



Service Description Document: CCMS Data Exchange ACC803

COURT RECEIVES BAIL BOND
NOTIFICATION DATA EXCHANGE
JUNE 2011



ADMINISTRATIVE OFFICE
OF THE COURTS

INFORMATION SERVICES DIVISION

Judicial Council of California
Administrative Office of the Courts
Information Services Division
455 Golden Gate Avenue
San Francisco, California 94102-3688
415-865-4200
www.courts.ca.gov

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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	ISB and CCMS Data Exchange Overview	Deloitte Consulting
9.0	June 2011	Data Exchange Functional Design Guidelines	Deloitte Consulting
2.0.0	September 2011	Data Exchange Common Technical Requirements	AOC
1.0.0	September 2011	ACC803 Data Exchange Specification	Deloitte Consulting/AOC/SEARCH
1.0.0	June 2011	Service Description Document: CCMS Data Exchange EFL902 Court Sends Clerk Review Rejection Notification	Optimum Technology
1.0.0	June 2011	Service Description Document: CCMS Data Exchange ACC906 Court Sends Bail Bond Confirmation Notification	Optimum Technology
1.0.0	June 2012	Service Description Document: CCMS Data Exchange FCC806 Court Receives Payment Notification	Optimum Technology
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1.0	September 2011	Local Integration Assessment Methodology (LIAM)	AOC
2.0	June 2010	LIAM Light	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 the 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 the trial court to receive bail bond notification information from an integration partner.

Integration partners most likely to use this data exchange include:

- County sheriff
- County jail
- Public guardian

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 partner 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](#)¹.

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.

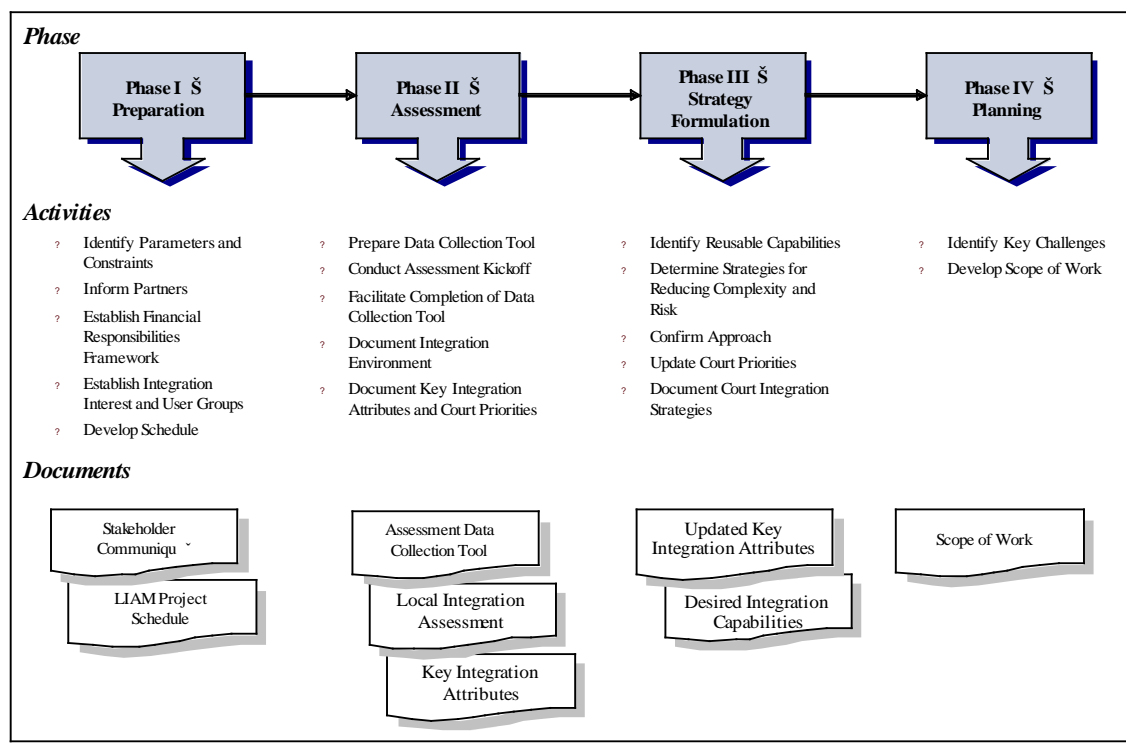


Figure 1. Implementation Phases

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:

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

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](#)² (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](#)³.

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.

² <http://niem.gov/>

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

1.6 Conventions Used in this Document

1.6.1 Exchange naming convention

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

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

Where:

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

Examples:

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

2.0 Exchange Description

This section outlines the requirements and functional design for the ACC803 Receive Bail Bond Notification data exchange. A trial court uses this NIEM-based data exchange to receive a bail bond notification from an integration partner. While this data exchange is used to create a bail bond record in CCMS, it does not affect the actual transfer of funds. Funds will continue to be 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 error, an error message is sent back with a description of the error.

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 a trial court (service provider) with the ability to **receive** a bail bond notification from an integration partner (service consumer).

2.2 Real World Effects

This service provides an integration partner (service consumer) with the ability to **send** bail bond notifications to a trial court (service provider) when an integration partner:

- Arrests a defendant on an active warrant and defendant secures a bail bond.
- Receives bail bond on an out of custody warrant of arrest (not in custody).
- Receives bail bond 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-ACC906 Send Bail Bond Confirmation Notification data exchange, which confirms the initial bail bond notification successfully passed the clerk review process and contains the pertinent information.
- 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 bail bond notification. This message informs the integration partner that the bail bond notification did not pass the court clerk review and requires corrective action.

2.3.2 Related exchanges

The related exchanges identify associated exchanges integration partners may use to modify, update, or complete a correlated business process. The related exchange for this data exchange is CCMS-V4-FCC806 Receive Payment Notification, which is used to receive any type of case payment from an integration partner

2.3.3 Related forms

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

- There are no related forms.

2.4 Assumptions and Dependencies

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

3.0 Primary and Alternate Information Flows

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

3.1 Primary Flow

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

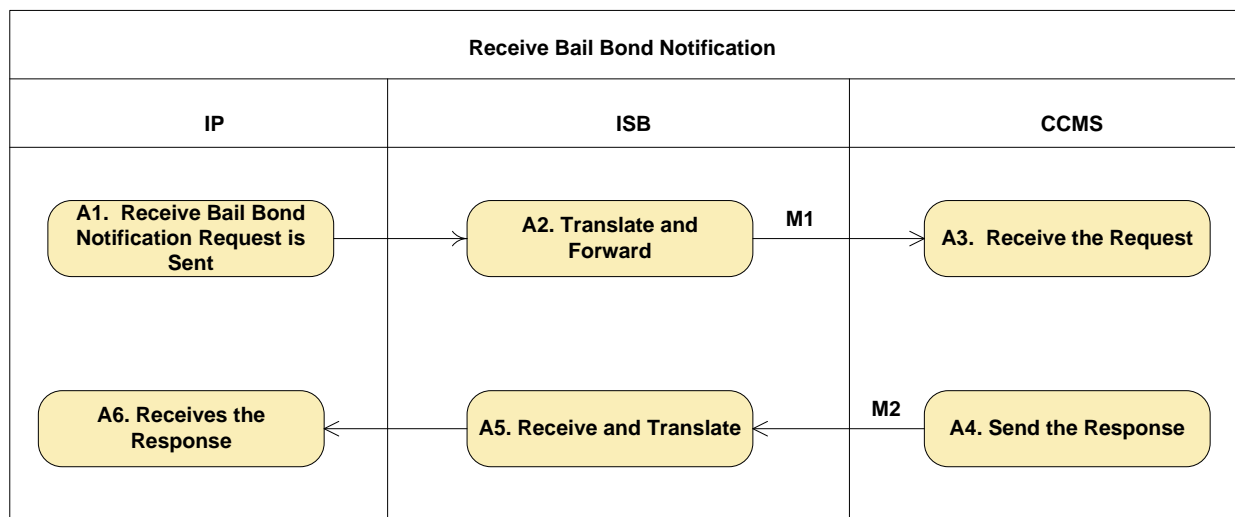


Figure 1. Court Receives Bail Bond Notification Activity Diagram

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 message⁴ is a complete package of information sent between the courts and an integration partner. This exchange includes three distinct types of messages.

1. Request message:
 - a. The Request message contains the bail bond information, (e.g., participant, bond agency, bond agency address, amount), sent from an integration partner to a trial court.
2. Response messages:
 - a. The Success Response message contains the bail bond information, (e.g., participant, bond agency, bond agency address, amount), sent from a trial court to an integration partner.
 - b. The Error Response message contains error and error description information indicating that the bail bond information message was not successful and corrective action is required. This message is sent from a trial court to an integration partner.

⁴ As defined in the Justice Reference Architecture v1.8 February 2010.

3. Business responses:

- a. The CCMS-V4-ACC906 Send Bail Bond Confirmation Notification data exchange, which is the subsequent business response to this exchange. This exchange confirms that the initial bail bond notification successfully passed the clerk review process and contains the pertinent information.
- b. 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 bail bond notification. This message informs the integration partner the bail bond notification did not pass the court clerk review and corrective action is required.

4.0 Exchange Context

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

4.1 *Triggering Events*

An integration partner sends the trial court the bail bond information.

- Conditions = None

4.2 *Subsequent Events*

Information is forwarded to CCMS and the court receives and reviews the filing for subsequent processing.

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

Referenced Element	Business Rule Description
Amount Received (Amount Received \$)	<ul style="list-style-type: none"> • Digits can be 0-9 • Only applicable when Payment Method is “E-Filing” • Must be greater than zero • Required when a fee exists and the fee amount is greater than zero
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"> • Must be in date format: YYYY-MM-DD • Required for the following ID Types: <ul style="list-style-type: none"> • Passport Card Number • Passport Number
Birth Country	Only valid when Category is “Person”
Birth State	<ul style="list-style-type: none"> • Applicable only when Birth Country is “United States of America” • Only valid when Category is “Person”
Body Part	Applicable only when Participant Category is “Person”
Bond Amount	<ul style="list-style-type: none"> • Must be a valid amount • Applicable only for Filing Types: <ul style="list-style-type: none"> • Appeals • Case Initiation • Estates • Stays
Booking Date	Must be earlier than or the same as the current system date
Box Number	<p>(CEB07) Branch – Payment Info. Court. Case Payment Record. Payor Information. Payor. Address</p> <ul style="list-style-type: none"> • Applicable only when Address Type is “Military” • Applicable when Payment Method is “Online Credit Card” <p>(CEB05) Branch – Participant Info. Court. Case. Participant. Address</p> <ul style="list-style-type: none"> • Applicable only when Address Type is “Military” • Applicable when the Preferred Mode of Delivery is “Postal Address”
Build	Applicable only when Participant Category is “Person”
Building	<ul style="list-style-type: none"> • Required when the Resource Type is “Department” • Not applicable for all other values of Resource Type • Applicable when a Location value is provided • Mutually exclusive with the Resource Information.Person branch
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”
CAP	Applicable when Filing Type is “Fee Waiver” and Financial Assistance” is “Y”
Card Number (Card No.)	<ul style="list-style-type: none"> • Required when Payment Method is “Online Credit Card” • Required when a fee exists and the fee amount is greater than zero • Payment methods of “Online Credit Card” and E-Filing” are mutually exclusive; only one can be sent • Card number must contain the correct number of digits for card type selected (Visa/MC/Discover = 16 and Amex = 15)

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

Referenced Element	Business Rule Description
City	<p>(CEB05) Branch – Participant Info. Court. Case. Participant. Address</p> <ul style="list-style-type: none"> • Required when Country is “United States” • Required when the Preferred Mode of Delivery is “Postal Address” • Applicable only when Participant Category is “Person” • 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"> • <Blank> • Military in America = AA • Military (Europe, Mid East, Africa, Canada) = AE • Military in the Pacific = AP <p>(CEB07) Branch – Payment Info. Court. Case Payment Record. Payor Information. Payor. Address</p> <ul style="list-style-type: none"> • Required when Payment Method is “Online Credit Card” • Required when a fee exists and the fee amount is greater than zero • Required when Country is “United States” • 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"> • <Blank> • Military in America = AA • Military (Europe, Mid East, Africa, Canada) = AE • Military in the Pacific = AP <p>(CEB05) Participant Info. Court. Case. Participant. Employer Info. Address</p> <ul style="list-style-type: none"> • Required when the Preferred Mode of Delivery is “Postal Address”
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"> • Must be in date format: YYYY-MM-DD • Applicable only when Filing Type is “Notices” • Applicable only when Filing Document is “Notice of Settlement”
Costs \$	<ul style="list-style-type: none"> • Applicable only for Case Category “Small Claims” • Must be a valid Currency amount.

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

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

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

Referenced Element	Business Rule Description
Expiration Date	<ul style="list-style-type: none"> Must be in YYYY-MM-DD format Required for the following ID Types: <ul style="list-style-type: none"> California State ID Driver's License Number Other Other ID Card Number Passport Card Number Passport Number
Expiration Date - Month	<ul style="list-style-type: none"> Required when Payment Method is "Online Credit Card" Date must be later than current system date Payment methods of "Online Credit Card" and E-Filing" are mutually exclusive; only one can be sent Values can be 01-12
Expiration Date - Year	<ul style="list-style-type: none"> Required when Payment Method is "Online Credit Card" Date must be later than current system date Digits can be 0-9 and in YYYY format Payment methods of "Online Credit Card" and E-Filing" are mutually exclusive; only one can be sent
Extension	Digits can be 0-9
External Case Number	<p>(CEB12) Existing Case Number – Title. Court, Case, Case Number, CCMS-V4 Case Number</p> <ul style="list-style-type: none"> External Case Number and CCMS Case Number are mutually exclusive; only one may be provided Required when CCMS Case Number is not provided Must be sent for case amendments When related cases are sent, they must belong to the primary case Not applicable when Case Category is FMI
External Case Xref Number	<ul style="list-style-type: none"> Digits can be 0-9 Must be sent for case amendments
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"> Entity Trust Gov't Agency
FFA Amount	Digits must be 0-9
Filed By Case Participant XML ID	<ul style="list-style-type: none"> Must be an existing Case Participant XML ID 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. The same Case Participant XML ID cannot be used as a Filed By or Refers To case participant more than once per filing 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

Referenced Element	Business Rule Description
Filing Document	(CEB01) Branch: Court. Case. Filing <ul style="list-style-type: none"> Blank when the document is an attachment 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. Each defendant in an FMI case must have at least one filing document
Filing Document PDF	<ul style="list-style-type: none"> Required for the lead Document; optional for additional documents Only allows PDF attachments Not applicable for NCF cases
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"> Entity Trust Gov't Agency
Gender	Applicable only when Participant Category is "Person"
Habitual Residence	<ul style="list-style-type: none"> Applicable only when Participant Category is "Person" "Other Habitual Residence" can only be sent when the value of "Other" is sent for Habitual Residence
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"> Must be a number greater than zero Applicable only when Participant Category is "Person"
Height in Inches	<ul style="list-style-type: none"> Must be a number greater than zero Must be less than 12 Applicable only when Participant Category is "Person"
ID Type	Required if a number (ID Value) is entered The following is a list of ID Types that can be Case Defaulted Identifiers: <ul style="list-style-type: none"> CII Number Driver's License Number FBI Number INS Number NCIC Number Sheriff's Bureau of Investigation Number Social Security Number

Referenced Element	Business Rule Description
ID Value	<ul style="list-style-type: none"> Required if ID Type is selected. When ID Type is Driver's License Number from the state of California, the format must be a capital letter followed by 7 digits When ID Type is Social Security Number, it is invalid if it meets any of the following conditions: <ul style="list-style-type: none"> Has an area number greater than 772 Contains all zeros in any segment (000-xx-xxxx or xxx-00- xxxx or xxx-xx-0000) Begins with 666 (such as 666-xx-xxxx) Is a number between 987-65-4320 to 987-65-4329 Is equal to 078051120 Is not exactly 9 digits long
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"> Applicable only for Filing Type "Fee Waiver" Allowable values are: <ul style="list-style-type: none"> Waive all court fees = A Waive some of the court fees = S Make payments over time = T
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>(CEB08) Scheduling Info. Court. Case. Event. Event Details</p> <ul style="list-style-type: none"> Not applicable when scheduling an FMI event with co-defendants Applicable when the case type is felony, misdemeanor, or infraction <p>(CEB08) Scheduling Info. Court. Case. Event</p> <ul style="list-style-type: none"> Allowable only when the case type is felony, misdemeanor, or infraction

Referenced Element	Business Rule Description
Judicial Officer	<ul style="list-style-type: none"> Not applicable when Department is selected. Applicable only for Filing Types: <ul style="list-style-type: none"> Amendment Appeals Applications Attachments & Supplementals Case Management Challenge Correspondence Declarations/ Affidavits/ Statements Ex Parte Exhibits/ Briefs/ Receipts Fee Waiver Fee Waiver- Additional Inventories/ Appraisals/Reports Judgment/ Dismissal Letters Motions Notices Objections/ Responses Opposition/ Replies Orders Order to Show Cause Petitions Proof Protective/Restraining Orders Reports Requests Stipulation Transcripts Vexatious Litigants Warrants/Issuance Returns
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>(CEB05) Participant Info. Court. Case. Participant. Languages</p> <ul style="list-style-type: none"> Allowable only when Participant Category is "Person" <p>(CEB08) Scheduling Info. Court. Case. Event. Language</p> <ul style="list-style-type: none"> Not applicable when the case is a Felony, Misdemeanor, or Infraction and there are co-defendants Allowable only when the case type is felony, misdemeanor, or infraction
Lawyer has agreed	<p>Applicable only for Filing Types:</p> <ul style="list-style-type: none"> Fee Waiver Fee Waiver - Additional
Left/Right/Both	Applicable only when Participant Category is "Person"
Location	<p>(CEB 08) Branch – Scheduling Info. Court. Case. Event. Resource Information. Department</p> <ul style="list-style-type: none"> Required when the Resource Type is "Department" Not applicable for all other values of Resource Type Applicable when a District is provided Not applicable when the Scheduling Option is "Reserved"
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"> Required when a value is chosen for "Payor" Applicable only when a Role is present Applicable values depend on participants in the case and the value of "Role"
Name on Card	<ul style="list-style-type: none"> Applicable and required only when Payment Method is "Online Credit Card" Required when a fee exists and the fee amount is greater than zero Payment methods of "Online Credit Card" and E-Filing" are mutually exclusive; only one can be sent
Name Type	(CEB05) Branch: Court. Case. Participant. Participant Name Allowable values are: <ul style="list-style-type: none"> NAMEONCASE FILEDAS
Night Court	Not applicable when Scheduling Options is "Reserved"
Offense Level	Not applicable for Case Type 300
Organization Name	(CEB07) Payment Info. Court. Case. Payment Record. Payor Information. Payor. Entity <ul style="list-style-type: none"> Applicable only when Participant Category is "Entity", Gov't Agency" or "Trust"
Original Arrest Date	<ul style="list-style-type: none"> Must be later than or the same as the violation date Must be earlier than or the same as the current system date
Originating Agency	Only applicable when Participant Category is "Person"
Other Agency Receipt	<ul style="list-style-type: none"> Only applicable when Payment Method is "E-Filing" Required when a fee exists and the fee amount is greater than zero Payment methods of "Online Credit Card" and E-Filing" are mutually exclusive; only one can be sent
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	(CEB07) Branch – Payment Info. Court. Case Payment Record. Payor Information. Payor. Address <ul style="list-style-type: none"> Applicable when Payment Method is "Online Credit Card" Applicable only when Address Type is "P.O. Box" (CEB05) Branch – Participant Info. Court. Case. Participant. Address <ul style="list-style-type: none"> Applicable only when Address Type is "P.O. Box"
Participant Category	If Participant Category is sent, Participant ID is required

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

Referenced Element	Business Rule Description
Payor Middle Name (Middle Name)	<ul style="list-style-type: none"> Applicable only when Participant Category is "Person" Applicable when Payment Method is "Online Credit Card" Applicable when a value is chosen for "Payor" Available only when a Role is present Available values depend on participants in the case and the value of "Role" Not applicable when Organization Name is sent. Either the Person branch or the Organization branch may be sent but not both
Payor Name - Category	Required when Payment Method is "Online Credit Card"
PDF Document	Must be a PDF attachment only
Phone Number	(CEB07) Payment Info. Court. Case. Payment Record, Payor Information. Payor. Phone <ul style="list-style-type: none"> Digits can be 0-9 in ###-###-#### format Must be a number Required if Phone Type is selected Required when payment method is 'Online Credit Card' If the number is international, up to 15 characters can be entered
Phone Type	(CEB07) Payment Info. Court. Case. Payment Record, Payor Information. Payor. Phone <ul style="list-style-type: none"> Required when payment method is 'Online Credit Card' (CEB05) Participant Info. Court. Case. Participant. Address. Phone <ul style="list-style-type: none"> Required if Select As Primary Number or International Phone Number is selected User may only enter one of each phone type per address
Post Amount	<ul style="list-style-type: none"> Must be a valid amount.
Preferred Mode of Delivery	<ul style="list-style-type: none"> Required when the value of Receives Notice is "Y" If Preferred Mode of Delivery is "Postal Address," at least one Address must be selected as Case Default If Preferred Mode of Delivery is "E-Mail Address," at least one E-mail address must be selected as Case Default If Preferred Mode of Delivery is "Web Service Address," at least one Web Service Address must be selected as the Case Default
Primary Language Indicator	Applicable only when Participant Category is "Person"
Primary Vehicle	Only one vehicle can be selected as the Primary Vehicle
Province	(CEB07) Branch – Payment Info. Court. Case Payment Record. Payor Information. Payor. Address <ul style="list-style-type: none"> Not applicable when Country is "United States" Required when Payment Method is "Online Credit Card" Required when a fee exists and the fee amount is greater than zero Not applicable when Address Type is "Military APO Box" or "Military FPO Box" (CEB05) Branch – Participant Info. Court. Case. Participant. Address <ul style="list-style-type: none"> Applicable only when Participant Category is "Person" Not applicable when Country is "United States" Not applicable when Address Type is "Military APO Box" or "Military FPO Box"
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"> Must be an existing Case Participant XML ID 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.
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"> When the Resource Type is Arbitrator, FCS Mediator, Judicial Assistant, or Judicial Officer, the Participant ID must be a resource of the same type When the Resource Type is a person, the Resource Information. Person branch (Participant ID) is required. When the Resource Type is "Department," the Resource Information. Department branch (District, Location, Building, and Department) is required
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"> Must be an effective section, i.e., within the start and end dates Field is case sensitive
Service Effective Date	<ul style="list-style-type: none"> Must be in YYYY-DD-MM format Applicable only when the service is effective on the case and the Filing Type is: <ul style="list-style-type: none"> Proof of Service - Case Initiating Document Proof of Service - General
Service Fees (from POS) \$	<ul style="list-style-type: none"> Must be a valid currency amount. Applicable only for Filing Types: <ul style="list-style-type: none"> Proof of Service- Case Initiating Proof of Service - General
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"> Applicable only when the value of Has Special Needs is "Y" Applicable only when Participant Category is "Person"
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>(CEB05) Branch – Participant Info. Court. Case. Participant. Vehicle Info Required when ID Type is “Driver’s License Number”</p> <p>(CEB05) Branch – Participant Info. Court Case. Participant. ID Info</p> <ul style="list-style-type: none"> Required for the following ID Types: <ul style="list-style-type: none"> Bar Number Driver’s License Number ID Number Other ID Card Number Professional License Number Required when ID Type is “Driver’s License Number” <p>(CEB07) Branch – Payment Info. Court. Case Payment Record. Payor Information. Payor. Address</p> <ul style="list-style-type: none"> Required when Payment Method is “Online Credit Card” Required when a fee exists and the fee amount is greater than zero Not applicable when Address Type is “International” Only applicable and required when Country is “United States” When Address Type is “Military APO” or “Military FBO,” values must be: <ul style="list-style-type: none"> <Blank> Military in America = AA Military (Europe, Mid East, Africa, Canada) = AE Military in the Pacific = AP <p>(CEB05) Branch – Participant Info. Court. Case. Participant. Address</p> <ul style="list-style-type: none"> Required when the Preferred Mode of Delivery is “Postal Address” Applicable only when Participant Category is “Person” Only applicable and required when Country is “United States” Not applicable when Address Type is “International” When Address Type is “Military APO” or “Military FBO,” values must be: <ul style="list-style-type: none"> <Blank> Military in America = AA Military (Europe, Mid East, Africa, Canada) = AE Military in the Pacific = AP <p>(CEB05) Participant Info. Court. Case. Participant. Employer Info. Address</p> <ul style="list-style-type: none"> Required when the Preferred Mode of Delivery is “Postal Address”
Statute	<ul style="list-style-type: none"> Must be an effective statute, i.e., within the start and end dates Field is case sensitive When Case Type 300 is selected, default to “WI”

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

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

Referenced Element	Business Rule Description
Zip Code	(CEB05) Branch – Participant Info. Court. Case. Participant. Address <ul style="list-style-type: none"> Required when Country is “United States” Must be 5 or 9 digits in length Required when the Preferred Mode of Delivery is “Postal Address” Applicable only when Participant Category is “Person” Digits can be 0-9
	CEB07) Branch – Payment Info. Court. Case Payment Record. Payor Information. Payor. Address <ul style="list-style-type: none"> Required when Country is “United States” Required when Payment Method is “Online Credit Card” Required when a fee exists and the fee amount is greater than zero Not applicable when Address Type is “Military APO Box” or “Military FPO Box” Digits can be 0-9 Must be 5 or 9 digits in length
	(CEB05) Participant Info. Court. Case. Participant. Employer Info. Address <ul style="list-style-type: none"> Required when the Preferred Mode of Delivery is “Postal Address”
	Success Response: Request data is echoed back
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.

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 this table.

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

Table 2. AOC Code Values

Element Name	AOC Code Schema Table Name
Request	
Address Type	AddressCodeSimpleType – this exchange only allows the following enumerated values for this element: <ul style="list-style-type: none"> • Billing = BILL • Business Address = BUS • Collection = COL • General Delivery = GEN • Home Address = HOM • International = INT • Military A.P.O. Box = MILAPO • Military F.P.O. Box = MILFPO • P.O. Box = POBOX • Transient = TRA • Unknown = UNK • Warrant = WARR
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"> • Athletic = ATHLETIC • Heavy = HEAVY • Medium = MEDIUM • Muscular = MUSCULAR • Slender = SLENDER • Blank
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"> • <Blank> • Military in America = AA • Military (Europe, Mid East, Africa, Canada) = AE • Military in the Pacific = AP
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"> • Monday = MON • Tuesday = TUE • Wednesday = WED • Thursday = THU • Friday = FRI
Direction	StreetDirectionCodeSimpleType

Element Name	AOC Code Schema Table Name
External Case Xref Type	<p>ExternalCaseCodeSimpleType– this exchange only allows the following enumerated values for this element:</p> <ul style="list-style-type: none"> • Appellate Division Case Number = ADCN • Booking Number = BKGNUMBR, BKNUMBR, BOOKNUM • CDSS = CDSSNUMBR • Citation Number = CITNUM, CTNNUMBR • City Attorney Case File Number = CACFNUM • City Attorney Case File Number = CTYATYCSFLNUMBR • Companion = CMPNAIN • CWS Number = CWSNUMBR • DA Case File Number = DACSNUMBR, DCFNUM • DCA Appeals Case Number = DACNUM, DCAACN, DCAACNR • DCFS Case Number = DCFSNUMBR • DCSS Case Number = DCSSCSNUMBR • DCSS Participant Number = DCSSPRTNR • DR Number = DRNUMBR, DRNUM • Filing Agency Case = FILEAGENCY • Fingerprint Card Number = FINGPRNT • Other = OTHR, OTHRNUMBR, 205202 • Probation Case Number = PCNUM, PROCSNUMBR • Public Defender Case Number = PDCN • Search Warrant Number = SWNUM • Sheriff's ID number = SHIDNUM, SHRFNUMBR • Supreme Court Appeals Case Number = SUACOAPCN, SCACN • Trial Court Case Number = TCCN • Warrant Control Number = WARCONNUM, WRNTCNR • Warrant Number = WRNTNUMBR, WRNTNO, WRNTNR
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"> • AFIS Number = AFISNUM • Badge Number = BNUM • Bar Number = BARNUM • California State ID = CALSTATEID • CDC Number = CDCNUM • CII/SID Number = CIINUM • Closed Collections Account Holder = CCAH • County ID Number = COUNTYID • County Juvenile Number = JUVNUM • CWS/CMS Case Number = CASENUM • CWS/CMS Person Identifier = PERSONID • DA Number = DANUM • DCFS Number = DCFSNUM • DCSS Participant ID Number = DCSSID • Death Certificate Number = DCNUM • Division of Juvenile Justice = JUVJUS • Driver's License Number = DL • Education Passport = EDUPSPRT • Employee ID Number = EMPIDNUM • FBI Number = FBINUM • Health Passport = HLTHSPRT • ID Number = IDNUMBER • INS Number = INSNUM • JAI Number = JAINUM • LEA Number = LEANUM • Local Police Number = POLICENUM • Military ID Number = MLD • NCIC Number = NC1 • ORI Number = ORINUM • Other = OTHERNUM • Other ID Card Number = OTHERID • Passport Card Number = PCNUM • Passport Number = PST • Probation Department Juvenile (PDJ) Number = PDJNUM • Probation Number = PROBNUM • Professional License Number = PROFLICNUM • Sheriff's Bureau of Identification Number = SBID • Social Security Number = SSN • Taxpayer Number (EIN) = TAXPAYNUM • Vendor Number = VENNUM
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"> • Home Phone = HOM • Business Phone = BUS • Fax = FAX • Cell Phone = CELL • Pager = PGR • Work Phone = WRK • Message Phone = MSGPH • Alternate Phone = ALTPH • Other = OTH
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"> • Arbitrator = ARB • Department = DEPTR • FCS Mediator = MEDFCS • Judicial Assistant = JA • Judicial Officer = DEPTJO • Mediator = MED • Temporary Judge = TJ
Role	ParticipantRoleCodeSimpleType
Scheduling Options	EventStatusCodeSimpleType – this exchange only allows the following enumerated values for this element: <ul style="list-style-type: none"> • Scheduled = SCHEDULED • Reserved = RESERVED
Skin Tone	SkinToneCodeSimpleType
State	StateCodeSimpleType 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"> • <Blank> • Military in America = AA • Military (Europe, Mid East, Africa, Canada) = AE • Military in the Pacific = AP
Street Type	StreetCodeSimpleType

Element Name	AOC Code Schema Table Name
Success Response	
Address Type	AddressCodeSimpleType – this exchange only allows the following enumerated values for this element: <ul style="list-style-type: none"> • Billing = BILL • Business Address = BUS • Collection = COL • General Delivery = GEN • Home Address = HOM • International = INT • Military A.P.O. Box = MILAPO • Military F.P.O. Box = MILFPO • P.O. Box = POBOX • Transient = TRA • Unknown = UNK • Warrant = WARR
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"> • Athletic = ATHLETIC • Heavy = HEAVY • Medium = MEDIUM • Muscular = MUSCULAR • Slender = SLENDER • Blank
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"> • <Blank> • Military in America = AA • Military (Europe, Mid East, Africa, Canada) = AE • Military in the Pacific = AP
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"> • Monday = MON • Tuesday = TUE • Wednesday = WED • Thursday = THU • Friday = FRI
Direction	StreetDirectionCodeSimpleType

Element Name	AOC Code Schema Table Name
External Case Xref Type	<p>ExternalCaseCodeSimpleType– this exchange only allows the following enumerated values for this element:</p> <ul style="list-style-type: none"> • Appellate Division Case Number = ADCN • Booking Number = BKGNUMBR, BKNUMBR, BOOKNUM • CDSS = CDSSNUMBR • Citation Number = CTNNUMBR, CITNUM • City Attorney Case File Number = CTYATYCSFLNUMBR, CACFNUM • Companion = CMPNAIN • CWS Number = CWSNUMBR • DA Case File Number = DCFNUM, DACSNUMBR • DCA Appeals Case Number = DCAACNR, DCAACN, DACNUM • DCFS Case Number = DCFSNUMBR • DCSS Case Number = DCSSCSNUMBR • DCSS Participant Number = DCSSPRTNR • DR Number = DRNUMBR, DRNUM • Filing Agency Case = FILEAGENCY • Fingerprint Card Number = FINGPRNT • Other = 205202, OTHR, OTHRNUMBR • Probation Case Number = PROCSNUMBR, PCNUM • Public Defender Case Number = PDCN • Search Warrant Number = SWNUM • Sheriff's ID Number = SHIDNUM, SHRFNUMBR • Supreme Court Appeals Case Number = SCACN, SUCOAPCN • Trial Court Case Number = TCCN • Warrant Control Number = WARCONNUM, WRNTCNR • Warrant Number = WRNTNO, WRNTNR, WRNTNUMBR
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"> • AFIS Number = AFISNUM • Badge Number = BNUM • Bar Number = BARNUM • California State ID = CALSTATEID • CDC Number = CDCNUM • CII/SID Number = CIINUM • Closed Collections Account Holder = CCAH • County ID Number = COUNTYID • County Juvenile Number = JUVNUM • CWS/CMS Case Number = CASENUM • CWS/CMS Person Identifier = PERSONID • DA Number = DANUM • DCFS Number = DCFSNUM • DCSS Participant ID Number = DCSSID • Death Certificate Number = DCNUM • Division of Juvenile Justice = JUVJUS • Driver's License Number = DL • Education Passport = EDUPSPRT • Employee ID Number = EMPIDNUM • FBI Number = FBINUM • Health Passport = HLTHPSVRT • ID Number = IDNUMBER • INS Number = INSNUM • JAI Number = JAINUM • LEA Number = LEANUM • Local Police Number = POLICENUM • Military ID Number = MLD • NCIC Number = NC1 • ORI Number = ORINUM • Other = OTHERNUM • Other ID Card Number = OTHERID • Passport Number = PST • Passport Card Number = PCNUM • Probation Department Juvenile (PDJ) Number = PDJNUM • Probation Number = PROBNUM • Professional License Number = PROFLICNUM • Sheriff's Bureau of Identification Number = SBID • Social Security Number = SSN • Taxpayer Number (EIN) = TAXPAYNUM • Vendor Number = VENNUM
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"> • Home Phone = HOM • Business Phone = BUS • Fax = FAX • Cell Phone = CELL • Pager = PGR • Work Phone = WRK • Message Phone = MSGPH • Alternate Phone = ALTPH • Other = OTH
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"> • Arbitrator = ARB • Department = DEPTR • FCS Mediator = MEDFCS • Judicial Assistant = JA • Judicial Officer = DEPTJO • Mediator = MED • Temporary Judge = TJ
Role	ParticipantRoleCodeSimpleType
Scheduling Options	EventStatusCodeSimpleType – this exchange only allows the following enumerated values for this element: <ul style="list-style-type: none"> • Scheduled = SCHEDULED • Reserved = RESERVED
Skin Tone	SkinToneCodeSimpleType
State	StateCodeSimpleType 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"> • <Blank> • Military in America = AA • Military (Europe, Mid East, Africa, Canada) = AE • Military in the Pacific = AP
Status	Only allowable value is: <ul style="list-style-type: none"> • Received
Street Type	StreetCodeSimpleType
Error Response	
Status	Allowable values are: <ul style="list-style-type: none"> • Error • Rejected
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 (Amount Received \$)
- District
- Event Type
- Filing Document
- Location
- Occupation
- Other
- Payment Method
- Release Status
- Violation Location

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 Number
- 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

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.

7.1 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

