



# Service Description Document:

## CCMS Data Exchange DSP920

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COURT SENDS PROPOSED ORDER AFTER  
HEARING (OAH) CONFIRMATION  
NOTIFICATION  
JUNE 2011



ADMINISTRATIVE OFFICE  
OF THE COURTS

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## Revision History

Version	Date	Author	Description of Changes
1.0.0	June 2011	M. West	First release

## Reference Documents

Version	Date	Document Title	Author
9.0	June 2011	<a href="#">ISB and CCMS Data Exchange Overview</a>	Deloitte Consulting
9.0	June 2011	<a href="#">Data Exchange Functional Design Guidelines</a>	Deloitte Consulting
2.0.0	September 2011	<a href="#">Data Exchange Common Technical Requirements</a>	AOC
1.0.0	September 2011	<a href="#">DSP920 Data Exchange Specifications</a>	Deloitte Consulting/AOC/SEARCH
1.0.0	June 2011	<a href="#">Service Description Document: CCMS Data Exchange DSP816 Court Receives Proposed Order After Hearing (OAH)</a>	Optimum Technology
1.0.0	June 2011	<a href="#">Service Description Document: CCMS Data Exchange PF901 Court Sends Case Participant Demographic Information Notification</a>	Optimum Technology
9.0	July 2011	<a href="#">CCMS Data Exchange Errors</a>	Deloitte Consulting
1.0	July 2010	<a href="#">Court Policy File Overview</a>	AOC
N/A	September 2011	<a href="#">AOC Codes</a>	AOC/SEARCH
1.0	September 2011	<a href="#">Local Integration Assessment Methodology (LIAM)</a>	AOC
2.0	June 2010	<a href="#">LIAM Light</a>	AOC



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## 1.0 Executive Summary

### 1.1 Purpose

The purpose of this document is to provide integration partners with descriptive information regarding 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 send an acceptance response to a proposed order from an integration partner in preparation of ordering and issuing order after hearing forms for Family Law and Juvenile cases.

Integration partners most likely to use this data exchange include:

- California Department of Child Support Services
- California Department of Revenue and Recovery
- California Department of Social Services
- Electronic filing service providers
- Probation – adult
- Probation – juvenile

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

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

- Exchange description
- Events and conditions
- CCMS business processes and rules
- CCMS data requirements
- Message patterns

- Exceptions, acknowledgements, errors
- Other descriptive information

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

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

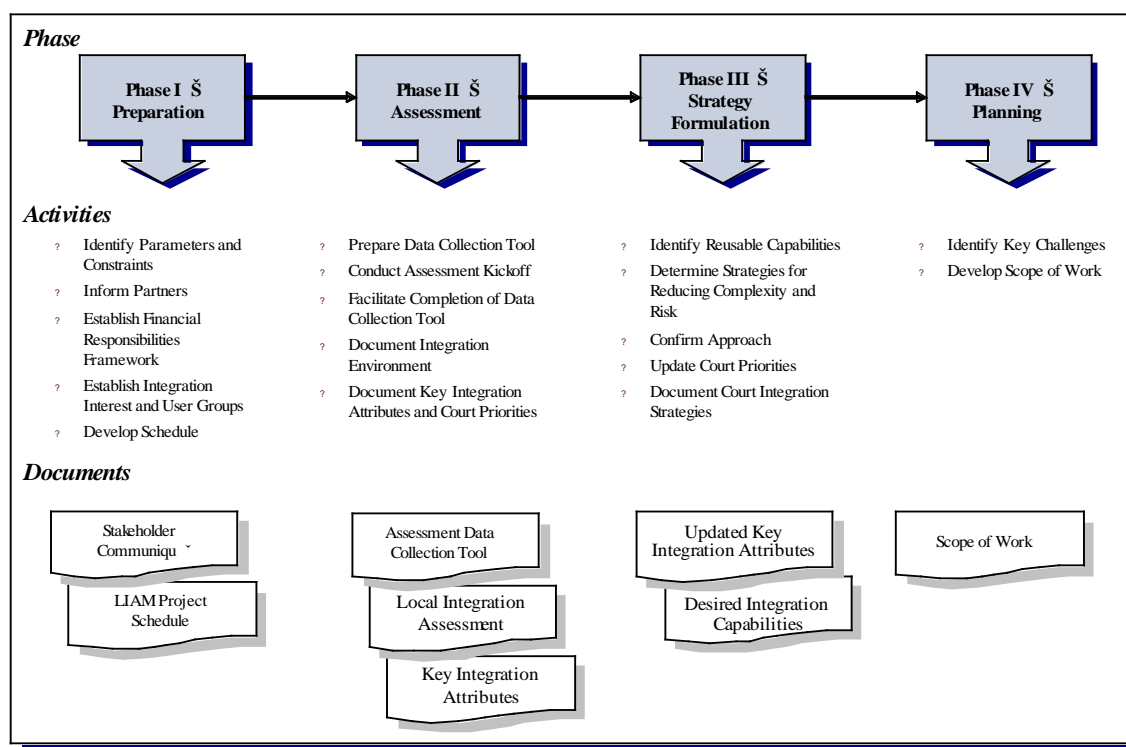


Figure 1. Implementation Phases

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

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

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

## **1.2 Audience**

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

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

## **1.3 CCMS Data Exchange Overview**

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

## **1.4 Assumptions**

The following is a list of current assumptions:

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

## **1.5 Risks**

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

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

<sup>3</sup> <http://www.courts.ca.gov/partners/integration.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 DSP920 Send Proposed Order After Hearing (OAH) Confirmation Notification data exchange. A trial court uses this NIEM-based data exchange to send an acceptance response to a proposed order from an integration partner in preparation of ordering and issuing order after hearing forms for Family Law and Juvenile cases. The confirmation notification information will be sent to the same integration partner that originated the case initiation request.

This data exchange does not include a functional success response message, but integration partners may return an error response message to the court if an error is encountered.

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

### 2.1 Capabilities

This service provides the ability for a trial court (service consumer) to **send** an acceptance response to a proposed order from an integration partner (service provider) in preparation of ordering and issuing order after hearing forms for Family Law and Juvenile cases.

### 2.2 Real World Effects

This service provides the ability for an integration partner (service provider) to **receive** an acceptance confirmation from the trial court (service consumer) in response to a case initiation request in preparation of ordering and issuing order after hearing forms for Family Law and Juvenile cases.

### 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 identify associated exchanges integration partners may use to modify, update, or complete a correlated business process. This data exchange will be invoked as a subsequent business response to the CCMS-V4-DSP816 Receive Proposed Order After Hearing (OAH) data exchange.

If participant demographic information is updated via this exchange, the CCMS-V4-PF901 Send Case Participant Demographic Information Notification data exchange will also be triggered.

### **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 the “alternate” flow of information for error and exception handling scenarios. Additional diagrams and descriptions of information flows are found in the *“Data Exchange Functional Design Guidelines.”*

### 3.1 Primary Flow

1. CCMS sends a proposed order after hearing filing form message to the ISB.
2. The ISB receives the message, performs schema validation, facilitates data mapping to the NIEM standard, and forwards the notification to an integration partner.
3. The integration partner acknowledges receipt of the message.
4. The integration partner performs business validations on the data exchange per the rules outlined in [Section 6.0, Additional Business Rules and Processes](#). If encountered, the integration partner sends an error response to the ISB.
5. The ISB receives the error response message, performs schema validation, translates to the California judicial branch XML schema standard, and forwards the response to CCMS.
6. CCMS receives the response and takes appropriate action.

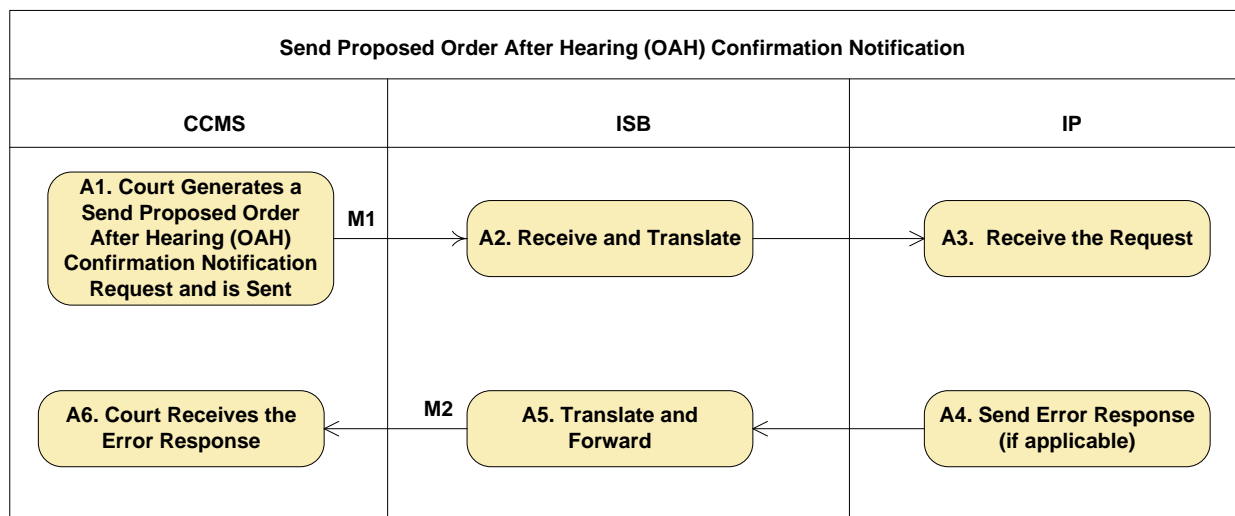


Figure 2. Court Sends Proposed Order After Hearing (OAH) Confirmation Notification Activity Diagram

### **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 (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 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 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 failure reason) to the source system (CCMS).

### **3.3 Messages**

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

1. Request message
  - a. The Request message contains the proposed recommendation filing notification, (e.g., CCMS case number, participant, proposed filing case information) sent from a court to an integration partner.
2. Response messages
  - a. The Error Response message contains error and error description information indicating the proposed recommendation filing notification message was not successful and corrective action is required.

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



## **4.0 Exchange Context**

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

### **4.1 Triggering Events**

This exchange is triggered when a trial court sends a confirmation notification by processing an E-filing acceptance.

- Conditions = None

### **4.2 Subsequent Events**

The integration partner is notified and updates its system with the case initiation confirmation information.

- Conditions = None



## 5.0 Data Exchange Errors and Exceptions

The document titled “*CCMS Data Exchange Errors*” contains all exchange specific errors that may occur between integration partner and CCMS. It includes three sections that list error codes, names, and descriptions for each type below.

- **Transient and Non-Transient Errors** may occur while the message is processed by the ISB.
- **Functional Errors** may occur while processing messages in the ISB or CCMS.
- **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
<b>Request</b>	
Accepted Date	Must be in YYYY-MM-DD format
Clerk's Comments to Submitter	Only applicable if Document Status is "Rejected"
Court Code	<b>(CEB11) Branch: Court. E Filing Court Information</b> <ul style="list-style-type: none"> <li>Must be a number ranging from 1 to 58</li> </ul>
District	<b>(CEB11) Branch: Court. E Filing Court Information</b> <ul style="list-style-type: none"> <li>Allowable values are determined by the Court Code selected.</li> <li>Applicable when the Resource Type selected is "Department"</li> </ul>
Organization Name	<b>(CEB09) Branch: Court. Submitter Information. Organization</b> Required when the <b>Court. Submitter Information. Person</b> branch (Submitter First Name, Submitter Middle Name, Submitter Last Name, and Submitter Suffix) is not sent
ISB Transaction ID	Is a unique identifier for an e-filing transaction and is never duplicated
Rejected Reason	Only applicable and required if Document Status is "Rejected"
Submitted Date/Time	Must be in format: YYYY-MM-DDThh:mm:ss.sss-offset
Submitter First Name	<b>(CEB09) Branch: Court. Submitter Information. Person</b> <ul style="list-style-type: none"> <li>Required when Organization Name is not sent.</li> </ul>
Submitter Last Name	<b>(CEB09) Branch: Court. Submitter Information. Person</b> <ul style="list-style-type: none"> <li>Required when Organization Name is not sent.</li> </ul>
<b>DSP816 Echo Back</b>	
Case Number	<ul style="list-style-type: none"> <li>CCMS Case Number and External Case Number are mutually exclusive. One or the other can be sent but not both</li> <li>Required when External Case Number is not provided</li> <li>Must be sent for a case amendment</li> </ul>
Case Title	Only required when Case Number is present
Case Year	Must be sent for a case amendment

Referenced Element	Business Rule Description
Court Code	<b>Branch: Court.E-FilingCourtInformation</b> <ul style="list-style-type: none"> <li>Must be a number ranging from 1 to 58</li> </ul> <b>Branch: Court.Case.CaseNumber.CCMS-V4CaseNumber</b> <ul style="list-style-type: none"> <li>Must be sent for a case amendment</li> </ul>
Document PDF	PDF Attachment only
Effective Date	Must be in date format: YYYY-MM-DD
External Case Number	<ul style="list-style-type: none"> <li>Case Number and External Case Number are mutually exclusive. One or the other can be sent but not both</li> <li>May be either the Legacy Case Number or the External Case Number</li> <li>Required when CCMS Case Number is not provided</li> <li>Must be sent for a case amendment</li> </ul>
External Case Xref Number	<ul style="list-style-type: none"> <li>Digits can be 0-9</li> <li>Must be sent for a case amendment</li> </ul>
External Case Xref Type	Must be sent for a case amendment.
Filed By Case Participant ID	<ul style="list-style-type: none"> <li>Participant must be specified by "Filed By" or "Refers To" or both</li> <li>Must be an existing Case Participant ID</li> </ul>
Integration Partner Phone Number	Digits can be 0-9
Order Date	Must be in date format: YYYY-MM-DD
Parameter Type	The following is a list of allowable corresponding Minute Code Parameter Types: <ul style="list-style-type: none"> <li>Dropdown</li> <li>Listbox</li> <li>Checkbox</li> <li>Radio Button</li> <li>Date Field</li> <li>Text Box</li> <li>Text Area</li> <li>Standard Name</li> <li>Standard Address</li> </ul>
Participant ID	<ul style="list-style-type: none"> <li>If Participant ID exists, Participant Category must also exist</li> <li>Must be numeric</li> </ul>
Refers to Case Participant ID	Must be an existing Case Participant ID
Submitted Date/Time	Must be in YYYY-MM-DDThh:mm:ss.sss-offset format

## 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
<b>Request</b>	
Case Status	CaseStatusCodeSimpleType
Confirmation Type	EfilingTransactionStatusCodeSimpleType
Document Status	DocumentStatusCodeSimpleType
Participant Category	ParticipantCodeSimpleType
Stamping Status	EFilingDocStatusCodeSimpleType
Status	EfilingStatusCodeSimpleType
Transaction Status	EfilingTransactionStatusCodeSimpleType
<b>DSP816 Echo Back</b>	
County	CountyCodeSimpleType
External Case Xref Type	ExternalCaseCodeSimpleType This exchange only allows the following enumerated values for this element: <ul style="list-style-type: none"> <li>• Appellate Division Case Number = ADCN</li> <li>• Booking Number = BKGNUMBR, BKNUMBR, BOOKNUM</li> <li>• CDSS = CDSSNUMBR</li> <li>• Citation Number = CTNNUMBR, CITNUM</li> <li>• City Attorney Case File Number = CTYATYCSFLNUMBR, CACFNUM</li> <li>• Companion = CMPNAIN</li> <li>• CWS Number = CWSNUMBR</li> <li>• DA Case File Number = DACSNUMBR, DCFNUM</li> <li>• DCA Appeals Case Number = DCAACNR, DCAACN, DACNUM</li> <li>• DCFS Case Number = DCFSNUMBR</li> <li>• DCSS Case Number = DCSSCSNUMBR</li> <li>• DCSS Participant Number = DCSSPRTNR</li> <li>• DR Number = DRNUMBR, DRNUM</li> <li>• Filing Agency Case = FILEAGENCY</li> <li>• Fingerprint Card Number = FINGPRNT</li> <li>• Other = 205202, OTHR, OTHRNUMBR</li> <li>• Probation Case Number = PROCSNUMBR, PCNUM</li> <li>• Public Defender Case Number = PDCN</li> <li>• Search Warrant Number = SWNUM</li> <li>• Sheriff's ID Number = SHIDNUM, SHRFNUMBR</li> <li>• Supreme Court Appeals Case Number = SCACN,</li> </ul>

Element Name	AOC Code Schema Table Name
	SUCOAPCN <ul style="list-style-type: none"> <li>• Trial Court Case Number = TCCN</li> <li>• Warrant Control Number = WARCONNUM, WRNTCNR</li> <li>• Warrant Number = WRNTNO, WRNTNR, WRNTNMBR</li> </ul>
Filing Type	FilingCodeSimpleType
Participant Category	ParticipantCodeSimpleType
Role	ParticipantRoleCodeSimpleType
<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:

- District
- 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:

- Confidentiality Indicator
- DCSS Involvement
- Status Reserved

## 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*.”

- No additional routing rules apply.

### **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
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

