



# Service Description Document: CCMS Data Exchange APL901

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COURT SENDS CASE TRANSFER TO  
ACCMS NOTIFICATION  
JUNE 2011



ADMINISTRATIVE OFFICE  
OF THE COURTS

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## Revision History

| Version | Date      | Author      | Description of Changes |
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| 1.0.0   | June 2011 | L Modisette | 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="#">APL901 Data Exchange Specifications</a>   | Deloitte Consulting/AOC/SEARCH |
| 1.0.0   | June 2011      | <a href="#">Service Description Document: CCMS Data Exchange APL802 Court Receives Order, Disposition Order, or Opinion Notification (ACCMS).</a> | Optimum Technology             |
| 1.0.0   | June 2011      | <a href="#">Service Description Document: CCMS Data Exchange APL803 Court Receives Remittitur Notification (ACCMS)</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                            |
| 9.0     | July 2011      | <a href="#">CCMS Data Exchange Errors</a>   | Deloitte Consulting            |



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## 1.0 Executive Summary

### 1.1 Purpose

The purpose of this document is to provide integration partners with descriptive information regarding context and business processes when preparing to implement data exchanges with the California Court Case Management System (CCMS). This document details the exchange content requirements and related business requirements necessary for a trial court to send a case transfer or subsequent document to the Appellate Court Case Management System (ACCMS), California District Court of Appeals, or the California Supreme Court.

Integration partners who are most likely to use this data exchange include:

- ACCMS
- District Court of Appeals/Supreme Court

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.

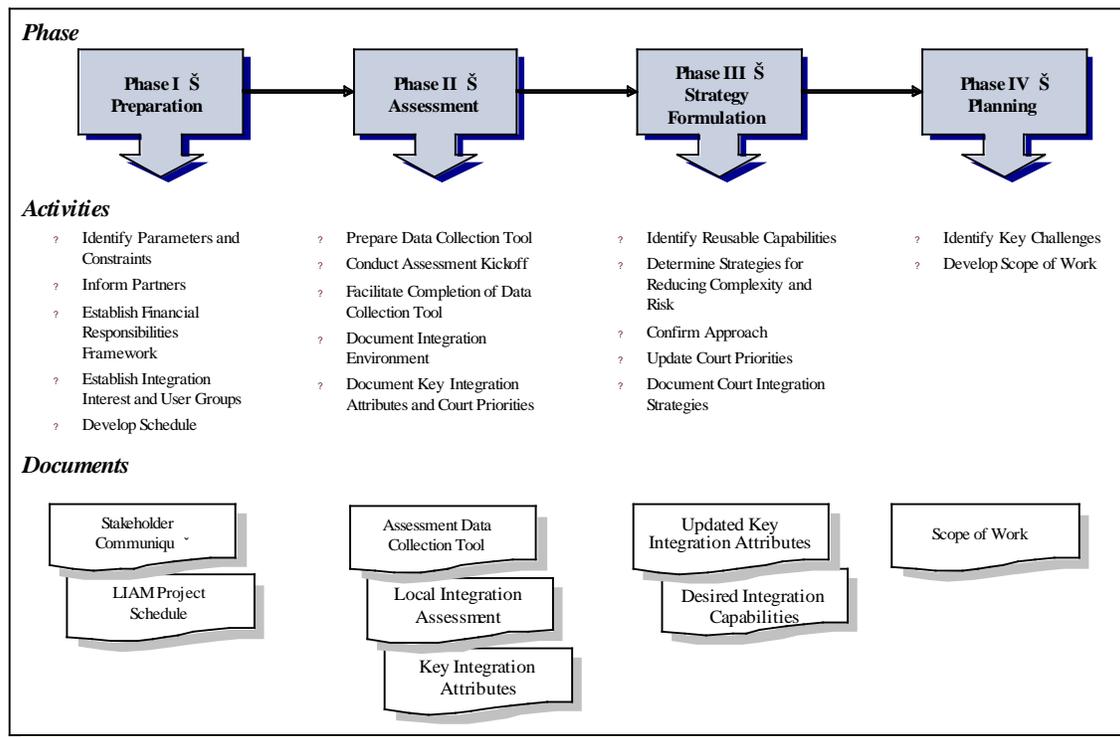


Figure 1. Implementation Phases

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 requirements and functional design for the APL901Send Case Transfer to ACCMS Notification data exchange. A trial court uses this California judicial branch XML schema-based data exchange to send a case transfer or subsequent document to ACCMS, the California District Court of Appeals, or the California Supreme Court.

The response message to this data exchange is returned from the integration partner for a Notice of Appeal, a Notice of Intent for a juvenile case, or the pronouncement of a judgment of death on a case indicating that the case transfer notification has been accepted. The response includes the case information (e.g., CCMS case number and ACCMS case number). For subsequent document submissions, the integration partner does not send a response.

### 2.1 Capabilities

This service provides the ability for a trial court (service consumer) to **send** a case transfer or subsequent document an integration partner (service providers).

### 2.2 Real World Effects

This service provides the ability for ACCMS, the California District Court of Appeals, or the California Supreme Court (service providers) to **receive** a case transfer or subsequent document from a trial court (service consumer). This data exchange may be used when:

- A case participant files an appeal.
- A case participant is found guilty on a death sentence.
- An integration partner requests additional documentation from the trial court.

### 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.

- This data exchange is not subject to a clerk review; consequently, there are no business responses for this data exchange.

#### 2.3.2 Related exchanges

The related exchanges in this section identify the associated exchanges an integration partner may use to modify, update, or complete a correlated business process.

- If the District Court of Appeals or Supreme Court issues an order or opinion, the CCMS-V4-APL802 Receive Order, Disposition Order, or Opinion Notification (ACCMS) data exchange will be used.

- If the Court of Appeals or Supreme Court issues a remittitur; then the CCMS-V4-APL803 Receive Remittitur Notification (ACCMS) data exchange will follow this exchange.

### **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.

- Notice of Appeal

## ***2.4 Notice of Briefing Schedule Assumptions and Dependencies***

The data exchange specification package includes a data mapping specification based on the 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<sup>4</sup>.”

#### 3.1 Primary Flow

1. CCMS sends a case transfer request to the ISB.
2. The ISB receives the case transfer request, performs schema validation, and forwards the message to the integration partner.
3. The integration partner receives the message and performs business validations, per the rules outlined in [Section 6.0, Additional Business Rules and Processes](#).
4. The integration partner sends the success or failure response to the ISB.
5. The ISB receives the response message, performs schema validation, and forwards the response to CCMS.
6. CCMS receives the response message and takes appropriate action.

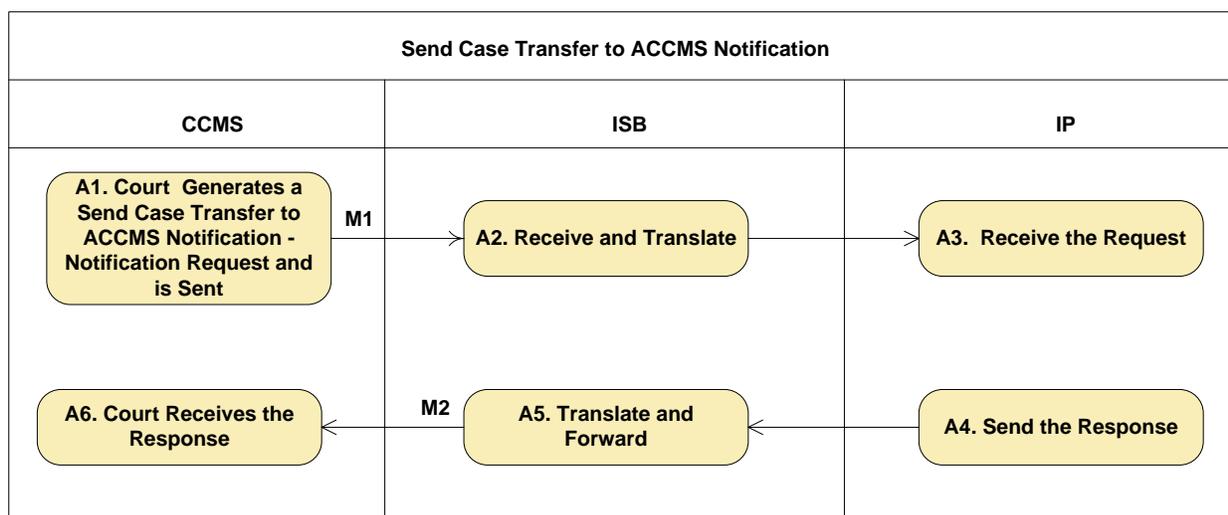


Figure 2. Court Sends Case Transfer to ACCMS Notification Activity Diagram

<sup>4</sup> The “Data Exchange Functional Guidelines” document is located at: [http://www2.courtinfo.ca.gov/justicepartners/documents/data\\_exchange\\_functional\\_design\\_guidelines\\_submitted\\_v6.pdf](http://www2.courtinfo.ca.gov/justicepartners/documents/data_exchange_functional_design_guidelines_submitted_v6.pdf)

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

## 3.3 Messages

A data exchange message<sup>5</sup> is a complete package of information sent between the courts and an integration partner. This exchange includes two distinct types of messages.

1. Request message
  - a. The Request message contains the case transfer request – appeals packet/ subsequent documents information, (e.g., CCMS case number, document type, and PDF) sent by the court to the integration partner, either the California District Court of Appeals or the California Supreme Court.
2. Response messages
  - a. The Success Response message contains the case transfer response – appeals packet/subsequent document response (e.g., CCMS case number and ACCMS case number) sent by the integration partner to the court.
  - b. The Error Response message containing one or more errors and their description is sent by the integration partner to the court. This message informs the court that the case transfer notification was not successful and corrective action is required.

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<sup>5</sup> As defined in the Justice Reference Architecture v1.8 February 2010.

## **4.0 Exchange Context**

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

### **4.1 Triggering Events**

A trial court sends the case transfer information to the District Court of Appeals or Supreme Court.

- Conditions = None

### **4.2 Subsequent Events**

An integration partner is notified and updates its system with the case transfer information.

- 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.

### 6.1 Business Rules

Table 1. Business Rules

| Referenced Element | Business Rule Description   |
|--------------------|---|
| DBA Name           | Required when the Participant Case Name type is DBA or FDDBA  |
| DCA District       | Required when "District Court of Appeal" is selected  |
| DCA Division       | <ul style="list-style-type: none"> <li>• Required when "District Court of Appeal" is Second Appellate District or Fourth Appellate District.</li> <li>• For District 2, allowable values are:                             <ul style="list-style-type: none"> <li>○ Division 1</li> <li>○ Division 2</li> <li>○ Division 3</li> <li>○ Division 4</li> <li>○ Division 5</li> <li>○ Division 6</li> <li>○ Division 7</li> <li>○ Division 8</li> </ul> </li> <li>• For District 4, allowable values are:                             <ul style="list-style-type: none"> <li>○ Division 1</li> <li>○ Division 2</li> <li>○ Division 3</li> </ul> </li> <li>• For Districts 1, 3, 5, and 6, allowable values are:                             <ul style="list-style-type: none"> <li>○ Division 11</li> <li>○ Division 12</li> <li>○ Division 13</li> <li>○ Division 14</li> <li>○ Division 15</li> </ul> </li> </ul> |
| Last Name          | <p><b>Branch: Participant. Participant Name. Person Name</b></p> <ul style="list-style-type: none"> <li>• Required when participant is not an Entity/Organization</li> </ul> <p><b>Branch: Case. Filing. Participant. Person</b></p> <ul style="list-style-type: none"> <li>• Required when participant is not an Entity/Organization</li> </ul>  |
| Organization Name  | <p><b>Branch: Participant. Participant Name. Organization Name</b></p> <ul style="list-style-type: none"> <li>• Required when participant is not a Person</li> </ul> <p><b>Branch: Case. Filing. Participant. Organization</b></p> <ul style="list-style-type: none"> <li>• Required when participant is not a Person</li> </ul>  |
| Submit To          | <p>Allowable values are:</p> <ul style="list-style-type: none"> <li>• District Court of Appeals = DISTCRTAPLS</li> <li>• Supreme Court = SUPRM COURT</li> </ul>   |

## 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

This section provides the schema location for the allowable values and description of elements contained in this exchange. Table 2 identifies the element name as it appears in the mapping spreadsheet, and the name of the specific schema that contains the values and descriptions. All allowable value schemas are found by following this path in the exchange .ZIP file:

- APL901/Schema Definition/CCMS-V4/CommonEnumeration

*Table 2. AOC Code Values*

| Element Name        | Schema Name            |
|---------------------|------------------------|
| <b>Request</b>      |                        |
| Charge Degree       | ChargeDegree.xsd       |
| Count Type          | CountType.xsd          |
| DCA District        | DcaDistrictList.xsd    |
| DCA Division        | DcaDivisionList.xsd    |
| Disposition Subtype | DispositionSubtype.xsd |
| Disposition Type    | DispositionType.xsd    |

| Element Name               | Schema Name  |
|----------------------------|--|
| External Case Xref Type    | ExternalCaseType.xsd<br>This exchange only allows the following enumerated values for this element: <ul style="list-style-type: none"> <li>• Booking Number = BKNMBR</li> <li>• CDSS = CDSSNMBR</li> <li>• Citation Number = CTNNMBR</li> <li>• City Attorney Case File Number = CTYATYCSFLNMBR</li> <li>• Companion = CMPNAIN</li> <li>• Consolidated Petition Number = CONSOLPETITIONNUM</li> <li>• Crime Report Number = CRIMEREPORTNUM</li> <li>• Criminal = 205200, CRIMINAL</li> <li>• CWS Number = CWSNMBR</li> <li>• DA Case File Number = DACSNMBR</li> <li>• DCA Appeals Case Number = DCAACN</li> <li>• DCFS Case Number = DCFSNMBR</li> <li>• DCSS Case Number = DCSSCSNMBR</li> <li>• DCSS Participant Number = DCSSPRTNR</li> <li>• DR Number = DRNUM</li> <li>• District Attorney = 205210, DA</li> <li>• Filing Agency Case = FILEAGNCY</li> <li>• Fingerprint Card Number = FINGPRNT</li> <li>• Judicial District Number = JUDDISNUM</li> <li>• Other = OTHRNMBR</li> <li>• Petition Number = PETITIONNUM</li> <li>• Probation Case Number = PROCSNMBR</li> <li>• Public Defender Case Number = PDCN</li> <li>• Refiled Case Number = RFCASENUM</li> <li>• Search Warrant Number = SWNUM</li> <li>• Sheriff's ID number = SHRFNMBR</li> <li>• Supreme Court Appeals Case Number = SCACN</li> <li>• Warrant Control Number = WARCONNUM</li> <li>• Warrant Number = WRNTNMBR</li> </ul> |
| Offense Level              | OffenseLevel.xsd   |
| Participant Case Name Type | NameType.xsd   |
| Participant Name Type      | ParticipantType.xsd  |
| Participant Role           | ParticipantRole.xsd  |
| Plea                       | Plea.xsd   |
| Title                      | PositionType.xsd   |
| <b>Error Response</b>      |  |
| 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.

- There are no court-configurable data elements.

### **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:

- Filed By Indicator
- Initial Filing Indicator
- Legacy Case Indicator
- Refers To Indicator

## **6.3 Business Processes**

There are no additional business processes that impact the exchange.

## **6.4 Data Classification**

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

### **6.4.1 Privacy considerations**

At the time 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.*” In addition, the AOC will use the following data elements rules to route this exchange to an integration partner:

- Court Code
- Data Exchange Name

### 7.2 Message Interactions

This is an asynchronous exchange; however, all messages sent to the ISB are processed in real time. This means messages received by the ISB are validated, translated to the appropriate format, and routed to the destination immediately.

- Starting at 8:00 a.m., a message is retransmitted every hour until 4:00 p.m. before being declared unsuccessful.
- Starting at 4:00 p.m., a message is retransmitted every hour until 8:00 a.m. before being declared unsuccessful.

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

| <b>Acronym</b> | <b>Name</b>                                 |
|----------------|---|
| ACCMS          | Appellate Court Case Management System      |
| AOC            | Administrative Office of the Courts         |
| CCMS           | California Case Management System           |
| CCPOR          | California Courts Protective Order Registry |
| 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                  |