documents replaced by the data exchange; it is only for informational purposes.

- There are no related forms.

## ***2.4 Assumptions and Dependencies***

The data exchange specification package includes a data mapping specification based on the NIEM- and CCMS-specific definitions used in this exchange. Each integration partner is responsible for mapping, or performing data translations if necessary, for all content (including coded values) sent and received using this exchange.

## 3.0 Primary and Alternate Information Flows

This section provides a basic description of the exchange sequence and flow between an integration partner and CCMS. It explains the primary scenario for successful delivery and receipt of data exchange content and alternate flow of information for error and exception handling scenarios. Additional diagrams and descriptions of information flows are found in the “*Data Exchange Functional Guidelines*.”

### 3.1 Primary Flow

1. An integration partner sends the victim restitution establishment request message to the ISB.
2. The ISB receives the request, performs schema validation, translates the message to California judicial branch XML format, and forwards the message to CCMS.
3. CCMS receives the message and performs business validations on the data exchange per the rules outlined in [Section 6.0, Additional Business Rules and Processes](#).
4. CCMS sends the success or failure response to the ISB.
5. The ISB receives the response, translates the message to the NIEM format, and forwards the response to the originating integration partner.
6. The integration partner receives the response and takes appropriate action.

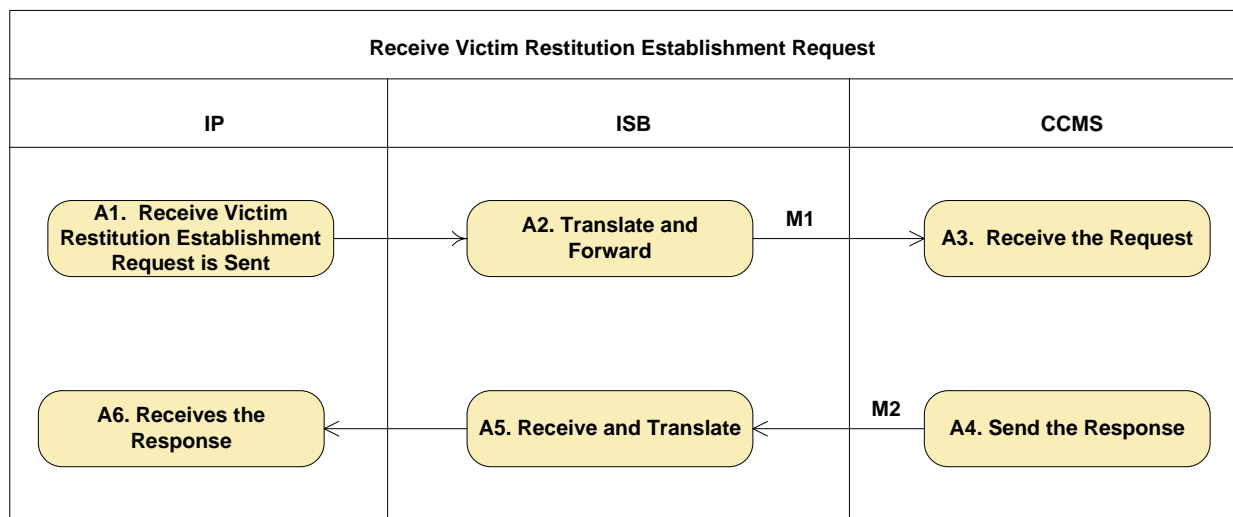


Figure 2. Court Receives Victim Restitution Establishment Request Activity Diagram

### 3.2 Alternate Flow

This exchange includes three possible alternate flows, depending upon the nature of the problem.

- The ISB returned a positive acknowledgement to the source system (integration partner), and an exception occurs within the ISB, (e.g., schema validation) before the request is forwarded to the target system (CCMS). The ISB handles the exception and

sends a response (containing the failure reason) to the source system (integration partner system).

- The ISB returned a positive acknowledgement to the source system (integration partner system), and an exception occurs when the ISB attempts to forward the request to the target system (CCMS). The ISB handles the exception and sends a response (containing the failure reason) to the source system (integration partner).
- The ISB forwards the request to the target system (CCMS) and receives a negative acknowledgement, (e.g., syntactic data error) from the target system. The ISB handles the exception and sends a response (containing the failure reason) to the source system (integration partner system).

### **3.3 Messages**

A data exchange message<sup>4</sup> is a complete package of information sent between a court and an integration partner. This exchange includes three types of messages.

1. Request message:
  - a. The Request message contains the victim restitution information (e.g., victim, liable parties, and restitution amount), which is sent by an integration partner to a court.
2. Response messages:
  - a. The Success Response message contains the victim restitution response, which is sent from a trial court to an integration partner.
  - b. The Error Response message contains one or more errors and their description, which is sent by the court to the originating integration partner. This message informs the integration partner that the victim restitution establishment request filing was not successful and corrective action is required.
3. Business response:
  - a. The CCMS-V4-EFL902 Send Clerk Review Rejection Notification data exchange, which contains rejection information in response to the court clerk's review of the initial filing. This message informs the originating integration partner that the victim restitution establishment request did not pass the court clerk review and corrective action is required.

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<sup>4</sup> As defined in the Justice Reference Architecture v1.8 February 2010.



- b. The CCMS-V4-ACC904 Send Victim Restitution Establishment Confirmation data exchange, which is the subsequent business response to this exchange. This exchange confirms that the initial filing successfully passed the clerk review process and contains the pertinent case filing information.



## **4.0 Exchange Context**

This section provides integration partners with information regarding the context of the exchange.

### **4.1 *Triggering Events***

An integration partner sends a trial court a victim restitution establishment request.

- Conditions = None

### **4.2 *Subsequent Events***

A court receives the subsequent case filing and the court clerk begins review.

- Conditions = None



## 5.0 Data Exchange Errors and Exceptions

“*CCMS Data Exchange Errors*” contains all exchange specific errors that may occur between an integration partner and CCMS; it includes the following three sections that list error codes, names, and descriptions for each error type:

- **Transient and non-transient errors** may occur while the ISB processes messages.
- **Functional errors** may occur while the ISB or CCMS process messages.
- **Transactional errors** may occur while processing a message in CCMS according to the Business Rule validations identified in [Section 6.0, Additional Business Rules and Processes](#).



## 6.0 Additional Business Rules and Processes

This section contains additional business rules and process requirements for an integration partner to successfully send or receive information from CCMS. The content of this section reflects specific rules that either cannot or are not enforced in the technical specifications that accompany the onboarding documents, specifically the mapping spreadsheets, exchange schemas, and code schemas. Integration partners must rely on this information to produce and consume valid messages exchanged with CCMS.

This data exchange uses several CEBs, which contain an over-inclusive set of data elements that may or may not be required for this data exchange. Consequently, Table 1 may include errors that do not apply to this exchange and integration partners should disregard these types of errors accordingly. Shaded elements indicate that the element appears multiple times in the data exchange and may have unique rules depending on the context of its use.

### 6.1 Business Rules

Table 1. Business Rules

Referenced Element	Business Rule Description
Address Type	<b>(CEB05) Branch: Court. Case. Participant. Address</b> <ul style="list-style-type: none"> <li>Address must be sent when Preferred Mode of Delivery is "Postal Address"</li> </ul>
Association Type	If the Person/Entity is a statewide participant, this data will not display in other counties.
Attachment .JPG or .JPEG or .GIF	Must be in .JPG, .JPEG, or .GIF format and less than 100 KB in size
Begin Date	<ul style="list-style-type: none"> <li>Must be in YYYY-MM-DD format</li> <li>Required for the following ID Types: <ul style="list-style-type: none"> <li>Passport Card Number</li> <li>Passport Number</li> </ul> </li> </ul>
Birth Country	<ul style="list-style-type: none"> <li>State/Birth State is available only when Birth Country is "United States of America"</li> <li>Only valid when Category is "Person"</li> </ul>
Birth State	<ul style="list-style-type: none"> <li>State/Birth State is available only when Birth Country is "United States of America"</li> <li>Only valid when Category is "Person"</li> </ul>
Body Part	Only valid when Category is "Person"
Body Style	If the Person/Entity is a statewide participant, this data will not display in other counties.
Box Number	Required if Address Type is "Military"
Build	Only valid when Category is "Person"
Case Number	<ul style="list-style-type: none"> <li>External Case Number and CCMS Case Number are mutually exclusive; only one may be provided.</li> <li>Required when External Case Number is not provided.</li> <li>Must be sent for case amendments.</li> </ul>
Case Participant XML ID	Each Case Participant XML ID must be unique and must be sequential starting with the number 1.
Case Participant XML ID for Associate	Must be an existing Case Participant XML ID

Referenced Element	Business Rule Description
Case Number	<b>(CEB12) Branch: Court.Case.CaseNumber.CCMS-V4CaseNumber</b> <ul style="list-style-type: none"> <li>Must be sent for case amendments</li> <li>Optional for FMI &amp; Juvenile case initiation exchanges</li> </ul>
Case Title	Required when a Case Number is present.
Case Year	<b>(CEB12) Branch: Court.Case.CaseNumber.CCMS-V4CaseNumber</b> <ul style="list-style-type: none"> <li>Digits can be 0-9 in YYYY format</li> <li>Must be sent for case amendments</li> <li>Optional for FMI &amp; Juvenile case initiation exchanges</li> </ul> <b>Branch: Court.Case.Restitution.Victim.JointandSeveral.Defendant.CaseNumber.CCMS-V4CaseNumber</b> <ul style="list-style-type: none"> <li>Digits can be 0-9 in YYYY format</li> </ul>
City	<b>(CEB05) Branch: Court. Case. Participant. Address</b> <ul style="list-style-type: none"> <li>Address must be sent when Preferred Mode of Delivery is "Postal Address"</li> <li>Required when Country selected is "United States of America"</li> <li>When Address Type is "Military A.P.O." or "Military F.P.O." the City element must be populated with one of the StateCodeSimpleType values below: <ul style="list-style-type: none"> <li>&lt;Blank&gt;</li> <li>Military in America = AA</li> <li>Military (Europe, Mid East, Africa, Canada) = AE</li> <li>Military in the Pacific = AP</li> </ul> </li> </ul> <b>(CEB05) Branch: Court. Case. Participant. Employer Info. Address</b> <ul style="list-style-type: none"> <li>Required when Preferred Mode of Delivery is "Postal Address"</li> <li>When Address Type is "Military A.P.O." or "Military F.P.O." the City element must be populated with one of the StateCodeSimpleType values below: <ul style="list-style-type: none"> <li>&lt;Blank&gt;</li> <li>Military in America = AA</li> <li>Military (Europe, Mid East, Africa, Canada) = AE</li> <li>Military in the Pacific = AP</li> </ul> </li> </ul>
Class	Required for the following ID Types: <ul style="list-style-type: none"> <li>Driver's License Number</li> </ul>
Code	Only valid when Category is "Person"
Color	If the Person/Entity is a statewide participant, this data will not display in other counties.
Commercial Vehicle	If the Person/Entity is a statewide participant, this data will not display in other counties.



Referenced Element	Business Rule Description
Country	<p><b>(CEB05) Branch: Court.Case.Participant.IDInfo</b> Required for the following ID Types:</p> <ul style="list-style-type: none"> <li>Passport Card Number</li> <li>Passport Number</li> </ul> <p><b>(CEB05) Branch: Court.Case.Participant.Address</b></p> <ul style="list-style-type: none"> <li>When the Address Type is "International Address," United States of America is not an applicable selection</li> <li>When the Address Type is "International Address," default type is blank</li> <li>Not applicable when Address Type is "Military A.P.O. Box" or "Military F.P.O. Box"</li> </ul> <p><b>(CEB12) Branch: Court.Case.Participant.EmployerInfo.Address</b></p> <ul style="list-style-type: none"> <li>Default County is "United States of America"</li> </ul> <p><b>Branch: Court.Case.Restitution.Victim.UpdatedContactInfo.Address</b></p> <ul style="list-style-type: none"> <li>When the Address Type is "International Address," United States of America is not an applicable selection</li> <li>When the Address Type is "International Address," default type is blank</li> <li>Not applicable when Address Type is "Military A.P.O. Box" or "Military F.P.O. Box"</li> </ul>
County	<p><b>(CEB05) Branch: Court.Case.ParticipantIDInfo</b></p> <ul style="list-style-type: none"> <li>Required for the following ID Types: <ul style="list-style-type: none"> <li>County ID Number</li> <li>Death Certificate Number</li> <li>Other ID Card Number</li> <li>Probation Department Juvenile (PDJ) Number</li> <li>Probation Number</li> </ul> </li> <li>Element is text field: <b>IdentificationJurisdictionCountyText</b> (may be state other than California)</li> </ul>
Court Code	<p><b>(CEB11) Branch: Court.EFilingCourtInformation</b></p> <ul style="list-style-type: none"> <li>Must be a number ranging from 1 to 58</li> </ul> <p><b>(CEB08) Branch: Court.Case.CaseNumber.CCMS-V4CaseNumber</b></p> <ul style="list-style-type: none"> <li>Must be sent for case amendments</li> <li>Optional for FMI &amp; Juvenile case initiation exchanges</li> </ul>
Date of Birth	<ul style="list-style-type: none"> <li>Must be in YYYY-MM-DD format</li> <li>Only valid when Category is "Person"</li> </ul>
Date of Birth Type	Only valid when Category is "Person"
Date of Death	Only valid when Category is "Person" and must be in YYYY-MM-DD format.
DBA Name	If Name Type is "DBA" or "FDBA", then DBA Name is required.
Direction	Not applicable when address is "Military" or "P.O. Box"
District	<p><b>(CEB11) Branch: Court. EFiling Court Information</b></p> <ul style="list-style-type: none"> <li>Allowable values are determined by the Court Code selected</li> <li>Applicable when the Resource Type selected is "Department"</li> </ul>
Entity Contact Person	Not applicable when Participant Category is "Person"
Expiration Date	<ul style="list-style-type: none"> <li>Must be in YYYY-MM-DD Format</li> <li>Required for the following ID Types: <ul style="list-style-type: none"> <li>California State ID</li> <li>Driver's License Number</li> <li>Other</li> <li>Other ID Card Number</li> <li>Passport Card Number</li> <li>Passport Number</li> </ul> </li> </ul>

Referenced Element	Business Rule Description
External Case Xref Number	<ul style="list-style-type: none"> <li>• Digits can be 0-9</li> <li>• Must be sent for case amendments</li> </ul>
External Case Xref Type	Must be sent for case amendments.
Eye Color	Only valid when Category is "Person"
FEIN Number	Not applicable when category is "Person"
First Name	Applicable only when Person/Entity Category is "Person"
Franchise Site Number	Not applicable for Category of "Person"
Gender	Only valid when Category is "Person"
Habitual Residence	<ul style="list-style-type: none"> <li>• "Other Habitual Residence" only available when Habitual Residence is "Other"</li> <li>• Only valid when Category is "Person"</li> <li>• Values are "United States" and "Other"</li> </ul>
Hair Color	Only valid when Category is "Person"
Has Special Needs	<ul style="list-style-type: none"> <li>• "Special Needs" only available when Has Special Needs is "Y"</li> <li>• Only valid when Category is "Person"</li> </ul>
Height in Feet	<ul style="list-style-type: none"> <li>• Value must be greater than zero.</li> <li>• Only valid when Category is "Person"</li> </ul>
Height in Inches	<ul style="list-style-type: none"> <li>• Only valid when Category is "Person"</li> <li>• Value must be greater than or equal to zero but less than 12</li> </ul>
ID Type	Required if a number is entered.
ID Value	ID Value should be populated if ID Type is selected.
Integration Partner Phone Number	Digits can be 0-9 and in ###-###-#### format
Internal	Required when the ID Type is "Employee ID Number"
Item	Only valid when Category is "Person"
Language	Primary Language only available when Category is "Person"
Last Name	Applicable only when Person/Entity Category is "Person"
Left/Right/Both	Only valid when Category is "Person"
Location	<b>(CEB11) Branch: Court. EFiled Court Information</b> Allowable values are determined by the District selected.
Make	If the Person/Entity is a statewide participant, the data will not display in other counties.
Middle Name	Applicable only when Person/Entity Category is "Person"
Model	If the Person/Entity is a statewide participant, this data will not display in other counties.

Referenced Element	Business Rule Description
Name Type	<p>Allowable values for “Juvenile” and “Family Law” Case Categories are:</p> <ul style="list-style-type: none"> <li>• (Null)</li> <li>• AKA (Also Known As)</li> <li>• DBA (Doing Business As)</li> <li>• ESA (Erroneously Sued As)</li> <li>• FDBA (Formerly Doing Business As)</li> <li>• FKA (Formerly Known As)</li> <li>• Alias</li> <li>• Filed As</li> <li>• True Name</li> <li>• Moniker</li> </ul> <p>Allowable values for “Civil,” “Small Claims,” “Mental Health,” “Probate,” and “Appeals” Case Categories are:</p> <ul style="list-style-type: none"> <li>• AKA (Also Known As)</li> <li>• DBA (Doing Business As)</li> <li>• ESA (Erroneously Sued As)</li> <li>• FDBA (Formerly Doing Business As)</li> <li>• Alias</li> <li>• Name on Case</li> <li>• (Null)</li> </ul> <p>Allowable values for “FMI,” “NCF,” and “Tracking” Case Categories are:</p> <ul style="list-style-type: none"> <li>• (Null)</li> <li>• AKA (Also Known As)</li> <li>• DBA (Doing Business As)</li> <li>• Alias</li> <li>• Filed As</li> <li>• True Name</li> <li>• Moniker</li> </ul>
Organization Name	Applicable only when the Participant Category is “Entity,” “Gov’t Agency” or “Trust”
Other Habitual Residence	Required when Habitual Residence is “Other”
P.O. Box Number	Required if Address Type is “P.O. Box”
Participant Category	<p><b>(CEB12) Branch: Court.Case</b></p> <ul style="list-style-type: none"> <li>• If Participant Category exists, Participant ID must also exist.</li> </ul> <p><b>(CEB05) Branch: Court.Case.Participant</b></p> <ul style="list-style-type: none"> <li>• The <b>Court.Case.Participant.ParticipantName.PersonName.DBAName</b> branch can only be sent if the category is “Entity,” “Trust,” or “Gov’t Agency”</li> </ul>
Participant ID	Must be numeric
PDF Document	PDF attachment only
Phone Number	Required if “Phone Type” is selected and in ###-###-#### format If the number is international, up to 15 characters can be entered.
Phone Type	<ul style="list-style-type: none"> <li>• Required if “Select As Primary Number” or “International Phone Number” is selected.</li> <li>• User may only enter one of each phone type per address.</li> </ul>
Primary Language Indicator	Only applicable when category is “Person”

Referenced Element	Business Rule Description
Preferred Mode of Delivery	<ul style="list-style-type: none"> <li>Required if Receives Notice is "Y"</li> <li>If Preferred Mode of Delivery is "Postal Address," at least one Address must be selected as Case Default.</li> <li>If Preferred Mode of Delivery is "E-Mail Address," at least one E-mail address must be selected as Case Default.</li> <li>If Preferred Mode of Delivery is "Web Service Address," at least one Web Service Address must be selected as the Case Default.</li> </ul>
Primary Vehicle	If the Person/Entity is a statewide participant, this data will not display in other counties
Province	Not available if Country is "United States"
Race	Only valid when Category is "Person"
Receives Notice	If Receives Notice is "Y," Preferred Mode of Delivery is required
Relationship	If the Person/Entity is a statewide participant, this data will not display in other counties
Restitution Amount (Restitution Amount \$)	<ul style="list-style-type: none"> <li>Must be a valid dollar amount</li> <li>Restitution Amount cannot be less than what has already been paid</li> <li>Restitution amount should be added to the case balance</li> </ul>
Skin Tone	Only valid when Category is "Person"
Special Needs	<ul style="list-style-type: none"> <li>Available only when Has Special Needs is "Y"</li> <li>Only valid when Category is "Person"</li> </ul>
State	<p><b>(CEB05) Branch: Court.Case.Participant.PositionType</b></p> <ul style="list-style-type: none"> <li>Required if Bar Number is entered</li> </ul> <p><b>(CEB05) Branch: Court.Case.Participant.IDInfo</b></p> <ul style="list-style-type: none"> <li>Required when ID Type is: <ul style="list-style-type: none"> <li>Driver's License Number</li> <li>ID Number</li> <li>Other ID Card Number</li> </ul> </li> <li>Professional License Number</li> </ul> <p><b>(CEB05) Branch: Court.Case.Participant.Address</b></p> <ul style="list-style-type: none"> <li>State/Birth State can be sent only when Country/Birth Country selected is "United States of America"</li> <li>When the Address Type is "Military A.P.O." or "Military F.P.O." the values will only be: <ul style="list-style-type: none"> <li>Driver's License Number</li> <li>ID Number</li> <li>Other ID Card Number</li> </ul> </li> </ul> <p><b>Branch: Court.Case.Participant.VehicleInfo</b></p> <ul style="list-style-type: none"> <li>If the Participant/Entity is a statewide participant, this data will not display in other counties.</li> </ul> <p><b>(CEB05) Branch: Court.Case.Restitution.Victim.UpdatedContactInfo. Address</b></p> <ul style="list-style-type: none"> <li>State/Birth State can be sent only when Country/Birth Country selected is "United States of America"</li> <li>When the Address Type is "Military A.P.O." or "Military F.P.O." the values will only be: <ul style="list-style-type: none"> <li>Driver's License Number</li> <li>ID Number</li> <li>Other ID Card Number</li> </ul> </li> </ul>
Street Number	<p>Not applicable when Address Type is:</p> <ul style="list-style-type: none"> <li>P.O. Box</li> <li>Military A.P.O.</li> <li>Military F.P.O.</li> </ul>

Referenced Element	Business Rule Description
Submitted Date/Time	May be in any of the following formats: <ul style="list-style-type: none"> <li>YYYY-MM-DDThh:mm:ss.sss-offset</li> <li>YYYY-MM-DDThh:mm:ss.ss</li> <li>YYYY-MM-DDThh:mm:ss.ssZ</li> </ul>
Submitter Information Branch	Must submit either Person or Organization information, not both
Suffix	Applicable only when Person/Entity Category is "Person"
Vehicle Identification	<ul style="list-style-type: none"> <li>Maximum length is 17 digits</li> <li>If the Person/Entity is a statewide participant, this data will not display in other counties</li> </ul>
Weight	<ul style="list-style-type: none"> <li>Must be a positive numeric value</li> <li>Only valid when Category is "Person"</li> </ul>
Year	If the Person/Entity is a statewide participant, this data will not display in other counties.
Zip Code	<ul style="list-style-type: none"> <li>Required when Country = "United States of America"</li> <li>When Country is "United States of America," the standard input format for this data element is: XXXXX (e.g. 12345)</li> <li>When Country is not the "United States of America," there is no standard input</li> </ul>
Success Response	
Status	Allowable value = "Received"

## 6.2 Allowable Values

This section provides additional information regarding individual allowable values for elements contained in this data exchange. Essentially, allowable values come in two forms—AOC codes or Boolean types. This section also includes subsections that list the elements by type with specific instructions for each type.

### 6.2.1 AOC code values

Table 2 contains element names and the corresponding AOC Code Schema Table name.

- The AOC Code Schema contains the actual coded values and descriptions required for each element used in this exchange.
- The AOC Code Schema is provided in the exchange schema file under the "AOC Code" folder.

Integration partners should refer to the AOC Code Schema for all element-allowable values listed in Table 2.

As a reference, the AOC created the "AOC Codes" document, which lists all AOC code tables, values, and descriptions in alphabetical order. At the time of this writing, "AOC Codes" reflects the current values and should not be used as the authoritative source for validation purposes.

Table 2. AOC Code Values

Element Name	AOC Code Schema Table Name
Request	
Address Type	AddressTypeCodeSimpleType
Association Type	AssociationCodeSimpleType

Element Name	AOC Code Schema Table Name
Birth Country	CountryCodeSimpleType
Birth State	StateCodeSimpleType
Body Part	ScarsMarksTattoosBodyPartCodeSimpleType
Build	PersonBuildCodeSimpleType
Code	ScarsMarksTattoosCodeSimpleType
Country	CountryCodeSimpleType
County	CountyCodeSimpleType
Date of Birth Type	DOBCodeSimpleType
Direction	StreetDirectionCodeSimpleType
External Case Xref Type	<p>ExternalCaseCodeSimpleType</p> <p>This exchange only allows the following enumerated values for this element:</p> <ul style="list-style-type: none"> <li>• Booking Number = BKNMBR</li> <li>• CDSS = CDSSNMBR</li> <li>• Citation Number = CTNNMBR</li> <li>• City Attorney Case File Number = CTYATYCSFLNMBR</li> <li>• Consolidated Petition Number = CONSOLPETITIONNUM</li> <li>• Crime Report Number = CRIMEREPORTNUM</li> <li>• Companion = CMPNAIN</li> <li>• Criminal = CRIMINAL, 205200</li> <li>• CWS Number = CWSNMBR</li> <li>• District Attorney = DA, 205201</li> <li>• DA Case File Number = DACSNMBR</li> <li>• DCA Appeals Case Number = DCAACN</li> <li>• DCFS Case Number = DCFSNMBR</li> <li>• DCSS Case Number = DCSSCSNMBR</li> <li>• DCSS Participant Number = DCSSPRTNR</li> <li>• DR Number = DRNMBR, DRNUM</li> <li>• Filing Agency Case = FILEAGENCY</li> <li>• Fingerprint Card Number = FINGPRNT</li> <li>• Judicial District Number = JUDDISNUM</li> <li>• Other = OTHRNMBR, 205202</li> <li>• Petition Number = PETITIONNUM</li> <li>• Probation Case Number = PROCSNMBR</li> <li>• Public Defender Case Number = PDCN</li> <li>• Refiled Case Number = RFCASENUM</li> <li>• Search Warrant Number = SWNUM</li> <li>• Sheriff's ID number = SHRFNMBR</li> <li>• Supreme Court Appeals Case Number = SCACN</li> <li>• Warrant Control Number = WARCONNUM</li> <li>• Warrant Number = WRNTNMBR</li> </ul>
Eye Color	EyeColorCodeSimpleType
Gender	GenderCodeSimpleType
Hair Color	HairColorCodeSimpleType
Habitual Residence	CountryCodeSimpleType

Element Name	AOC Code Schema Table Name
ID Type	<p>IdentificationCodeSimpleType</p> <p>This exchange only allows the following enumerated values for this element:</p> <ul style="list-style-type: none"> <li>• AFIS Number = AFISNUM</li> <li>• Badge Number = BNUM</li> <li>• Bar Number = BARNUM</li> <li>• California State ID = CALSTATEID</li> <li>• CDC Number = CDCNUM</li> <li>• CII/SID Number = CIINUM</li> <li>• Closed Collections Account Holder = CCAH</li> <li>• County ID Number = COUNTYID</li> <li>• County Juvenile Number = JUVNUM</li> <li>• CWS/CMS Case Number = CASENUM</li> <li>• CWS/CMS Person Identifier = PERSONID</li> <li>• DA Number = DANUM</li> <li>• DCFS Number = DCFSNUM</li> <li>• DCSS Participant ID Number = DCSSID</li> <li>• Death Certificate Number = DCNUM</li> <li>• Division of Juvenile Justice = JUVJUS</li> <li>• Driver's License Number = DL</li> <li>• Education Passport = EDUPSPRT</li> <li>• Employee ID Number = EMPIDNUM</li> <li>• FBI Number = FBINUM</li> <li>• Health Passport = HLTHSPRT</li> <li>• ID Number = IDNUMBER</li> <li>• INS Number = INSNUM</li> <li>• JAI Number = JAINUM</li> <li>• LEA Number = LEANUM</li> <li>• Local Police Number = POLICENUM</li> <li>• Military ID Number = MLD</li> <li>• NCIC Number = NC1</li> <li>• ORI Number = ORINUM</li> <li>• Other = OTHERNUM</li> <li>• Other ID Card Number = OTHERID</li> <li>• Passport Number = PST</li> <li>• Passport Card Number = PCNUM</li> <li>• Probation Department Juvenile (PDJ) Number = PDJNUM</li> <li>• Probation Number = PROBNUM</li> <li>• Professional License Number = PROFLICNUM</li> <li>• Sheriff's Bureau of Identification Number = SBID</li> <li>• Social Security Number = SSN</li> <li>• Taxpayer Number (EIN) - TAXPAYNUM</li> <li>• Vendor Number = VENNUM</li> </ul>
Item	ScarsMarksTattoosItemCodeSimpleType
Language	LanguageCodeSimpleType
Left/Right/Both	ScarsMarksTattoosSideCodeSimpleType
Name Type	NameTypeCodeSimpleType
Other Habitual Residence	CountryCodeSimpleType
Participant Category	ParticipantCodeSimpleType
Pay Cycle	PaymentFrequencyCodeSimpleType
Phone Type	PhoneCodeSimpleType

Element Name	AOC Code Schema Table Name
Position Type	PositionCodeSimpleType
Preferred Mode of Delivery	PreferredModeDlvryCodeSimpleType
Race	RaceCodeSimpleType
Role	ParticipantRoleCodeSimpleType
Skin Tone	SkinToneCodeSimpleType
State	StateCodeSimpleType
Street Type	StreetCodeSimpleType
<b>Success Response</b>	
Address Type	AddressTypeCodeSimpleType
Association Type	AssociationCodeSimpleType
Birth Country	CountryCodeSimpleType
Birth State	StateCodeSimpleType
Body Part	ScarsMarksTattoosBodyPartCodeSimpleType
Build	PersonBuildCodeSimpleType
Code	ScarsMarksTattoosCodeSimpleType
Country	CountryCodeSimpleType
County	CountyCodeSimpleType
Date of Birth Type	DOBCodeSimpleType
Direction	StreetDirectionCodeSimpleType
External Case Xref Type	<p>ExternalCaseCodeSimpleType</p> <p>This exchange only allows the following enumerated values for this element:</p> <ul style="list-style-type: none"> <li>• Booking Number = BKNMBR</li> <li>• CDSS = CDSSNMBR</li> <li>• Citation Number = CTNNMBR</li> <li>• City Attorney Case File Number = CTYATYCSFLNMBR</li> <li>• Consolidated Petition Number = CONSOLPETITIONNUM</li> <li>• Crime Report Number = CRIMEREPORTNUM</li> <li>• Companion = CMPNAIN</li> <li>• Criminal = CRIMINAL, 205200</li> <li>• CWS Number = CWSNMBR</li> <li>• District Attorney = DA, 205201</li> <li>• DA Case File Number = DACSNMBR</li> <li>• DCA Appeals Case Number = DCAACN</li> <li>• DCFS Case Number = DCFSNMBR</li> <li>• DCSS Case Number = DCSSCSNMBR</li> <li>• DCSS Participant Number = DCSSPRTNR</li> <li>• DR Number = DRNMBR, DRNUM</li> <li>• Filing Agency Case = FILEAGENCY</li> <li>• Fingerprint Card Number = FINGPRNT</li> <li>• Judicial District Number = JUDDISNUM</li> <li>• Other = OTHRNMBR, 205202</li> <li>• Petition Number = PETITIONNUM</li> <li>• Probation Case Number = PROCSNMBR</li> <li>• Public Defender Case Number = PDCN</li> <li>• Refiled Case Number = RFCASENUM</li> <li>• Search Warrant Number = SWNUM</li> <li>• Sheriff's ID number = SHRFNMBR</li> <li>• Supreme Court Appeals Case Number = SCACN</li> <li>• Warrant Control Number = WARCONNUM</li> <li>• Warrant Number = WRNTNMBR</li> </ul>



Element Name	AOC Code Schema Table Name
Eye Color	EyeColorCodeSimpleType
Gender	GenderCodeSimpleType
Hair Color	HairColorCodeSimpleType
Habitual Residence	CountryCodeSimpleType
ID Type	<p>IdentificationCodeSimpleType</p> <p>This exchange only allows the following enumerated values for this element:</p> <ul style="list-style-type: none"> <li>• AFIS Number = AFISNUM</li> <li>• Badge Number = BNUM</li> <li>• Bar Number = BARNUM</li> <li>• California State ID = CALSTATEID</li> <li>• CDC Number = CDCNUM</li> <li>• CII/SID Number = CIINUM</li> <li>• Closed Collections Account Holder = CCAH</li> <li>• County ID Number = COUNTYID</li> <li>• County Juvenile Number = JUVNUM</li> <li>• CWS/CMS Case Number = CASENUM</li> <li>• CWS/CMS Person Identifier = PERSONID</li> <li>• DA Number = DANUM</li> <li>• DCFS Number = DCFSNUM</li> <li>• DCSS Participant ID Number = DCSSID</li> <li>• Death Certificate Number = DCNUM</li> <li>• Division of Juvenile Justice = JUVJUS</li> <li>• Driver's License Number = DL</li> <li>• Education Passport = EDUPSPRT</li> <li>• Employee ID Number = EMPIDNUM</li> <li>• FBI Number = FBINUM</li> <li>• Health Passport = HLTHPSVRT</li> <li>• ID Number = IDNUMBER</li> <li>• INS Number = INSNUM</li> <li>• JAI Number = JAINUM</li> <li>• LEA Number = LEANUM</li> <li>• Local Police Number = POLICENUM</li> <li>• Military ID Number = MLD</li> <li>• NCIC Number = NC1</li> <li>• ORI Number = ORINUM</li> <li>• Other = OTHERNUM</li> <li>• Other ID Card Number = OTHERID</li> <li>• Passport Number = PST</li> <li>• Passport Card Number = PCNUM</li> <li>• Probation Department Juvenile (PDJ) Number = PDJNUM</li> <li>• Probation Number = PROBNUM</li> <li>• Professional License Number = PROFLICNUM</li> <li>• Sheriff's Bureau of Identification Number = SBID</li> <li>• Social Security Number = SSN</li> <li>• Taxpayer Number (EIN) - TAXPAYNUM</li> <li>• Vendor Number = VENNUM</li> </ul>
Item	ScarsMarksTattoosItemCodeSimpleType
Language	LanguageCodeSimpleType
Left/Right/Both	ScarsMarksTattoosSideCodeSimpleType
Name Type	NameTypeCodeSimpleType
Other Habitual Residence	CountryCodeSimpleType

Element Name	AOC Code Schema Table Name
Participant Category	ParticipantCodeSimpleType
Pay Cycle	PaymentFrequencyCodeSimpleType
Phone Type	PhoneCodeSimpleType
Position Type	PositionCodeSimpleType
Preferred Mode of Delivery	PreferredModeDlvryCodeSimpleType
Race	RaceCodeSimpleType
Role	ParticipantRoleCodeSimpleType
Skin Tone	SkinToneCodeSimpleType
State	StateCodeSimpleType
Street Type	StreetCodeSimpleType
<b>Error Response</b>	
Code	See “CCMS Data Exchange Errors” for a list of errors.
Description	See “CCMS Data Exchange Errors” for a list of errors.

### 6.2.2 Court configurable elements

Each local court has the ability to create, edit, and remove the allowable values for the following data elements within this exchange:

- District
- Location
- Occupation

In practice, many of these values are standard across courts, but integration partners should contact their local court administrator for an authoritative list of the court-specific allowable values. These values will be contained in the Court Policy File, which describes specific court business and operational rules (e.g., hours of operation, code lists, and fee schedules) in a machine-readable format. The Court Policy File for each local court will be developed as part of the CCMS deployment of that court. Integration partners can learn more about the Court Policy File by referring to the “*Court Policy File Overview*.”

### 6.2.3 Indicator element allowable values

This exchange includes numerous “Indicator” elements that provide additional information related to a specific condition or scenario. Following is a list of indicator elements contained in this exchange. The allowable values for each element must be either “true” or “false” or “1” = true or “0” = false. Integration partners should not rely on the exchange mapping spreadsheets for the indicator element allowable values, but rather the exchange schemas contained in the appropriate schema folder.

The following schemas are the authoritative source for the indicator allowable values:

- Active Military Duty
- Commercial Vehicle
- Has Special Needs
- Hazardous Material
- Internal

- International Phone Number Indicator
- Owner's Responsibility
- Primary Language Indicator
- Primary Vehicle
- Receives Notice

### **6.3 *Business Processes***

There are no additional business processes that impact the data exchange.

### **6.4 *Data Classification***

As of this writing, no security classifications or restrictions to the data contained in this exchange have been identified.

#### **6.4.1 *Privacy considerations***

As of this writing, no specific privacy considerations for the content contained in this exchange have been identified.



## **7.0 ISB Message Processing**

### **7.1 Routing**

The ISB performs message routing for this data exchange. Routing rules are based on the content contained in the Common Service Header, which is described in the “*CCMS Data Exchange Common Technical Requirements*.”

- No additional routing rules apply to this exchange.

### **7.2 Message Interactions**

All messages sent to the ISB are processed synchronously in real time. This means messages received by the ISB are validated, translated to the appropriate format, and routed to the destination immediately.

Refer to the “*Data Exchange Functional Design Guidelines*” for an additional description of the message interactions with the ISB and CCMS.



## Appendix A. Acronyms

*Table 3. Acronyms*

Acronym	Name
ACCMS	Appellate Court Case Management System
AOC	Administrative Office of the Courts
CCMS	California Case Management System
CCTC	California Courts Technology Center
CEB	Common Element Block
DI	data integration
F&F	Fees and Fines
FTA	Failure To Appear
IP	integration partner
ISB	Integrated Services Backbone
LIAM	Local Integration Assessment Methodology
NIEM	National Information Exchange Model
OWSM	Oracle Web Services Management
RRA	request/reply-asynchronous
RRS	request/reply-synchronous
SDD	Service Description Document
SLA	service level agreement
SME	subject matter experts
URL	Universal Resource Locator
WSDL	Web Services Description Language
XML	eXtensible Markup Language

