



# Service Description Document: CCMS Data Exchange ACC802

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COURT RECEIVES CASH BAIL  
NOTIFICATION  
JUNE 2011



ADMINISTRATIVE OFFICE  
OF THE COURTS

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## Revision History

| Version | Date      | Author  | Description of Changes |
|---------|-----------|---------|------------------------|
| 1.0.0   | June 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            |
| 2.0.0   | September 2011 | <a href="#">Data Exchange Common Technical Requirements</a>   | AOC                            |
| 1.0.0   | September 2011 | <a href="#">ACC802 Data Exchange Specification</a>  | Deloitte Consulting/AOC/SEARCH |
| 1.0.0   | June 2011      | <a href="#">Service Description Document: CCMS Data Exchange ACC905 Court Sends Cash Bail Confirmation Notification</a> | Optimum Technology             |
| 1.0.0   | June 2011      | <a href="#">Service Description Document: CCMS Data Exchange EFL902 Court 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 needed for a trial court to receive a cash payment request from an integration partner.

Integration partners most likely to use this data exchange include:

- County sheriff
- County jail

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>.

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

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.

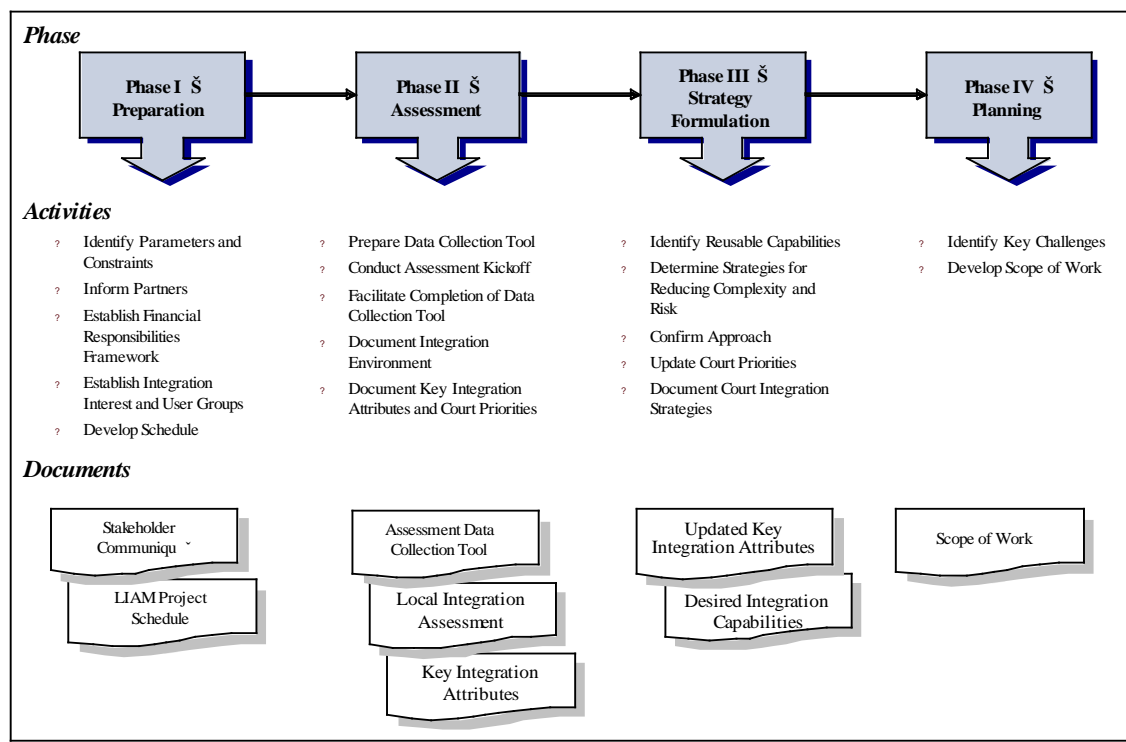


Figure 1. Implementation Phases

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.

## 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.

### **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>

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

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

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 ACC802 Receive Cash Bail Notification data exchange. A trial court uses this NIEM-based data exchange to receive a cash payment request from an integration partner. This data exchange is used to track a defendant's booking number and to create a case payment record in CCMS; it does not affect the actual transfer of funds. Funds will continue being transferred in the same manner as they currently are by each integration partner (e.g., check, ACH).

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** cash payment requests from an integration partner (service consumer). A trial court responds to such requests by echoing the data set back to the integration partner if the request was successful or sends back an error message with a description of the error if the request was unsuccessful.

### 2.2 Real World Effect

This service provides the ability to track a defendant's booking number and create a cash payment record in CCMS when a county sheriff (service consumer) or county jail (service consumer) makes a request to **send** a cash payment to a court (service provider), allowing funds to be transferred in their usual manner (e.g., check, ACH).

Following are possible situations when an integration partner would use this data exchange:

- The integration partner arrests a defendant on an active warrant and the defendant posts cash bail.

- The integration partner receives cash bail on an out of custody warrant of arrest (not in custody).
- The integration partner receives cash bail on a remand (where bail has been established by a judicial officer) (in custody).

## **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-ACC905 Send Cash Bail Confirmation Notification, which confirms the initial request successfully passed clerk review and contains the pertinent case information.
- CCMS-V4-EFL902 Send Clerk Review Rejection Notification, which contains rejection information in response to the court clerk's review of the request.

### **2.3.2 Related exchanges**

The related exchanges identify associated exchanges that an integration partner 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 by a court to receive any type of case payment from an integration partner.

### **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.

### **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 cash bail notification information to the ISB.
2. The ISB receives the case filing, performs schema validation, facilitates data mapping to the California judicial branch XML schema standard, and forwards the notification 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, facilitates data mapping to the NIEM standard and forwards the response to the integration partner.
6. The integration partner receives the response and takes appropriate action.

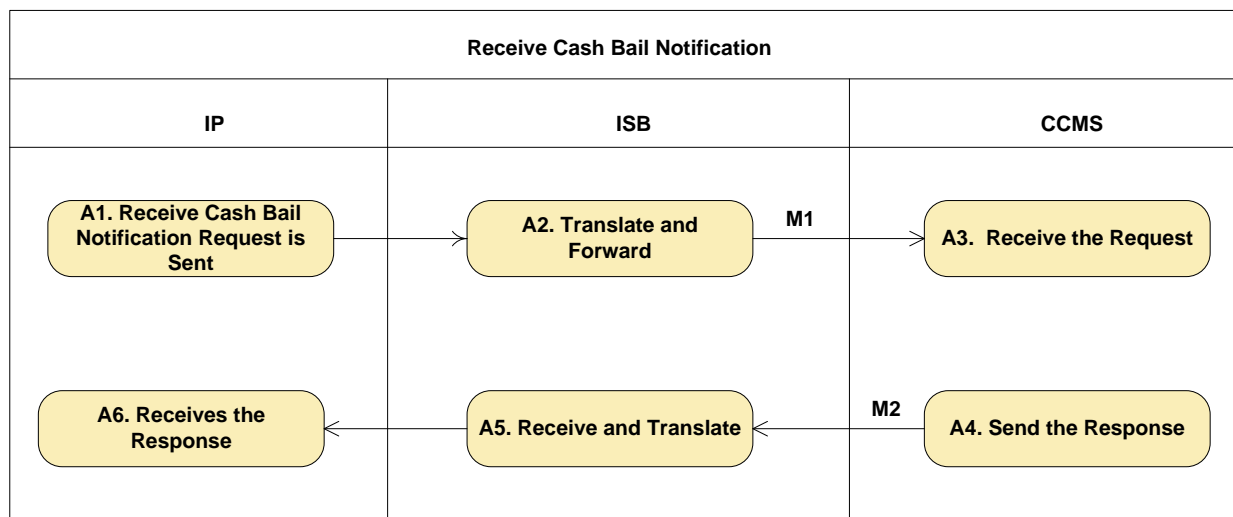


Figure 2. Court Receives Cash Bail Notification Activity Diagram

### **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 cash bail information, (e.g., participant, booking number, payment type, amount), sent by an integration partner to the court.
2. Response messages:
  - a. The Success Response message contains the cash bail response, sent by a court to an integration partner.
  - b. The Error Response message contains error and error description information indicating the cash bail request message was not successful and corrective action is required.

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



3. Business responses:

- 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 filing did not pass the court clerk review and corrective action is required.
- b. The CCMS-V4-ACC905 Send Cash Bail Confirmation Notification 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 the trial court the cash bail information case request.

- Conditions = None

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

The 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   |
|-------------------------|---|
| Accept Judicial Officer | Applicable only when Filing Type is "Case Management"   |
| Address Type            | <p><b>(CEB07) Branch – Payment Info. Court. Case Payment Record. Payor Information. Payor. Address</b></p> <ul style="list-style-type: none"> <li>Required when Payment Method is "Credit Card"</li> <li>Required when a fee exists and the fee amount is greater than zero</li> <li>Optional for trusts with a Fee Sub-Category of "Draw-Down Account"</li> <li>Must be "Billing Address" when Payment Method is "Online Credit Card"</li> </ul> <p><b>(CEB05) Branch – Participant Info. Court. Case. Participant. Address</b></p> <ul style="list-style-type: none"> <li>Required when the Preferred Mode of Delivery is "Postal Address"</li> </ul> |
| ADR Program             | <ul style="list-style-type: none"> <li>Applicable when Filing Type is "Alternative Dispute Resolution"</li> <li>Values are a combination of the ADR Program Name and the Assigned Neutral</li> </ul>  |
| Amended                 | <ul style="list-style-type: none"> <li>Required when the filing is an amendment</li> <li>Not applicable for Filing Types: <ul style="list-style-type: none"> <li>Transferred Filings</li> <li>Trial by Declaration</li> </ul> </li> </ul>   |
| Amount Not to Exceed    | <ul style="list-style-type: none"> <li>Digits can be 0-9</li> <li>Amount must match the total amount owed</li> <li>Only applicable when the Payment Method is "Online Credit Card"</li> <li>Required when a fee exists and the fee amount is greater than zero</li> <li>Payment methods of "Online Credit Card" and E-Filing" are mutually exclusive; only one can be sent</li> </ul>   |

| Referenced Element                   | Business Rule Description   |
|--------------------------------------|---|
| Amount Received (Amount Received \$) | <ul style="list-style-type: none"> <li>• Digits can be 0-9</li> <li>• Only applicable when Payment Method is “E-Filing”</li> <li>• Must be greater than zero</li> <li>• Required when a fee exists and the fee amount is greater than zero</li> </ul>   |
| Association Type                     | Required when participant name is present   |
| Attachment .JPG or .JPEG or .GIF     | Photograph files must be in .JPG, .JPEG or .GIF format and be less than 100 KB in size  |
| Bail Amount                          | Allows digits 0-9   |
| Bar Number                           | Attorney bar numbers from the same state cannot be duplicated   |
| Begin Date                           | <ul style="list-style-type: none"> <li>• Must be in date format: YYYY-MM-DD</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                        | Only valid when Category is “Person”  |
| Birth State                          | <ul style="list-style-type: none"> <li>• Applicable only when Birth Country is “United States of America”</li> <li>• Only valid when Category is “Person”</li> </ul>  |
| Body Part                            | Applicable only when Participant Category is “Person”   |
| Bond Amount                          | <ul style="list-style-type: none"> <li>• Must be a valid amount</li> <li>• Applicable only for Filing Types: <ul style="list-style-type: none"> <li>• Appeals</li> <li>• Case Initiation</li> <li>• Estates</li> <li>• Stays</li> </ul> </li> </ul>   |
| Booking Date                         | Must be earlier than or the same as the current system date   |
| Box Number                           | <p><b>(CEB07) Branch – Payment Info. Court. Case Payment Record. Payor Information. Payor. Address</b></p> <ul style="list-style-type: none"> <li>• Applicable only when Address Type is “Military”</li> <li>• Applicable when Payment Method is “Online Credit Card”</li> </ul> <p><b>(CEB05) Branch – Participant Info. Court. Case. Participant. Address</b></p> <ul style="list-style-type: none"> <li>• Applicable only when Address Type is “Military”</li> <li>• Applicable when the Preferred Mode of Delivery is “Postal Address”</li> </ul> |
| Build                                | Applicable only when Participant Category is “Person”   |
| Building                             | <ul style="list-style-type: none"> <li>• Required when the Resource Type is “Department”</li> <li>• Not applicable for all <b>other</b> values of Resource Type</li> <li>• Applicable when a Location value is provided</li> <li>• Mutually exclusive with the Resource Information.Person branch</li> </ul>  |
| Calendar Type                        | Not available when the Scheduling Option is “Reserved”  |
| CalWorks or TANF                     | Applicable when Filing Type is “Fee Waiver” and Financial Assistance is “Y”   |
| CAPI                                 | Applicable when Filing Type is “Fee Waiver” and Financial Assistance” is “Y”  |
| Card Number (Card No.)               | <ul style="list-style-type: none"> <li>• Required when Payment Method is “Online Credit Card”</li> <li>• Required when a fee exists and the fee amount is greater than zero</li> <li>• Payment methods of “Online Credit Card” and E-Filing” are mutually exclusive; only one can be sent</li> <li>• Card number must contain the correct number of digits for card type selected (Visa/MC/Discover = 16 and Amex = 15)</li> </ul>  |



| Referenced Element                    | Business Rule Description   |
|---------------------------------------|---|
| Card Type                             | <ul style="list-style-type: none"> <li>Applicable and required when Payment Method is "Online Credit Card"</li> <li>Required when a fee exists and the fee amount is greater than zero</li> <li>Payment methods of "Online Credit Card" and E-Filing" are mutually exclusive; only one can be sent</li> <li>Allowable values are: <ul style="list-style-type: none"> <li>Visa</li> <li>MasterCard</li> <li>AmEx</li> <li>Discover</li> </ul> </li> </ul>  |
| Case Number                           | <p><b>(CEB12) Existing Case Number – Title. Court. Case. Case Number. CCMS-V4 Case Number</b></p> <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> <p><b>(CEB08) Scheduling Info. Court. Case. Event. Related Cases. Case Number. CCMS-V4 Case Number</b></p> <ul style="list-style-type: none"> <li>When related cases are sent, they must belong to the primary case</li> <li>Not applicable when Case Category is FMI</li> <li>Required when searching for or adding a case</li> </ul> |
| Case Participant XML ID               | <p><b>(CEB07) Payment Info. Court. Case. Payment Record. Payor Information. Payor</b></p> <ul style="list-style-type: none"> <li>Must be an existing Case Participant XML ID</li> <li>Required when a fee exists and the fee amount is greater than zero</li> </ul> <p><b>(CEB05) Participant Info. Court. Case. Participant</b></p> <ul style="list-style-type: none"> <li>Must be unique and must be sequential starting with number 1</li> </ul>   |
| Case Participant XML ID for Associate | Must be an existing Case Participant XML ID.  |
| Case Settled for 10K                  | <ul style="list-style-type: none"> <li>Applicable only for Filing Type "Notices"</li> <li>Allowable values are: <ul style="list-style-type: none"> <li>Case settled for \$10,000 or more = M</li> <li>Case settled for less than \$10,000 = L</li> </ul> </li> </ul>  |
| Case Title                            | Required when a Case Number is sent   |
| Case Year                             | <p><b>(CEB12) Existing Case Number – Title. Court. Case. Case Number. CCMS-V4 Case Number</b></p> <ul style="list-style-type: none"> <li>Digits can be 0-9 and must be in YYYY format</li> <li>CCMS Case Number and External Case Number are mutually exclusive; only one may be sent</li> <li>Must be sent for case amendments</li> </ul>  |
| Challenged Judicial Officer           | Only applicable when Filing Type is "Challenge"   |
| Change In Financial Situation         | <ul style="list-style-type: none"> <li>Allowable values are: <ul style="list-style-type: none"> <li>End Fee Waiver = E</li> <li>Request Court Review = R</li> </ul> </li> </ul>   |

| Referenced Element                     | Business Rule Description  |
|--|--|
| City                                   | <p><b>(CEB05) Branch – Participant Info. Court. Case. Participant. Address</b></p> <ul style="list-style-type: none"> <li>• Required when Country is “United States”</li> <li>• Required when the Preferred Mode of Delivery is “Postal Address”</li> <li>• Applicable only when Participant Category is “Person”</li> <li>• When Address Type is “Military APO” or “Military FBO,” 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> <p><b>(CEB07) Branch – Payment Info. Court. Case Payment Record. Payor Information. Payor. Address</b></p> <ul style="list-style-type: none"> <li>• Required when Payment Method is “Online Credit Card”</li> <li>• Required when a fee exists and the fee amount is greater than zero</li> <li>• Required when Country is “United States”</li> <li>• When Address Type is “Military APO” or “Military FBO,” 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> <p><b>(CEB05) Participant Info. Court. Case. Participant. Employer Info. Address</b></p> <ul style="list-style-type: none"> <li>• Required when the Preferred Mode of Delivery is “Postal Address”</li> </ul> |
| Class                                  | Required for the following ID Type: Driver’s License Number  |
| Code                                   | Applicable only when Participant Category is “Person”  |
| Conditional Settlement Date to Dismiss | <ul style="list-style-type: none"> <li>• Must be in date format: YYYY-MM-DD</li> <li>• Applicable only when Filing Type is “Notices”</li> <li>• Applicable only when Filing Document is “Notice of Settlement”</li> </ul>  |
| Costs \$                               | <ul style="list-style-type: none"> <li>• Applicable only for Case Category “Small Claims”</li> <li>• Must be a valid Currency amount</li> </ul>  |

| Referenced Element                             | Business Rule Description   |
|--|---|
| Country  | <p><b>(CEB05) Branch – Participant Info. Court Case. Participant. ID Info</b></p> <ul style="list-style-type: none"> <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> <p><b>(CEB07) Branch – Payment Info. Court. Case Payment Record. Payor Information. Payor. Address</b></p> <ul style="list-style-type: none"> <li>Required when Payment Method is “Online Credit Card”</li> <li>Required when a fee exists and the fee amount is greater than zero</li> <li>When Address Type is “International Address,” United States of America is not an applicable selection</li> <li>Not applicable when Address Type is “Military A.P.O. Box” or “Military F.P.O. Box”</li> </ul> <p><b>(CEB05) Branch – Participant Info. Court. Case. Participant. Address</b></p> <ul style="list-style-type: none"> <li>When Address Type is “International Address,” United States of America is not an applicable selection</li> <li>Not applicable when Address Type is “Military A.P.O. Box” or “Military F.P.O. Box”</li> <li>Required when the Preferred Mode of Delivery is “Postal Address”</li> </ul> <p><b>(CEB05) Participant Info. Court. Case. Participant. Employer Info. Address</b></p> <ul style="list-style-type: none"> <li>Required when the Preferred Mode of Delivery is “Postal Address”</li> </ul> |
| County   | <p><b>(CEB05) Branch – Participant Info. Court Case. Participant. ID Info</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> </ul>  |
| County Relief or General Assistance            | Applicable when Filing Type is “Fee Waiver” and Financial Assistance” is “Y”  |
| Court Code                                     | <p><b>(CEB12) Existing Case Number. Title. Court. Case. Case Number. CCMS-V4 Case Number</b></p> <ul style="list-style-type: none"> <li>Must be a number ranging from 1 to 58</li> <li>Must be sent for case amendments</li> </ul> <p><b>(CEB11) E-Filing Court Info. Court. EFiling Court Information</b></p> <ul style="list-style-type: none"> <li>Must be a number ranging from 1 to 58</li> </ul> <p><b>(CEB08) Scheduling Info. Court. Case. Event. Related Cases. Case Number. CCMS-V4 Case Number</b></p> <ul style="list-style-type: none"> <li>Required when searching for or adding a case</li> </ul>  |
| Court-Appointed Interpreter Fees for a Witness | Applicable only for Filing Type “Fee Waiver – Additional”   |
| CVV2   | <ul style="list-style-type: none"> <li>Required when Payment Method is “Online Credit Card”</li> <li>Required when a fee exists and the fee amount is greater than zero</li> <li>Payment methods of “Online Credit Card” and E-Filing” are mutually exclusive; only one can be sent</li> <li>Must contain the correct number of digits for the card type selected (Visa/MC/Discover = 3 and Amex = 4)</li> </ul>  |

| Referenced Element                          | Business Rule Description   |
|---|---|
| Date Able to Pay Court Fees and Costs After | <ul style="list-style-type: none"> <li>Must be in date format: YYYY-MM-DD</li> <li>Applicable when Filing Type is “Notices” and Change in Financial Situation is “E”</li> </ul>   |
| Date Appear By                              | <ul style="list-style-type: none"> <li>Must be later than or the same as the current date</li> <li>Must be a Court Business Day</li> <li>Required for Filing Documents: <ul style="list-style-type: none"> <li>Cash Bail</li> <li>Own Recognizance (FMI)</li> <li>Own Recognizance (Juvenile)</li> </ul> </li> </ul>  |
| Date of Bankruptcy                          | <ul style="list-style-type: none"> <li>Must be in date format: YYYY-MM-DD</li> <li>Applicable only for Filing Types: <ul style="list-style-type: none"> <li>Requests</li> <li>Stipulation</li> <li>Stays</li> </ul> </li> </ul>   |
| Date of Birth                               | <ul style="list-style-type: none"> <li>Must be in date format: YYYY-MM-DD</li> <li>Applicable only when Participant Category is “Person”</li> </ul>   |
| Date of Birth Type                          | Only valid when Category is “Person”  |
| Date of Death                               | <ul style="list-style-type: none"> <li>Must be in date format: YYYY-MM-DD</li> <li>Applicable only when Participant Category is “Person”</li> </ul>   |
| Date of Last Court Fee Waiver Order         | <ul style="list-style-type: none"> <li>Must be in date format: YYYY-MM-DD</li> <li>Applicable only for Filing Type “Notices”</li> </ul>   |
| Date of Last Granted Fee Waiver Order       | <ul style="list-style-type: none"> <li>Must be in date format: YYYY-MM-DD</li> <li>Applicable when Filing Type is “Fee Waiver-Additional”</li> </ul>  |
| Date of Service                             | <ul style="list-style-type: none"> <li>Must be in date format: YYYY-MM-DD</li> <li>Applicable only when Filing Type is “Proof of Service – General”</li> <li>Applicable only to Family Law cases</li> </ul>   |
| Date Signed                                 | <ul style="list-style-type: none"> <li>Must be earlier than or the same as the current system date</li> <li>Required for Filing Document: <ul style="list-style-type: none"> <li>Ramey Warrant</li> <li>Governor’s Warrant</li> <li>Fugitive Warrant</li> </ul> </li> </ul>   |
| Day of Week                                 | <ul style="list-style-type: none"> <li>Required when the Event Date Time field is not sent</li> <li>Not applicable when Event Date Time field is sent</li> <li>Not applicable when Scheduling Options is “Reserved”</li> </ul>  |
| DBA Name                                    | Required when Name Type is “DBA” or “FDBA”  |
| Decline Judicial Officer                    | Applicable only when Filing Type is “Case Management”   |
| Defective                                   | Applicable only for Filing Types: <ul style="list-style-type: none"> <li>Proof of Service - Case Initiating Document</li> <li>Proof of Service - General</li> </ul>   |
| Department                                  | <ul style="list-style-type: none"> <li>Required when the Resource Type is “Department”</li> <li>Not applicable for all <b>other</b> values of Resource Type</li> <li>Applicable when a Building value is provided.</li> <li>Not applicable when the Scheduling Option is “Reserved”</li> </ul>  |
| Descriptor                                  | <b>(CEB07) Branch – Payment Info. Court. Case Payment Record. Payor Information. Payor. Address</b> <ul style="list-style-type: none"> <li>Applicable when Payment Method is “Online Credit Card”</li> </ul> <b>(CEB05) Branch – Participant Info. Court. Case. Participant. Address</b> <ul style="list-style-type: none"> <li>Applicable when the Preferred Mode of Delivery is “Postal Address”</li> </ul> |

| Referenced Element    | Business Rule Description  |
|-----------------------|--|
| Direction             | <p><b>(CEB07) Branch – Payment Info. Court. Case Payment Record. Payor Information. Payor. Address</b></p> <ul style="list-style-type: none"> <li>• Required when Payment Method is “Online Credit Card”</li> <li>• Required when a fee exists and the fee amount is greater than zero</li> <li>• Applicable only when Address Type is not “P.O. Box”, “Military APO Box” or “Military FPO Box”</li> <li>• Not applicable when Address Type is “Military” or “P.O. Box”</li> </ul> <p><b>(CEB05) Branch – Participant Info. Court. Case. Participant. Address</b></p> <ul style="list-style-type: none"> <li>• Required when the Preferred Mode of Delivery is “Postal Address”</li> <li>• Applicable only when Participant Category is “Person”</li> <li>• Applicable only when Address Type is not “P.O. Box”, “Military APO Box” or “Military FPO Box”</li> <li>• Not applicable when Address Type is “Military” or “P.O. Box”</li> </ul> |
| District              | <p><b>Branch – Scheduling Info. Court. Case. Event. Resource Information. Department</b></p> <ul style="list-style-type: none"> <li>• Required when the Resource Type is “Department”</li> <li>• Not applicable when the Scheduling Option is “Reserved”</li> <li>• Not applicable for all <b>other</b> values of Resource Type</li> </ul>   |
| Document Title        | Sealed documents must be accompanied by a lead filing document indicating there are sealed filings in the e-filing. Only the lead document is visible to the clerk.  |
| Effective Date        | Must be in date format: YYYY-MM-DD   |
| Electronic Address    | <ul style="list-style-type: none"> <li>• Required when the value of Preferred Mode of Delivery is “E-Mail Address/Web Service Address”</li> <li>• Address must contain an “@” character and the “@” cannot be the first or the last character</li> </ul>   |
| Employer Phone Number | <ul style="list-style-type: none"> <li>• Required when the Preferred Mode of Delivery is “Postal Address”</li> <li>• Applicable only when Participant Category is “Person”</li> <li>• Must be in ###-###-#### format</li> </ul>  |
| Entity Contact Person | <p>Not applicable for Category of “Person”</p> <p>Applicable only when Participant Category is:</p> <ul style="list-style-type: none"> <li>• Entity</li> <li>• Trust</li> <li>• Gov’t Agency</li> </ul>  |
| Event Date Time       | <ul style="list-style-type: none"> <li>• Must be in date format: YYYY-MM-DD</li> <li>• Time must be in valid time format (00:00). Note that colon between numbers is not required</li> <li>• Date can be either a future or past date</li> <li>• Not available when the Scheduling Option is “Reserved”</li> </ul>   |
| Event Notes           | Not Applicable when Scheduling Options is “Scheduled”  |
| Event Type            | <p>Not available when the Scheduling Option is “Reserved”</p> <p>Available Event Types are determined by the Calendar Type</p>   |
| Ex Parte              | <p>Applicable only for Filing Types:</p> <ul style="list-style-type: none"> <li>• Order to Show Cause</li> <li>• Motions</li> </ul>  |

| Referenced Element                           | Business Rule Description   |
|--|---|
| 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>  |
| Expiration Date - Month                      | <ul style="list-style-type: none"> <li>Required when Payment Method is "Online Credit Card"</li> <li>Date must be later than current system date</li> <li>Payment methods of "Online Credit Card" and E-Filing" are mutually exclusive; only one can be sent</li> <li>Values can be 01-12</li> </ul>  |
| Expiration Date - Year                       | <ul style="list-style-type: none"> <li>Required when Payment Method is "Online Credit Card"</li> <li>Date must be later than current system date</li> <li>Digits can be 0-9 and in YYYY format</li> <li>Payment methods of "Online Credit Card" and E-Filing" are mutually exclusive; only one can be sent</li> </ul>   |
| Extension                                    | Digits can be 0-9   |
| External Case Number                         | <p><b>(CEB12) Existing Case Number – Title. Court, Case, Case Number, CCMS-V4 Case Number</b></p> <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 CCMS Case Number is not provided.</li> <li>Must be sent for case amendments</li> <li>When related cases are sent, they must belong to the primary case</li> <li>Not applicable when Case Category is FMI</li> </ul>  |
| 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                                    | Applicable only when Participant Category is "Person"   |
| Fees for a Peace Officer to Testify in court | Applicable only for Filing Type "Fee Waiver – Additional"   |
| Fees for Court-Appointed Experts             | Applicable only for Filing Type "Fee Waiver – Additional"   |
| FEIN Number                                  | <p>Applicable only when Participant Category is:</p> <ul style="list-style-type: none"> <li>Entity</li> <li>Trust</li> <li>Gov't Agency</li> </ul>  |
| FFA Amount                                   | Digits must be 0-9  |
| Filed By Case Participant XML ID             | <ul style="list-style-type: none"> <li>Must be an existing Case Participant XML ID</li> <li>Filed By Case Participant XML ID and Refers to Case Participant XML ID are mutually exclusive; only one can be sent. However, one of them must be sent with a filing</li> <li>The same Case Participant XML ID cannot be used as a Filed By or Refers To case participant more than once per filing</li> <li>Each case participant has a Case Participant XML ID; all Case Participant XML IDs must be used as a Filed By or a Refers To case participant on at least one filing</li> </ul> |

| Referenced Element    | Business Rule Description  |
|-----------------------|--|
| Filing Document       | <b>(CEB01) Branch: Court. Case. Filing</b> <ul style="list-style-type: none"> <li>Blank when the document is an attachment</li> <li>Sealed documents must be accompanied by a lead filing document indicating there are sealed filings in the e-filing. Only the lead document is visible to the clerk.</li> <li>Each defendant in an FMI case must have at least one filing document</li> </ul> |
| Filing Document PDF   | <ul style="list-style-type: none"> <li>Required for the lead Document; optional for additional documents</li> <li>Only allows PDF attachments</li> <li>Not applicable for NCF cases</li> </ul>   |
| Filing Type           | Allowable values for Filing Type depend on the value of Case Category  |
| Filing XML ID         | The Filing XML ID for the first filing document must be sequential for each filing (beginning with the number 1) and must be unique  |
| Financial Assistance  | Applicable only if participant is receiving financial assistance under one of the fee waiver programs  |
| Food Stamps           | Applicable when Filing Type is "Fee Waiver" and Financial Assistance" is "Y"   |
| Franchise Site Number | Applicable only when Participant Category is: <ul style="list-style-type: none"> <li>Entity</li> <li>Trust</li> <li>Gov't Agency</li> </ul>  |
| Gender                | Applicable only when Participant Category is "Person"  |
| Habitual Residence    | <ul style="list-style-type: none"> <li>Applicable only when Participant Category is "Person"</li> <li>"Other Habitual Residence" can only be sent when the value of "Other" is sent for Habitual Residence</li> </ul>  |
| Hair Color            | Applicable only when Participant Category is "Person"  |
| Has Special Needs     | Applicable only when Participant Category is "Person"  |
| Height in Feet        | <ul style="list-style-type: none"> <li>Must be a number greater than zero</li> <li>Applicable only when Participant Category is "Person"</li> </ul>  |
| Height in Inches      | <ul style="list-style-type: none"> <li>Must be a number greater than zero</li> <li>Must be less than 12</li> <li>Applicable only when Participant Category is "Person"</li> </ul>  |
| ID Type               | Required if a number (ID Value) is entered<br>The following is a list of ID Types that can be Case Defaulted Identifiers: <ul style="list-style-type: none"> <li>CII Number</li> <li>Driver's License Number</li> <li>FBI Number</li> <li>INS Number</li> <li>NCIC Number</li> <li>Sheriff's Bureau of Investigation Number</li> <li>Social Security Number</li> </ul>                           |

| Referenced Element                   | Business Rule Description  |
|--------------------------------------|--|
| ID Value                             | <ul style="list-style-type: none"> <li>Required if ID Type is selected</li> <li>When ID Type is Driver's License Number from the state of California, the format must be a capital letter followed by 7 digits</li> <li>When ID Type is Social Security Number, it is invalid if it meets any of the following conditions: <ul style="list-style-type: none"> <li>Has an area number greater than 772</li> <li>Contains all zeros in any segment (000-xx-xxxx or xxx-00- xxxx or xxx-xx-0000)</li> <li>Begins with 666 (such as 666-xx-xxxx)</li> <li>Is a number between 987-65-4320 to 987-65-4329</li> <li>Is equal to 078051120</li> <li>Is not exactly 9 digits long</li> </ul> </li> </ul> |
| IHSS                                 | Applicable when Filing Type is "Fee Waiver" and Financial Assistance" is "Y"   |
| Improved Financial Situation         | Applicable only for Filing Type "Fee Waiver – Additional"  |
| Insufficient Income                  | <ul style="list-style-type: none"> <li>Applicable only for Filing Type "Fee Waiver"</li> <li>Allowable values are: <ul style="list-style-type: none"> <li>Waive all court fees = A</li> <li>Waive some of the court fees = S</li> <li>Make payments over time = T</li> </ul> </li> </ul>   |
| Integration Partner Phone Number     | Digits can be 0-9  |
| Internal                             | Required for the following ID Types: Employee ID Number  |
| Internal Comments                    | Required when a fee exists and the fee amount is greater than zero   |
| International Phone Number Indicator | Required when Payment Method is "Online Credit Card"   |
| Interpreter Required                 | <p><b>(CEB08) Scheduling Info. Court. Case. Event. Event Details</b></p> <ul style="list-style-type: none"> <li>Not applicable when scheduling an FMI event with co-defendants</li> <li>Applicable when the case type is felony, misdemeanor, or infraction</li> </ul> <p><b>(CEB08) Scheduling Info. Court. Case. Event</b></p> <ul style="list-style-type: none"> <li>Allowable only when the case type is felony, misdemeanor, or infraction</li> </ul>   |



| Referenced Element     | Business Rule Description  |
|------------------------|--|
| Judicial Officer       | <ul style="list-style-type: none"> <li>Not applicable when Department is selected</li> <li>Applicable only for Filing Types: <ul style="list-style-type: none"> <li>Amendment</li> <li>Appeals</li> <li>Applications</li> <li>Attachments &amp; Supplementals</li> <li>Case Management</li> <li>Challenge</li> <li>Correspondence</li> <li>Declarations/ Affidavits/ Statements</li> <li>Ex Parte</li> <li>Exhibits/ Briefs/ Receipts</li> <li>Fee Waiver</li> <li>Fee Waiver- Additional</li> <li>Inventories/ Appraisals/Reports</li> <li>Judgment/ Dismissal</li> <li>Letters</li> <li>Motions</li> <li>Notices</li> <li>Objections/ Responses</li> <li>Opposition/ Replies</li> <li>Orders</li> <li>Order to Show Cause</li> <li>Petitions</li> <li>Proof</li> <li>Protective/Restraining Orders</li> <li>Reports</li> <li>Requests</li> <li>Stipulation</li> <li>Transcripts</li> <li>Vexatious Litigants</li> <li>Warrants/Issuance Returns</li> </ul> </li> </ul> |
| Jury Fees and Expenses | Applicable only for Filing Type "Fee Waiver – Additional"  |
| Jury Requested         | Only applicable when the Filing Type is "Trial/Hearing Setting"  |
| Language               | <p><b>(CEB05) Participant Info. Court. Case. Participant. Languages</b></p> <ul style="list-style-type: none"> <li>Allowable only when Participant Category is "Person"</li> </ul> <p><b>(CEB08) Scheduling Info. Court. Case. Event. Language</b></p> <ul style="list-style-type: none"> <li>Not applicable when the case is a Felony, Misdemeanor, or Infraction and there are co-defendants</li> <li>Allowable only when the case type is felony, misdemeanor, or infraction</li> </ul>   |
| Lawyer has agreed      | <p>Applicable only for Filing Types:</p> <ul style="list-style-type: none"> <li>Fee Waiver</li> <li>Fee Waiver - Additional</li> </ul>   |
| Left/Right/Both        | Applicable only when Participant Category is "Person"  |
| Location               | <p><b>(CEB 08) Branch – Scheduling Info. Court. Case. Event. Resource Information. Department</b></p> <ul style="list-style-type: none"> <li>Required when the Resource Type is "Department"</li> <li>Not applicable for all <b>other</b> values of Resource Type</li> <li>Applicable when a District is provided</li> <li>Not applicable when the Scheduling Option is "Reserved"</li> </ul>  |
| Long Cause             | Applicable only when Filing Type is "Trial/Hearing Setting"  |

| Referenced Element       | Business Rule Description  |
|--------------------------|--|
| Medi-Cal                 | Applicable when Filing Type is "Fee Waiver" and Financial Assistance" is "Y"   |
| Name                     | <ul style="list-style-type: none"> <li>Required when a value is chosen for "Payor"</li> <li>Applicable only when a Role is present</li> <li>Applicable values depend on participants in the case and the value of "Role"</li> </ul>  |
| Name on Card             | <ul style="list-style-type: none"> <li>Applicable and required only when Payment Method is "Online Credit Card"</li> <li>Required when a fee exists and the fee amount is greater than zero</li> <li>Payment methods of "Online Credit Card" and E-Filing" are mutually exclusive; only one can be sent</li> </ul> |
| Name Type                | <b>(CEB05) Branch: Court. Case. Participant. Participant Name</b><br>Allowable values are: <ul style="list-style-type: none"> <li>NAMEONCASE</li> <li>FILEDAS</li> </ul>   |
| Night Court              | Not applicable when Scheduling Options is "Reserved"   |
| Offense Level            | Not applicable for Case Type 300.  |
| Organization Name        | <b>(CEB07) Payment Info. Court. Case. Payment Record. Payor Information. Payor. Entity</b> <ul style="list-style-type: none"> <li>Applicable only when Participant Category is "Entity", Gov't Agency" or "Trust"</li> </ul>   |
| Original Arrest Date     | <ul style="list-style-type: none"> <li>Must be later than or the same as the violation date</li> <li>Must be earlier than or the same as the current system date</li> </ul>  |
| Originating Agency       | Only applicable when Participant Category is "Person"  |
| Other Agency Receipt     | <ul style="list-style-type: none"> <li>Only applicable when Payment Method is "E-Filing"</li> <li>Required when a fee exists and the fee amount is greater than zero</li> <li>Payment methods of "Online Credit Card" and E-Filing" are mutually exclusive; only one can be sent</li> </ul>                        |
| Other Attributes         | Applicable for all filing types  |
| Other Fees               | Other Fees Requested is required if this field is populated  |
| Other Habitual Residence | Applicable only when the value of Habitual Residence is "Other"  |
| P.O. Box Number          | <b>(CEB07) Branch – Payment Info. Court. Case Payment Record. Payor Information. Payor. Address</b> <ul style="list-style-type: none"> <li>Applicable when Payment Method is "Online Credit Card"</li> <li>Applicable only when Address Type is "P.O. Box"</li> </ul>  |
|                          | <b>(CEB05) Branch – Participant Info. Court. Case. Participant. Address</b> <ul style="list-style-type: none"> <li>Applicable only when Address Type is "P.O. Box"</li> </ul>  |
| Participant Category     | If Participant Category is sent, Participant ID is required  |

| Referenced Element            | Business Rule Description  |
|-------------------------------|--|
| Participant ID                | <p><b>Court. Case. NCF. Warrant. Signing Judicial Officer</b></p> <ul style="list-style-type: none"> <li>• Must be numeric.</li> <li>• Required for Filing Document types: <ul style="list-style-type: none"> <li>○ Ramey Warrant</li> <li>○ Governor's Warrant</li> <li>○ Fugitive Warrant</li> </ul> </li> </ul> <p><b>(CEB08) Branch: Court. Case. Event. Language</b></p> <ul style="list-style-type: none"> <li>• Required when Language and Interpreter Required are sent</li> </ul> <p><b>(CEB08) Scheduling Info. Court. Case. Event. Resource Information. Person</b></p> <ul style="list-style-type: none"> <li>• Not applicable if Resource Type is "Department"</li> <li>• Required for all values of Resource Type except "Department"</li> </ul> <p><b>(CEB12) Branch – Existing Case Number.- Title. Court. Case</b></p> <ul style="list-style-type: none"> <li>• If Participant ID is sent, Participant Category is required</li> <li>• Must be numeric</li> </ul> |
| Party Address                 | Applicable only when Filing Type is "Notices" and Case Settled for 10K is "M"  |
| Party Name                    | Applicable only when Filing Type is "Notices" and Case Settled for 10K is "M"  |
| Pay Cycle                     | Applicable only when Participant Category is "Person"  |
| Payment Method                | <ul style="list-style-type: none"> <li>• OCC (Online Credit Card) and EF (E-Filing) are mutually exclusive. Only one can be sent.</li> <li>• Required unless the payment is from a trust or is a Transfer Payment transaction</li> <li>• Values are configurable by the court</li> <li>• For credit card payments through e-filing, must use credit card transactions with online authorization</li> <li>• Required when a fee exists and the fee amount is greater than zero</li> <li>• Allowable values are: <ul style="list-style-type: none"> <li>• Online Credit Card = OCC</li> <li>• E-Filing = EF</li> </ul> </li> </ul>   |
| Payor First Name (First Name) | <ul style="list-style-type: none"> <li>• Applicable only when Participant Category is "Person"</li> <li>• Required when Payment Method is "Online Credit Card"</li> <li>• Required when a value is chosen for "Payor"</li> <li>• Available only when a Role is present</li> <li>• Available values depend on participants in the case and the value of "Role"</li> <li>• Not applicable when Organization Name is sent. Either the Person branch or the Organization branch may be sent but not both.</li> </ul>   |
| Payor Last Name (Last Name)   | <ul style="list-style-type: none"> <li>• Applicable only when Participant Category is "Person"</li> <li>• Required when Payment Method is "Online Credit Card"</li> <li>• Required when a value is chosen for "Payor"</li> <li>• Available only when a Role is present</li> <li>• Available values depend on participants in the case and the value of "Role"</li> <li>• Not applicable when Organization Name is sent. Either the Person branch or the Organization branch may be sent but not both.</li> </ul>   |

| Referenced Element                 | Business Rule Description  |
|------------------------------------|--|
| Payor Middle Name<br>(Middle Name) | <ul style="list-style-type: none"> <li>Applicable only when Participant Category is "Person"</li> <li>Applicable when Payment Method is "Online Credit Card"</li> <li>Applicable when a value is chosen for "Payor"</li> <li>Available only when a Role is present</li> <li>Available values depend on participants in the case and the value of "Role"</li> <li>Not applicable when Organization Name is sent. Either the Person branch or the Organization branch may be sent but not both.</li> </ul>   |
| Payor Name - Category              | Required when Payment Method is "Online Credit Card"   |
| PDF Document                       | Must be a PDF attachment only  |
| Phone Number                       | <b>(CEB07) Payment Info. Court. Case. Payment Record, Payor Information. Payor. Phone</b> <ul style="list-style-type: none"> <li>Digits can be 0-9 in ###-###-#### format</li> <li>Must be a number</li> <li>Required if Phone Type is selected</li> <li>Required when payment method is 'Online Credit Card'</li> <li>If the number is international, up to 15 characters can be entered</li> </ul>   |
| Phone Type                         | <b>(CEB07) Payment Info. Court. Case. Payment Record, Payor Information. Payor. Phone</b> <ul style="list-style-type: none"> <li>Required when payment method is 'Online Credit Card'</li> </ul> <b>(CEB05) Participant Info. Court. Case. Participant. Address. Phone</b> <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>  |
| Post Amount                        | Must be a valid amount.  |
| Preferred Mode of Delivery         | <ul style="list-style-type: none"> <li>Required when the value of 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 Language Indicator         | Applicable only when Participant Category is "Person"  |
| Primary Vehicle                    | Only one vehicle can be selected as the Primary Vehicle  |
| Province                           | <b>(CEB07) Branch – Payment Info. Court. Case Payment Record. Payor Information. Payor. Address</b> <ul style="list-style-type: none"> <li>Not applicable when Country is "United States"</li> <li>Required when Payment Method is "Online Credit Card"</li> <li>Required when a fee exists and the fee amount is greater than zero</li> <li>Not applicable when Address Type is "Military APO Box" or "Military FPO Box"</li> </ul> <b>(CEB05) Branch – Participant Info. Court. Case. Participant. Address</b> <ul style="list-style-type: none"> <li>Applicable only when Participant Category is "Person"</li> <li>Not applicable when Country is "United States"</li> <li>Not applicable when Address Type is "Military APO Box" or "Military FPO Box"</li> </ul> |
| Race                               | Applicable only when Participant Category is "Person"  |
| Receives Notice                    | If Receives Notice is "Y," Preferred Mode of Delivery is required  |

| Referenced Element                | Business Rule Description   |
|-----------------------------------|---|
| Refers to Case Participant XML ID | <ul style="list-style-type: none"> <li>Must be an existing Case Participant XML ID</li> <li>Filed By Case Participant XML ID and Refers to Case Participant XML ID are mutually exclusive; only one can be sent. However, one of them must be sent with a filing.</li> </ul>  |
| Reporters' Daily Fees             | Applicable only for Filing Type "Fee Waiver – Additional"   |
| Request to Waive Court Fees       | Applicable only for Filing Type "Fee Waiver"  |
| Requested Waiver Last Six Months  | Applicable only for Filing Type "Fee Waiver"  |
| Resource Type                     | <ul style="list-style-type: none"> <li>When the Resource Type is Arbitrator, FCS Mediator, Judicial Assistant, or Judicial Officer, the Participant ID must be a resource of the same type</li> <li>When the Resource Type is a person, the <b>Resource Information. Person</b> branch (Participant ID) is required</li> <li>When the Resource Type is "Department," the <b>Resource Information. Department</b> branch (District, Location, Building, and Department) is required</li> </ul> |
| Role                              | Required when participant name is present.  |
| Scheduling Notes                  | Not applicable if Scheduling Options is "Reserved"  |
| Scheduling Options                | Not applicable if the event has a status of "Scheduled"   |
| Section                           | <ul style="list-style-type: none"> <li>Must be an effective section, i.e., within the start and end dates</li> <li>Field is case sensitive</li> </ul>   |
| Service Effective Date            | <ul style="list-style-type: none"> <li>Must be in YYYY-DD-MM format</li> <li>Applicable only when the service is effective on the case and the Filing Type is: <ul style="list-style-type: none"> <li>Proof of Service - Case Initiating Document</li> <li>Proof of Service - General</li> </ul> </li> </ul>  |
| Service Fees (from POS) \$        | <ul style="list-style-type: none"> <li>Must be a valid currency amount.</li> <li>Applicable only for Filing Types: <ul style="list-style-type: none"> <li>Proof of Service- Case Initiating</li> <li>Proof of Service - General</li> </ul> </li> </ul>  |
| Settlement Received               | Applicable for Filing Type "Notices"  |
| Short Cause                       | Applicable only when Filing Type is "Trial/Hearing Setting"   |
| Skin Tone                         | Applicable only when Participant Category is "Person."  |
| Special Needs                     | <ul style="list-style-type: none"> <li>Applicable only when the value of Has Special Needs is "Y"</li> <li>Applicable only when Participant Category is "Person"</li> </ul>   |
| SSI                               | Applicable when Filing Type is "Fee Waiver" and Financial Assistance" is "Y"  |
| SSP                               | Applicable when Filing Type is "Fee Waiver" and Financial Assistance" is "Y"  |

| Referenced Element | Business Rule Description   |
|--------------------|---|
| State              | <p><b>(CEB05) Branch – Participant Info. Court. Case. Participant. Vehicle Info</b></p> <ul style="list-style-type: none"> <li>Required when ID Type is “Driver’s License Number”</li> </ul> <p><b>(CEB05) Branch – Participant Info. Court Case. Participant. ID Info</b></p> <ul style="list-style-type: none"> <li>Required for the following ID Types: <ul style="list-style-type: none"> <li>Bar Number</li> <li>Driver’s License Number</li> <li>ID Number</li> <li>Other ID Card Number</li> <li>Professional License Number</li> </ul> </li> <li>Required when ID Type is “Driver’s License Number”</li> </ul> <p><b>(CEB07) Branch – Payment Info. Court. Case Payment Record. Payor Information. Payor. Address</b></p> <ul style="list-style-type: none"> <li>Required when Payment Method is “Online Credit Card”</li> <li>Required when a fee exists and the fee amount is greater than zero</li> <li>Not applicable when Address Type is “International”</li> <li>Only applicable and required when Country is “United States”</li> <li>When Address Type is “Military APO” or “Military FBO,” values must be: <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> <p><b>(CEB05) Branch – Participant Info. Court. Case. Participant. Address</b></p> <ul style="list-style-type: none"> <li>Required when the Preferred Mode of Delivery is “Postal Address”</li> <li>Applicable only when Participant Category is “Person”</li> <li>Only applicable and required when Country is “United States”</li> <li>Not applicable when Address Type is “International”</li> <li>When Address Type is “Military APO” or “Military FBO,” values must be: <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> <p><b>(CEB05) Participant Info. Court. Case. Participant. Employer Info. Address</b></p> <ul style="list-style-type: none"> <li>Required when the Preferred Mode of Delivery is “Postal Address”</li> </ul> |
| Statute            | <ul style="list-style-type: none"> <li>Must be an effective statute, i.e., within the start and end dates</li> <li>Field is case sensitive</li> <li>When Case Type 300 is selected, default to “WI”</li> </ul>  |

| Referenced Element           | Business Rule Description  |
|------------------------------|--|
| Street Name                  | <p><b>(CEB07) Branch – Payment Info. Court. Case Payment Record. Payor Information. Payor. Address</b></p> <ul style="list-style-type: none"> <li>Required when Payment Method is “Online Credit Card”</li> <li>Applicable only when Address Type is not “P.O. Box”, “Military APO Box” or “Military FPO Box”</li> </ul> <p><b>(CEB05) Branch – Participant Info. Court. Case. Participant. Address</b></p> <ul style="list-style-type: none"> <li>Required when the Preferred Mode of Delivery is “Postal Address”</li> <li>Applicable only when Participant Category is “Person”</li> <li>Applicable only when Address Type is not “P.O. Box”, “Military APO Box” or “Military FPO Box”</li> </ul> <p><b>(CEB05) Participant Info. Court. Case. Participant. Employer Info. Address</b></p> <ul style="list-style-type: none"> <li>Required when the Preferred Mode of Delivery is “Postal Address”</li> </ul> |
| Street Number                | <p><b>(CEB07) Branch – Payment Info. Court. Case Payment Record. Payor Information. Payor. Address</b></p> <ul style="list-style-type: none"> <li>Required when Payment Method is “Online Credit Card”</li> <li>Applicable only when Address Type is not “P.O. Box”, “Military APO Box” or “Military FPO Box”</li> </ul> <p><b>(CEB05) Branch – Participant Info. Court. Case. Participant. Address</b></p> <ul style="list-style-type: none"> <li>Required when the Preferred Mode of Delivery is “Postal Address”</li> <li>Applicable only when Participant Category is “Person”</li> <li>Applicable only when Address Type is not “P.O. Box”, “Military APO Box” or “Military FPO Box”</li> </ul> <p><b>(CEB05) Participant Info. Court. Case. Participant. Employer Info. Address</b></p> <ul style="list-style-type: none"> <li>Required when the Preferred Mode of Delivery is “Postal Address”</li> </ul> |
| Street Type                  | <p><b>(CEB07) Branch – Payment Info. Court. Case Payment Record. Payor Information. Payor. Address</b></p> <ul style="list-style-type: none"> <li>Required when Payment Method is “Online Credit Card”</li> <li>Applicable only when Address Type is not “P.O. Box”, “Military APO Box” or “Military FPO Box”</li> </ul> <p><b>(CEB05) Branch – Participant Info. Court. Case. Participant. Address</b></p> <ul style="list-style-type: none"> <li>Required when the Preferred Mode of Delivery is “Postal Address”</li> <li>Applicable only when Participant Category is “Person”</li> <li>Applicable only when Address Type is not “P.O. Box”, “Military APO Box” or “Military FPO Box”</li> </ul> <p><b>(CEB05) Participant Info. Court. Case. Participant. Employer Info. Address</b></p> <ul style="list-style-type: none"> <li>Required when the Preferred Mode of Delivery is “Postal Address”</li> </ul> |
| Submitted Date/Time          | <p>May be in any of the following formats:</p> <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 | <p>Must contain either Person or Organization information, not both</p>  |
| Subpoena – Service Fee \$    | <p>Only applicable when Case Category is “Small Claims ”</p>   |

| Referenced Element                          | Business Rule Description  |
|---|--|
| Suffix                                      | <ul style="list-style-type: none"> <li>Applicable only when Participant Category is "Person"</li> <li>Applicable when Payment Method is "Online Credit Card"</li> </ul>  |
| Superior Court                              | Applicable only for Filing Type "Fee Waiver"   |
| Supreme Court or Appellate Division         | Applicable only for Filing Type "Fee Waiver"   |
| Unconditional Settlement Date to Dismiss    | <ul style="list-style-type: none"> <li>Must be in date format: YYYY-MM-DD</li> <li>Only applicable when the Filing Type is "Notices"</li> <li>Applicable only when Filing Document is "Notice of Settlement"</li> </ul>  |
| Unconditional Settlement Date of Settlement | <ul style="list-style-type: none"> <li>Must be in date format: YYYY-MM-DD</li> <li>Applicable only when Filing Type is "Notices"</li> <li>Applicable only when Filing Document is "Notice of Settlement"</li> </ul>  |
| Unit Number                                 | <p><b>(CEB05) Branch – Participant Info. Court. Case. Participant. Address</b></p> <ul style="list-style-type: none"> <li>Applicable when the Preferred Mode of Delivery is "Postal Address"</li> <li>Applicable only when Participant Category is "Person"</li> </ul> <p><b>(CEB07) Branch – Payment Info. Court. Case Payment Record. Payor Information. Payor. Address</b></p> <ul style="list-style-type: none"> <li>Applicable when Payment Method is "Online Credit Card"</li> <li>Applicable when a fee exists and the fee amount is greater than zero</li> </ul> <p><b>(CEB05) Participant Info. Court. Case. Participant. Employer Info. Address</b></p> <ul style="list-style-type: none"> <li>Applicable when the Preferred Mode of Delivery is "Postal Address"</li> </ul> |
| Vehicle Identification                      | <ul style="list-style-type: none"> <li>Maximum length is 17 digits</li> <li>If field contains less than 10 characters, it is saved as the Vehicle Lic. No.</li> <li>If field contains more than 10 characters, it is saved as a VIN No.</li> </ul>   |
| Violation Date                              | Must be in date format: YYYY-MM-DD   |
| Violation End Date                          | Must be in date format: YYYY-MM-DD   |
| Warrant Status                              | <p>Required for Filing Document:</p> <ul style="list-style-type: none"> <li>Ramey Warrant</li> <li>Governor's Warrant</li> <li>Fugitive Warrant</li> </ul>   |
| Web Service Address                         | Required when the value of Preferred Mode of Delivery is "E-Mail Address/Web Service Address"  |
| Weight                                      | <ul style="list-style-type: none"> <li>Must be a positive numeric value</li> <li>Applicable only when Participant Category is "Person"</li> </ul>  |
| Year  | Must be in YYYY format   |



| Referenced Element | Business Rule Description   |
|--------------------|---|
| Zip Code           | <b>(CEB05) Branch – Participant Info. Court. Case. Participant. Address</b> <ul style="list-style-type: none"> <li>Required when Country is “United States”</li> <li>Must be 5 or 9 digits in length</li> <li>Required when the Preferred Mode of Delivery is “Postal Address”</li> <li>Applicable only when Participant Category is “Person”</li> <li>Digits can be 0-9</li> </ul>   |
|                    | <b>CEB07) Branch – Payment Info. Court. Case Payment Record. Payor Information. Payor. Address</b> <ul style="list-style-type: none"> <li>Required when Country is “United States”</li> <li>Required when Payment Method is “Online Credit Card”</li> <li>Required when a fee exists and the fee amount is greater than zero.</li> <li>Not applicable when Address Type is “Military APO Box” or “Military FPO Box”</li> <li>Digits can be 0-9</li> <li>Must be 5 or 9 digits in length.</li> </ul> |
|                    | <b>(CEB05) Participant Info. Court. Case. Participant. Employer Info. Address</b> <ul style="list-style-type: none"> <li>Required when the Preferred Mode of Delivery is “Postal Address”</li> </ul>  |
|                    | <b>Success Response: Request data is echoed back</b>  |
| Received Date      | Will be in YYYY-MM-DD format  |
| Received Time      | Will be in either hh:mm or hh:mm:ss formats   |
| Status             | Only allowable value is “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 includes subsections that list the elements by type with specific instructions for each type.

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 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  |
|--------------------|---|
| <b>Request</b>     |   |
| Address Type       | AddressCodeSimpleType – this exchange only allows the following enumerated values for this element: <ul style="list-style-type: none"> <li>• Billing = BILL</li> <li>• Business Address = BUS</li> <li>• Collection = COL</li> <li>• General Delivery = GEN</li> <li>• Home Address = HOM</li> <li>• International = INT</li> <li>• Military A.P.O. Box = MILAPO</li> <li>• Military F.P.O. Box = MILFPO</li> <li>• P.O. Box = POBOX</li> <li>• Transient = TRA</li> <li>• Unknown = UNK</li> <li>• Warrant = WARR</li> </ul> |
| Association Type   | AssociationCodeSimpleType   |
| Birth Country      | CountryCodeSimpleType   |
| Birth State        | StateCodeSimpleType   |
| Body Part          | ScarsMarksTattoosBodyPartCodeSimpleType   |
| Build              | PersonBuildCodeSimpleType – this exchange only allows the following enumerated values for this element: <ul style="list-style-type: none"> <li>• Athletic = ATHLETIC</li> <li>• Heavy = HEAVY</li> <li>• Medium = MEDIUM</li> <li>• Muscular = MUSCULAR</li> <li>• Slender = SLENDER</li> <li>• Blank</li> </ul>  |
| Case Type          | CaseCodeSimpleType  |
| City               | When Address Type is “Military APO” or “Military FBO,” 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>   |
| Code               | ScarsMarksTattoosCodeSimpleType   |
| Country            | CountryCodeSimpleType   |
| County             | CountyCodeSimpleType  |
| Date of Birth Type | DOBCodeSimpleType   |

| Element Name            | AOC Code Schema Table Name   |
|-------------------------|--|
| Day of Week             | <p>WeekDayCodeSimpleType– this exchange only allows the following enumerated values for this element:</p> <ul style="list-style-type: none"> <li>Monday = MON</li> <li>Tuesday = TUE</li> <li>Wednesday = WED</li> <li>Thursday = THU</li> <li>Friday = FRI</li> </ul>   |
| Direction               | StreetDirectionCodeSimpleType  |
| External Case Xref Type | <p>ExternalCaseCodeSimpleType– this exchange only allows the following enumerated values for this element:</p> <ul style="list-style-type: none"> <li>Appellate Division Case Number = ADCN</li> <li>Booking Number = BKGNUM, BKNMBR, BOOKNUM</li> <li>CDSS = CDSSNMBR</li> <li>Citation Number = CITNUM, CTNNMBR</li> <li>City Attorney Case File Number = CACFNUM</li> <li>City Attorney Case File Number = CTYATYCSFLNMBR</li> <li>Companion = CMPNAIN</li> <li>CWS Number = CWSNMBR</li> <li>DA Case File Number = DACSNMBR, DCFNUM</li> <li>DCA Appeals Case Number = DACNUM, DCAACN, DCAACNR</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>Other = OTHR, OTHRNMBR, 205202</li> <li>Probation Case Number = PCNUM, PROCSNMBR</li> <li>Public Defender Case Number = PDCN</li> <li>Search Warrant Number = SWNUM</li> <li>Sheriff's ID number = SHIDNUM, SHRFNMBR</li> <li>Supreme Court Appeals Case Number = SUACOAPCN, SCACN</li> <li>Trial Court Case Number = TCCN</li> <li>Warrant Control Number = WARCONNUM, WRNTCNR</li> <li>Warrant Number = WRNTNMBR, WRNTNO, WRNTNR</li> </ul> |
| Eye Color               | EyeColorCodeSimpleType   |
| Filing Type             | FilingCodeSimpleType   |
| Gender                  | GenderCodeSimpleType   |
| Habitual Residence      | CountryCodeSimpleType  |
| Hair Color              | HairColorCodeSimpleType  |

| Element Name             | AOC Code Schema Table Name   |
|--------------------------|--|
| ID Type                  | <p>IdentificationCodeSimpleType– 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 Card Number = PCNUM</li> <li>• Passport Number = PST</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                | NameTypeSimpleType   |
| Offense Level            | OffenseLevelCodeSimpleType   |
| Originating Court        | CountyCodeSimpleType   |
| Other Habitual Residence | CountryCodeSimpleType  |
| Participant Category     | ParticipantCodeSimpleType  |
| Pay Cycle                | PayCycleCodeSimpleType   |

| Element Name               | AOC Code Schema Table Name   |
|----------------------------|--|
| Payor Name - Category      | ParticipantCodeSimpleType  |
| Phone Type                 | PhoneCodeSimpleType – this exchange only allows the following enumerated values for this element: <ul style="list-style-type: none"> <li>• Home Phone = HOM</li> <li>• Business Phone = BUS</li> <li>• Fax = FAX</li> <li>• Cell Phone = CELL</li> <li>• Pager = PGR</li> <li>• Work Phone = WRK</li> <li>• Message Phone = MSGPH</li> <li>• Alternate Phone = ALTPH</li> <li>• Other = OTH</li> </ul> |
| Position Type              | PositionCodeSimpleType   |
| Preferred Mode of Delivery | PreferredModeDlvryCodeSimpleType   |
| Race                       | RaceCodeSimpleType   |
| Resource Type              | ResourceCodeSimpleType – this exchange only allows the following enumerated values for this element: <ul style="list-style-type: none"> <li>• Arbitrator = ARB</li> <li>• Department = DEPTR</li> <li>• FCS Mediator = MEDFCS</li> <li>• Judicial Assistant = JA</li> <li>• Judicial Officer = DEPTJO</li> <li>• Mediator = MED</li> <li>• Temporary Judge = TJ</li> </ul>                             |
| Role                       | ParticipantRoleCodeSimpleType  |
| Scheduling Options         | EventStatusCodeSimpleType – this exchange only allows the following enumerated values for this element: <ul style="list-style-type: none"> <li>• Scheduled = SCHEDULED</li> <li>• Reserved = RESERVED</li> </ul>   |
| Skin Tone                  | SkinToneCodeSimpleType   |
| State                      | StateCodeSimpleType<br>When Address Type is “Military APO” or “Military FBO,” 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>                           |
| Street Type                | StreetCodeSimpleType   |

| Element Name            | AOC Code Schema Table Name  |
|-------------------------|---|
| <b>Success Response</b> |   |
| Address Type            | AddressCodeSimpleType – this exchange only allows the following enumerated values for this element: <ul style="list-style-type: none"> <li>• Billing = BILL</li> <li>• Business Address = BUS</li> <li>• Collection = COL</li> <li>• General Delivery = GEN</li> <li>• Home Address = HOM</li> <li>• International = INT</li> <li>• Military A.P.O. Box = MILAPO</li> <li>• Military F.P.O. Box = MILFPO</li> <li>• P.O. Box = POBOX</li> <li>• Transient = TRA</li> <li>• Unknown = UNK</li> <li>• Warrant = WARR</li> </ul> |
| Association Type        | AssociationCodeSimpleType   |
| Birth Country           | CountryCodeSimpleType   |
| Birth State             | StateCodeSimpleType   |
| Body Part               | ScarsMarksTattoosBodyPartCodeSimpleType   |
| Build                   | PersonBuildCodeSimpleType – this exchange only allows the following enumerated values for this element: <ul style="list-style-type: none"> <li>• Athletic = ATHLETIC</li> <li>• Heavy = HEAVY</li> <li>• Medium = MEDIUM</li> <li>• Muscular = MUSCULAR</li> <li>• Slender = SLENDER</li> <li>• Blank</li> </ul>  |
| Case Type               | CaseCodeSimpleType  |
| City                    | When Address Type is “Military APO” or “Military FBO,” 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>   |
| Code                    | ScarsMarksTattoosCodeSimpleType   |
| Country                 | CountryCodeSimpleType   |
| County                  | CountyCodeSimpleType  |
| Date of Birth Type      | DOBCodeSimpleType   |
| Day of Week             | WeekDayCodeSimpleType– this exchange only allows the following enumerated values for this element: <ul style="list-style-type: none"> <li>• Monday = MON</li> <li>• Tuesday = TUE</li> <li>• Wednesday = WED</li> <li>• Thursday = THU</li> <li>• Friday = FRI</li> </ul>   |
| Direction               | StreetDirectionCodeSimpleType   |
| External Case Xref Type | ExternalCaseCodeSimpleType– this exchange only allows the following enumerated values for this element: <ul style="list-style-type: none"> <li>• Appellate Division Case Number = ADCN</li> </ul>   |

| Element Name       | AOC Code Schema Table Name  |
|--------------------|---|
|                    | <ul style="list-style-type: none"> <li>• Booking Number = BKGNUMBR, BKNUMBR, BOOKNUM</li> <li>• CDSS = CDSSNUMBR</li> <li>• Citation Number = CTNNUMBR, CITNUM</li> <li>• City Attorney Case File Number = CTYATYCSFLNUMBR, CACFNUM</li> <li>• Companion = CMPNAIN</li> <li>• CWS Number = CWSNUMBR</li> <li>• DA Case File Number = DCFNUM, DACSNUMBR</li> <li>• DCA Appeals Case Number = DCAACNR, DCAACN, DACNUM</li> <li>• DCFS Case Number = DCFSNUMBR</li> <li>• DCSS Case Number = DCSSCSNUMBR</li> <li>• DCSS Participant Number = DCSSPRTNR</li> <li>• DR Number = DRNUMBR, DRNUM</li> <li>• Filing Agency Case = FILEAGENCY</li> <li>• Fingerprint Card Number = FINGPRNT</li> <li>• Other = 205202, OTHR, OTHRNUMBR</li> <li>• Probation Case Number = PROCSNUMBR, PCNUM</li> <li>• Public Defender Case Number = PDCN</li> <li>• Search Warrant Number = SWNUM</li> <li>• Sheriff's ID Number = SHIDNUM, SHRFNUMBR</li> <li>• Supreme Court Appeals Case Number = SCACN, SUCOAPCN</li> <li>• Trial Court Case Number = TCCN</li> <li>• Warrant Control Number = WARCONNUM, WRNTCNR</li> <li>• Warrant Number = WRNTNO, WRNTNR, WRNTNUMBR</li> </ul> |
| Eye Color          | EyeColorCodeSimpleType  |
| Filing Type        | FilingCodeSimpleType  |
| Gender             | GenderCodeSimpleType  |
| Habitual Residence | CountryCodeSimpleType   |
| Hair Color         | HairColorCodeSimpleType   |

| Element Name             | AOC Code Schema Table Name  |
|--------------------------|---|
| ID Type                  | <p>IDTypeCodeSimpleType– 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 = HLTHPSPT</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                | NameTypeSimpleType  |
| Offense Level            | OffenseLevelCodeSimpleType  |
| Originating Court        | CountyCodeSimpleType  |
| Other Habitual Residence | CountryCodeSimpleType   |
| Participant Category     | ParticipantCodeSimpleType   |
| Pay Cycle                | PayCycleCodeSimpleType  |
| Payor Name - Category    | ParticipantCodeSimpleType   |



| Element Name               | AOC Code Schema Table Name   |
|----------------------------|--|
| Phone Type                 | PhoneCodeSimpleType – this exchange only allows the following enumerated values for this element: <ul style="list-style-type: none"> <li>• Home Phone = HOM</li> <li>• Business Phone = BUS</li> <li>• Fax = FAX</li> <li>• Cell Phone = CELL</li> <li>• Pager = PGR</li> <li>• Work Phone = WRK</li> <li>• Message Phone = MSGPH</li> <li>• Alternate Phone = ALTPH</li> <li>• Other = OTH</li> </ul> |
| Position Type              | PositionCodeSimpleType   |
| Preferred Mode of Delivery | PreferredModeDivryCodeSimpleType   |
| Race                       | RaceCodeSimpleType   |
| Resource Type              | ResourceCodeSimpleType – this exchange only allows the following enumerated values for this element: <ul style="list-style-type: none"> <li>• Arbitrator = ARB</li> <li>• Department = DEPTR</li> <li>• FCS Mediator = MEDFCS</li> <li>• Judicial Assistant = JA</li> <li>• Judicial Officer = DEPTJO</li> <li>• Mediator = MED</li> <li>• Temporary Judge = TJ</li> </ul>                             |
| Role                       | ParticipantRoleCodeSimpleType  |
| Scheduling Options         | EventStatusCodeSimpleType – this exchange only allows the following enumerated values for this element: <ul style="list-style-type: none"> <li>• Scheduled = SCHEDULED</li> <li>• Reserved = RESERVED</li> </ul>   |
| Skin Tone                  | SkinToneCodeSimpleType   |
| State                      | StateCodeSimpleType<br>When Address Type is “Military APO” or “Military FBO,” 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>                           |
| Status                     | Only allowable value is: <ul style="list-style-type: none"> <li>• Received</li> </ul>  |
| Street Type                | StreetCodeSimpleType   |
| <b>Error Response</b>      |  |
| Status                     | Allowable values are: <ul style="list-style-type: none"> <li>• Error</li> <li>• Rejected</li> </ul>  |
| Error Code                 | See “CCMS Data Exchange Errors” for a list of errors.  |
| Error Description          | See “CCMS Data Exchange Errors” for a list of errors.  |

### 6.2.2 Court configurable elements

Local courts have the ability to create, edit, and remove allowable values for the following data elements within this exchange:

- Amount Received \$
- District
- Event Type
- Filing Document
- Location
- Occupation
- Other: (Filing doc)
- Payment Method
- Release Status
- Statute

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:

- Accept Judicial Officer
- Active Military Duty
- Amended
- Booking Required
- CalWorks or TANF
- CAPI
- Commercial Vehicle

- Confidentiality Indicator
- County Relief or General Assistance
- Court-Appointed Interpreter Fees for a Witness
- Decline Judicial Officer
- Defective
- Ex Parte
- Extradition
- Fees for a Peace Officer to Testify in Court
- Fees for Court-Appointed Experts
- Financial Assistance
- Food Stamps
- Has Special Needs
- Hazardous Material
- IHSS
- Improved Financial Situation
- Internal
- International Phone Number Indicator
- Interpreter Required
- Jury Fees and Expenses
- Jury Requested
- Lawyer has agreed
- Long Cause
- Medi-Cal
- Night Court
- Night Service
- Owner's Responsibility
- Primary Language Indicator
- Primary Vehicle
- Receives Notice
- Reporters' Daily Fees
- Request to Waive Court Fees
- Requested Waiver in Last Six Months
- Sealed by Court Order

- Settlement Received
- Short Cause
- SSI
- SSP
- Superior Court
- Supreme Court or Appellate Division

### **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               |

