



# Service Description Document: CCMS Data Exchange INI932

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COURT SENDS CASE INITIATION FILING  
- FAMILY LAW (MISCELLANEOUS)  
CONFIRMATION NOTIFICATION  
JUNE 2011



ADMINISTRATIVE OFFICE  
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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="#">Executive Summary</a>	Deloitte Consulting
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="#">INI932 Data Exchange Specifications</a>	Deloitte Consulting/AOC/SEARCH
1.0.0	June 2011	<a href="#">Service Description Document: CCMS Data Exchange INI813 Court Receives Case Initiation Filing – Family Law (Miscellaneous)</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 court to send a Family Law (Miscellaneous) confirmation notification to an integration partner.

Integration partners most likely to use this data exchange include:

- California Department of Child Support Services
- California Department of Revenue and Recovery
- Electronic filing service providers
- Public defender/alternate public defender/entity panel

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 and Web Service Description Language (WSDL) files, and the “*CCMS Data Exchange: Common Technical Requirements*,” and should be reviewed along with these documents when preparing for deployment. The schemas, WSDLs, and “*Common Technical Requirements*” documentation provide specific technical details regarding message structures and implementation requirements, including infrastructure, security, and deployment information. Collectively, these documents provide all information required for an integration partner to send and receive data for this exchange with CCMS.

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 in this 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 Service Description Document is based on the Global Justice Reference Architecture’s Service Specifications Guidelines. More information about this initiative is available at <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 to provide both integration partners and the courts with necessary information prior to implementation activities. Figure 1 describes this process in more detail.

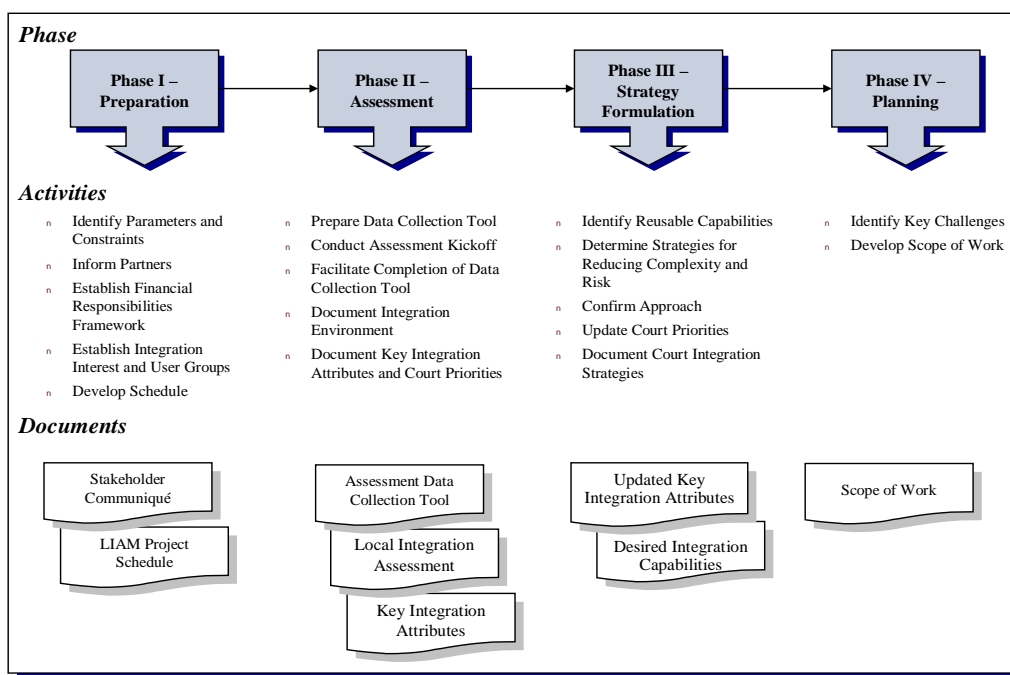


Figure 1. Implementation Phases

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>1</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>2</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>1</sup> <http://niem.gov/>

<sup>2</sup> <http://www.courts.ca.gov/partners/integration.htm>

Where:

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

Examples:

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

## 2.0 Exchange Description

This section outlines the requirements and functional design for the INI932 Send Case Initiation Filing – Family Law (Miscellaneous) Confirmation Notification data exchange. A trial court uses this California judicial branch XML-based data exchange to send an electronic acceptance response to the case initiation request received using the CCMS-V4-INI813 Receive Case Initiation Filing – Family Law (Miscellaneous) data exchange. The confirmation notification information in this data exchange 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 court (service consumer) to **send** an electronic acceptance response to an integration partner (service provider) in response to a family law (Miscellaneous) case initiation request.

### 2.2 Real World Effects

This service allows an integration partner (service provider) to **receive** an electronic acceptance response from the court (service consumer). The response is sent due to a family law (Miscellaneous) case initiation request.

### 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 may be invoked as a subsequent business response to the CCMSV4-INI813 Receive Case Initiation Filing – Family Law (Miscellaneous) data exchange.
- If participant demographic information is updated via this exchange, the CCMS-V4-PF901 Send Case Participant Demographic Information Notification data exchange may 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 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 the family law (miscellaneous) case initiation filing confirmation notification to the ISB.
2. The ISB receives the confirmation notification, performs schema validation, and forwards the notification to the integration partner.
3. The integration partner acknowledges receipt of the message.
4. The integration partner performs business validations, per the rules outlined in [Section 6.0, Additional Business Rules and Processes](#). If encountered, the integration partner sends the error response to the ISB.
5. The ISB receives the error response message, performs schema validation and forwards the error response message to CCMS.
6. CCMS receives the error response message and takes the appropriate action.

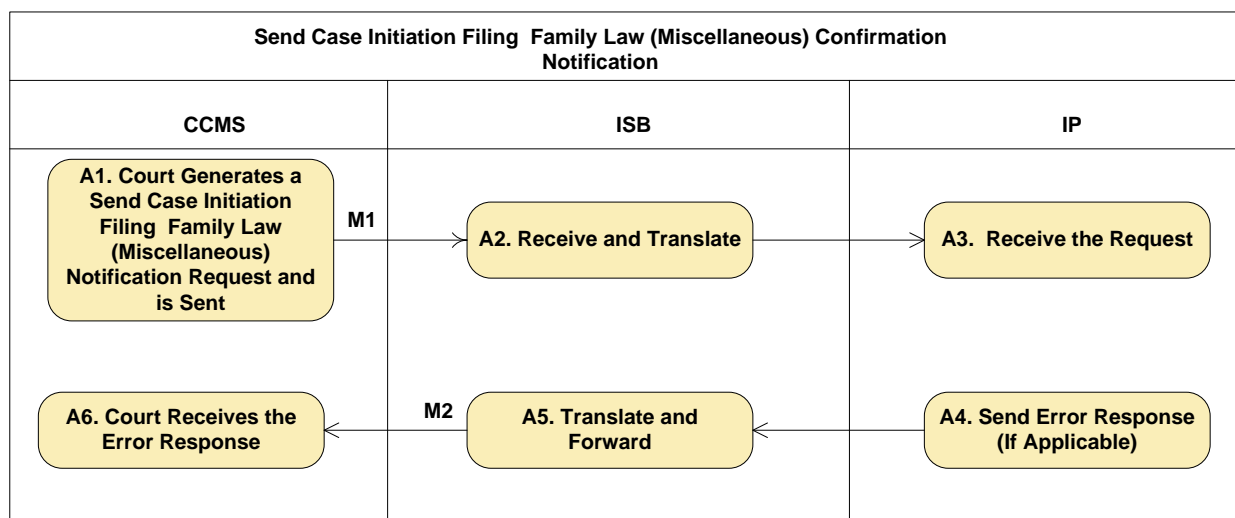


Figure 2. Court Sends Case Initiation Filing – Family Law (Miscellaneous) Confirmation Notification Activity Diagram



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

## 3.3 Messages

A data exchange message<sup>3</sup> is a complete package of information sent between the courts and an integration partner. This exchange includes two types of messages:

1. Request message
  - a. The Request message contains the family law (miscellaneous) confirmation notification request (e.g., case number, participant, miscellaneous specific case information, etc.), sent by the court to the integration partner.
2. Response messages
  - a. The Error Response message contains error and error description information indicating the confirmation message request was not successful and corrective action is required.

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<sup>3</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 a confirmation notification.

- Conditions = None

The trial court resends a confirmation notification.

- Conditions = None

### **4.2 Subsequent Events**

The court notifies the integration partner with 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 an 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 date format: YYYY-MM-DD
Balance Due	Must be digits (0-9)
Case Participant XML ID	Must be an existing Case Participant XML ID.
Clerk's Comments to Submitter	Only applicable if Document Status is "Rejected"
Confirmation Type	Allowable values are: <ul style="list-style-type: none"> <li>Accepted</li> <li>Updated</li> <li>Rejected</li> <li>Partially Accepted</li> </ul>
Document Status	Allowable values are: <ul style="list-style-type: none"> <li>Accepted</li> <li>Rejected</li> <li>Inprogress</li> </ul>
Document Type	Allowable values are: <ul style="list-style-type: none"> <li>Request</li> <li>Response</li> </ul>
Fee Amount	Must be digits (0-9)
Fee Due Date	Must be in correct date format YYYY-MM-DD
Fee Type	<ul style="list-style-type: none"> <li>Available values depend on the FFA Category values selected.</li> <li>When a filing has multiple fees, one of the fees is in the sub category of "First Appearance Fee", and the participant has not been previously charged a fee in this sub category, this will be the only fee charged.</li> <li>When a filing has multiple fees and the participant has been previously charged a fee in the sub category of "First Appearance Fee", only the fees without this fee sub category will be assessed.</li> </ul>
ISB Transaction ID	Is a unique identifier for an e-filing transaction and is never duplicated.

Referenced Element	Business Rule Description
Message Status	Allowable values are: <ul style="list-style-type: none"> <li>Completed</li> <li>Failed</li> <li>Inprocess</li> </ul>
Participant XML ID	Must be an existing Case Participant XML ID
Payment Date	Must be in date format: YYYY-MM-DD
Rejection Reason	Only applicable and required if Document Status is “Rejected”
Stamping Status	Allowable values are: <ul style="list-style-type: none"> <li>Original</li> <li>Default_Stamped</li> <li>Endorsed</li> <li>Rejected</li> <li>System_Generated</li> <li>Generated</li> <li>Inprogress</li> </ul>
TimeStamp	DDThh:mm:ss.sss-offset format
<b>INI813 Echo Back</b>	
Accept Judicial Officer	Accept Judicial Officer can only be sent when the Filing Type is “Case Management”
Add/Remove Family Member Indicator	<ul style="list-style-type: none"> <li>Allowable values are:                             <ul style="list-style-type: none"> <li>Add = A</li> <li>Remove = R</li> </ul> </li> <li>Add and Remove family members are mutually exclusive.</li> <li>Required for each family member to be added to or removed from a family relationship</li> </ul>
Add/Update/Remove Family Relationships Indicator	<ul style="list-style-type: none"> <li>Allowable values are:                             <ul style="list-style-type: none"> <li>Add = A</li> <li>Update = U</li> <li>Remove = R</li> </ul> </li> <li>When updating or removing a relationship, both members must already exist in the family unit in CCMS.</li> <li>Relationships can only be added to participants who exist in the family unit in CCMS or who are currently being added to the unit.</li> </ul>
ADRProgram	<ul style="list-style-type: none"> <li>Applicable when Filing Type is “Alternative Dispute Resolution”</li> <li>Values are a combination of the ADR Program Name and the Assigned Neutral</li> </ul>
Address Type	<b>(CEB05) Branch: Court. Case. Participant. Address</b> <ul style="list-style-type: none"> <li>Address must be sent when Preferred Mode of Delivery is “Postal Address”</li> </ul> <b>(CEB07) Branch: Court. Case. Payment Record. Payor Information. Payor. Address</b> <ul style="list-style-type: none"> <li>Required when Payment Method is “Online Credit Card”</li> </ul>
Aid was/is being Received	<ul style="list-style-type: none"> <li>Applicable when Filing Type is “Participant Information” and Case Category is “Family Law”</li> </ul>
Amended	Required when filing an amendment. Not applicable when the Filing Type is: <ul style="list-style-type: none"> <li>Transferred Filings</li> <li>Trial By Declaration</li> </ul>
Amount \$	Must be a valid dollar amount

Referenced Element	Business Rule Description
Amount Not to Exceed	<ul style="list-style-type: none"> <li>• Digits can be 0-9</li> <li>• Amount must match the total amount owed</li> <li>• Only available when the Payment Method is “Online Credit Card”</li> </ul>
Amount Received	Digits can be 0-9
Amount Received (Amount Received \$)	Must be greater than zero
Attachment .JPG or .JPEG or .GIF	Must be in .JPG, .JPEG, or .GIF format and less than 100 KB in size
Attorney Fees and Costs	<p>Applicable to:</p> <ul style="list-style-type: none"> <li>• Family Law</li> <li>• Civil Limited</li> <li>• Civil Unlimited</li> <li>• Probate Case Categories</li> </ul> <p>For Family Law, when filing a Modification of OSC (FL-300) or Notice of Motion (FL-301), modification checkbox on at least one or more issue checkboxes on the “Issues” tab must be selected.</p>
Attorney XML ID	<p>Applicable to:</p> <ul style="list-style-type: none"> <li>• Family Law</li> <li>• Civil Limited</li> <li>• Civil Unlimited</li> <li>• Probate Case Categories</li> </ul>
Award for Plaintiff/Petitioner	Applicable when Filing Type is “Alternative Dispute Resolution” and Case Category is “Family Law”
Award for the Defendant/Respondent	Applicable when the Filing Type is “Alternative Dispute Resolution” and Case Category is “Family Law”
Begin Date	<ul style="list-style-type: none"> <li>• YYYY-MM-DD</li> <li>• Field available based on the ID Type selected.</li> <li>• Required for the following ID Types: <ul style="list-style-type: none"> <li>○ Passport Card Number</li> <li>○ Passport Number</li> </ul> </li> </ul>
Birth Country	<ul style="list-style-type: none"> <li>• State/Birth State is available only when Birth Country is “United States of America”</li> <li>• Only valid when Category is “Person”</li> </ul>
Birth State	<ul style="list-style-type: none"> <li>• State/Birth State is available only when Birth Country is “United States of America”</li> <li>• Only valid when Category is “Person”</li> </ul>
Body Part	Only valid when Category is “Person”
Bond Amount	<ul style="list-style-type: none"> <li>• Must be a valid amount</li> <li>• Only applicable when the Filing Type is: <ul style="list-style-type: none"> <li>○ Appeals</li> <li>○ Case Initiation</li> <li>○ Estates</li> <li>○ Stays</li> </ul> </li> </ul>



Referenced Element	Business Rule Description
Box Number (Box No.)	<b>(CEB05) Branch: Court. Case. Participant. Address</b> <ul style="list-style-type: none"> <li>Address must be sent when Preferred Mode of Delivery is “Postal Address”</li> <li>Allowable only when the Address Type is “Military”</li> <li>Required when Address Type is “Military A.P.O. Box”</li> <li>Required when Address Type is “Military F.P.O. Box”</li> </ul> <b>(CEB07) Branch: Court. Case. Payment Record. Payor Information. Payor. Address</b> <ul style="list-style-type: none"> <li>Required when Payment Method is “Online Credit Card”</li> <li>Applicable only when Address Type is “Military”</li> <li>Required if Address Type is “Military A.P.O. Box”</li> <li>Required if Address Type is “Military F.P.O. Box”</li> </ul>
Build	Only valid when Category is “Person”
Building	<ul style="list-style-type: none"> <li>Required when the Resource Type is “Department”</li> <li>Applicable when a Location value is selected</li> <li>Not applicable when the Scheduling Option is “Reserved”</li> </ul>
Calendar Type	Not applicable when the Scheduling Option is “Reserved”
CalWorks or TANF	Applicable when Filing Type is “Fee Waiver” and Financial Assistance Indicator = “Y”
CAPI	Applicable when Filing Type is “Fee Waiver” and Financial Assistance Indicator = “Y”
Card Number (Card No.)	<ul style="list-style-type: none"> <li>Required when Payment Method is “Online Credit Card”</li> <li>Card number must contain the correct number of digits for card type selected (Visa/MC/Discover = 16 and Amex = 15).</li> </ul>
Card Type	Required when Payment Method is “Online Credit Card”
Case Category	Only allowable values is Family Law = FL
Case Number	<b>(CEB08) Branch: Court. Case, Event. Related Cases. Case Number. CCMS-V4 Case Number</b> <ul style="list-style-type: none"> <li>External Case Number and V4 Case Number are mutually exclusive and only one may be sent.</li> </ul>
Case Participant XML ID	<b>(CEB05) Branch: Court. Case. Participant</b> <ul style="list-style-type: none"> <li>Must be unique and must be sequential starting with the number 1</li> </ul> <b>(CEB06) Branch: Court. Case. Family Unit. Add/Maintain Relationships. Selected Member</b> <ul style="list-style-type: none"> <li>Must be an existing Case Participant XML ID.</li> <li>Family Member XML ID and Case Participant XML ID are mutually exclusive; only one may be sent for any selected member.</li> <li>When updating or removing a relationship, either the Family Member XML ID or the Case Participant XML ID, the relation role (either new or current), and relation qualifier (if one exists) must be sent for both members in the relationship.</li> <li>When a participant is added to a family unit as a new family member, a new relationship is required for that participant.</li> </ul> <b>(CEB07) Branch: Court. Case. Payment Record. Payor Information</b> <ul style="list-style-type: none"> <li>Required when Payment Method is “Online Credit Card”</li> <li>Must be an existing Case Participant XML ID</li> </ul>

Referenced Element	Business Rule Description
Case Participant XML ID for Associate	Must be an existing Case Participant XML ID
Case Settled for 10k	Applicable when Filing Type is “Notices” Allowable values are: <ul style="list-style-type: none"> <li>• M (Case settled for \$10,000 or more)</li> <li>• L (Case settled for less than \$10,000)</li> </ul>
Case Sub-Type	Not available for editing when in the context of a Family Law case.
Case Type	Allowable values are: <ul style="list-style-type: none"> <li>• Approval of Child’s Contract = MC</li> <li>• Declaration of Emancipation of Child = EM</li> <li>• Hague = HA</li> <li>• Other = OTHER</li> <li>• Request for Marital Consent = MM</li> <li>• Surrogacy = SU</li> <li>• Third Party Visitation = 3V</li> </ul>
Case Year	<b>(CEB08) Branch: Court. Case, Event. Related Cases. Case Number. CCMS-V4 Case Number</b> <ul style="list-style-type: none"> <li>• External Case Number and V4 Case Number are mutually exclusive and only one may be sent.</li> </ul>
CCMS Family ID Description	<ul style="list-style-type: none"> <li>• Applicable when modifying an existing family unit and the IP sent an updated CCMS Family ID Description.</li> <li>• Applicable when creating a new family unit.</li> </ul>
CCMS Family ID Number	<ul style="list-style-type: none"> <li>• Digits can be 0-9</li> <li>• When the <b>Create</b> Family Unit Indicator is provided, the CCMS Family Unit ID number must not be sent.</li> <li>• When the <b>Update</b> Family Unit Indicator is provided, the CCMS Family Unit ID Number is required.</li> <li>• When the <b>Update</b> Family Unit Indicator is provided, the associated CCMS Family Unit ID Number must match an existing one in CCMS.</li> </ul>
Challenged Judicial Officer	Only applicable when Filing Type is “Challenge”
Change in Financial Situation	Only applicable when Filing Type is “Notices” Allowable values are: <ul style="list-style-type: none"> <li>• E (End Fee Waiver)</li> <li>• R (Request Court Review)</li> </ul>
Child Custody	Applicable to: <ul style="list-style-type: none"> <li>• Family Law</li> <li>• Civil Limited</li> <li>• Civil Unlimited</li> <li>• Probate Case Categories</li> </ul> For Family Law, when filing a Modification of OSC (FL-300) or Notice of Motion (FL-301), modification checkbox on at least one or more issue checkboxes on the “Issues” tab must be selected.
Child Custody and Visitation – Enforce	Applicable only if an attorney is selected in the Attorney dropdown. Applicable to: <ul style="list-style-type: none"> <li>• Family Law</li> <li>• Civil Limited</li> <li>• Civil Unlimited</li> <li>• Probate Case Categories</li> </ul>

Referenced Element	Business Rule Description
Child Custody and Visitation – Establish	Applicable only if an attorney is selected in the Attorney dropdown. Applicable to: <ul style="list-style-type: none"> <li>• Family Law</li> <li>• Civil Limited</li> <li>• Civil Unlimited</li> <li>• Probate Case Categories</li> </ul>
Child Custody and Visitation – Modify	Applicable only if an attorney is selected in the Attorney dropdown. Applicable to: <ul style="list-style-type: none"> <li>• Family Law</li> <li>• Civil Limited</li> <li>• Civil Unlimited</li> <li>• Probate Case Categories</li> </ul>
Child Custody and Visitation Modify Describe in Detail	Applicable only if an attorney is selected in the Attorney dropdown. Applicable to: <ul style="list-style-type: none"> <li>• Family Law</li> <li>• Civil Limited</li> <li>• Civil Unlimited</li> <li>• Probate Case Categories</li> </ul>
Child Support	Applicable to: <ul style="list-style-type: none"> <li>• Family Law</li> <li>• Civil Limited</li> <li>• Civil Unlimited</li> <li>• Probate Case Categories</li> </ul> For Family Law, when filing a Modification of OSC (FL-300) or Notice of Motion (FL-301), modification checkbox on at least one or more issue checkboxes on the “Issues” tab must be selected.
Child Support – Describe in Detail	Applicable only if an attorney is selected in the Attorney dropdown. Applicable to: <ul style="list-style-type: none"> <li>• Family Law</li> <li>• Civil Limited</li> <li>• Civil Unlimited</li> <li>• Probate Case Categories</li> </ul>
Child Support – Enforce	Applicable only if an attorney is selected in the Attorney dropdown. Applicable to: <ul style="list-style-type: none"> <li>• Family Law</li> <li>• Civil Limited</li> <li>• Civil Unlimited</li> <li>• Probate Case Categories</li> </ul>
Child Support – Establish	Applicable only if an attorney is selected in the Attorney dropdown. Applicable to: <ul style="list-style-type: none"> <li>• Family Law</li> <li>• Civil Limited</li> <li>• Civil Unlimited</li> <li>• Probate Case Categories</li> </ul>
Child Support – Modify	Applicable only if an attorney is selected in the Attorney dropdown. Applicable to: <ul style="list-style-type: none"> <li>• Family Law</li> <li>• Civil Limited</li> <li>• Civil Unlimited</li> <li>• Probate Case Categories</li> </ul>

Referenced Element	Business Rule Description
Child Visitation to Other	Applicable when Filing Type is: <ul style="list-style-type: none"> <li>Judgment/ Dismissal</li> <li>Orders</li> <li>First Papers</li> </ul> Case Category is "Family Law"
Child Visitation to Petitioner	Applicable when Filing Type is: <ul style="list-style-type: none"> <li>Judgment/ Dismissal</li> <li>Orders</li> <li>First Papers</li> </ul> Case Category is "Family Law"
Child Visitation to Respondent	Applicable when Filing Type is: <ul style="list-style-type: none"> <li>Judgment/ Dismissal</li> <li>Orders</li> <li>First Papers</li> </ul> Case Category is "Family Law"
City	<b>(CEB05) Branch: Court. Case. Participant. Address</b> <ul style="list-style-type: none"> <li>Address must be sent when Preferred Mode of Delivery is "Postal Address"</li> <li>Required when Country selected is "United States of America"</li> <li>When Address Type is "Military A.P.O." or "Military F.P.O." the City element must be populated with one of the State.xsd values below:                             <ul style="list-style-type: none"> <li>&lt;Blank&gt;</li> <li>Military in America = AA</li> <li>Military (Europe, Mid East, Africa, Canada) = AE</li> <li>Military in the Pacific = AP</li> </ul> </li> </ul> <b>(CEB07) Branch: Court. Case. Payment Record. Payor Information. Payor. Address</b> <ul style="list-style-type: none"> <li>Required when Payment Method is "Online Credit Card"</li> <li>Not applicable when Address Type is "International"</li> <li>Required when Country is United States</li> <li>When Address Type is "Military APO" or "Military FPO" the City element must be populated with one of the State.xsd values below:                             <ul style="list-style-type: none"> <li>&lt;Blank&gt;</li> <li>Military in America = AA</li> <li>Military (Europe, Mid East, Africa, Canada) = AE</li> <li>Military in the Pacific = AP</li> </ul> </li> </ul>
Class	Required for the following ID Types: <ul style="list-style-type: none"> <li>Driver's License Number</li> </ul>
Code	Only valid when Category is "Person"
Conditional Settlement Date to Dismiss	<ul style="list-style-type: none"> <li>Must be in date format: YYYY-MM-DD</li> <li>Only applicable when Filing Type is "Notices"</li> <li>Applicable only when Filing Document is "Notice of Settlement"</li> </ul>
Contempt	Applicable only if an attorney is selected in the Attorney dropdown. Applicable to: <ul style="list-style-type: none"> <li>Family Law</li> <li>Civil Limited</li> <li>Civil Unlimited</li> <li>Probate Case Categories</li> </ul>

Referenced Element	Business Rule Description
Contempt – Describe in Detail	Applicable only if an attorney is selected in the Attorney dropdown. Applicable to: <ul style="list-style-type: none"> <li>• Family Law</li> <li>• Civil Limited</li> <li>• Civil Unlimited</li> <li>• Probate Case Categories</li> </ul>
Costs \$	<ul style="list-style-type: none"> <li>• Only applicable when Case Category is “Small Claims”</li> <li>• Must be a valid currency amount</li> </ul>
Country	<b>(CEB05) Branch: Court. Case. Participant. Address</b> <ul style="list-style-type: none"> <li>• Address must be sent when Preferred Mode of Delivery is “Postal Address”</li> <li>• Required for the following ID Types:                             <ul style="list-style-type: none"> <li>○ Passport Card Number</li> <li>○ Passport Number</li> </ul> </li> <li>• When Address Type is “International Address,” United States of America is not applicable.</li> <li>• Not applicable when Address Type is “Military A.P.O. Box” or “Military F.P.O. Box”</li> </ul> <b>(CEB07) Branch: Court. Case. Payment Record. Payor Information. Payor. Address</b> <ul style="list-style-type: none"> <li>• Required when Payment Method is “Online Credit Card”</li> <li>• Not applicable when Address Type is “Military A.P.O. Box” or “Military F.P.O. Box”</li> <li>• “United States of America” is not available when Address Type is “International Address”</li> </ul>
County	Required for the following ID Types: <ul style="list-style-type: none"> <li>• County ID Number</li> <li>• Death Certificate Number</li> <li>• Other ID Card Number</li> <li>• Probation Department Juvenile (PDJ) Number</li> <li>• Probation Number</li> </ul>
County Relief or General Assistance	Applicable when Filing Type is “Fee Waiver” and Financial Assistance Indicator = “Y”
Court Code	<b>(CEB11) Branch: Court. EFiling Court Information</b> <ul style="list-style-type: none"> <li>• A number, ranging from 1 to 58</li> </ul> <b>(CEB08) Branch: Court. Case, Event. Related Cases. Case Number. CCMS-V4 Case Number</b> <ul style="list-style-type: none"> <li>• External Case Number and V4 Case Number are mutually exclusive and only one may be sent.</li> </ul>
Court-Appointed Interpreter Fees for a Witness	Applicable when Filing Type is “Fee Waiver-Additional”

Referenced Element	Business Rule Description
Create/Update Family Unit Indicator	<ul style="list-style-type: none"> <li>Allowable values are:                             <ul style="list-style-type: none"> <li>Create = C</li> <li>Update = U</li> </ul> </li> <li>When the <b>Create</b> Family Unit Indicator is provided, the CCMS Family Unit ID number must not be sent.</li> <li>When the <b>Update</b> Family Unit Indicator is provided, the CCMS Family Unit ID Number is required.</li> <li>When the <b>Update</b> Family Unit Indicator is provided, the associated CCMS Family Unit ID Number must match an existing one in CCMS.</li> </ul>
CVV2	<ul style="list-style-type: none"> <li>Required when Payment Method is "Online Credit Card"</li> <li>Must contain the correct number of digits for the card type selected (Visa/MC/Discover = 3 and Amex = 4).</li> </ul>
Date Able to Pay Court Fees and Costs After	<ul style="list-style-type: none"> <li>YYYY-MM-DD</li> <li>Applicable when Filing Type is "Notices" and Change in Financial Situation value is "E"</li> </ul>
Date ICWA-030 Notice Received	<ul style="list-style-type: none"> <li>Must be in date format: YYYY-MM-DD</li> <li>Applicable when Filing Type is "Notices"</li> <li>Applicable when Filing Type is "ICWA"</li> </ul>
Date ICWA-030 Notice Sent	<ul style="list-style-type: none"> <li>YYYY-MM-DD</li> <li>Applicable when Filing Type is "Notices" or "ICWA"</li> </ul>
Date of Bankruptcy	<ul style="list-style-type: none"> <li>YYYY-MM-DD</li> <li>Only applicable when the Filing Type is:                             <ul style="list-style-type: none"> <li>Requests</li> <li>Stipulation</li> <li>Stays</li> </ul> </li> </ul>
Date of Birth	<ul style="list-style-type: none"> <li>Must be in date format: YYYY-MM-DD</li> <li>Only valid when Category is "Person"</li> <li>When creating a new profile for a non-case participant, the combination of the following elements must not create a duplicate record in CCMS:                             <ul style="list-style-type: none"> <li>First Name</li> <li>Middle Name</li> <li>Last Name</li> <li>Suffix</li> <li>Date of Birth</li> <li>Identification</li> </ul> </li> </ul>
Date of Birth Type	Only valid when Category is "Person"
Date of Death	<ul style="list-style-type: none"> <li>Must be in date format: YYYY-MM-DD</li> <li>Only valid when Category is "Person"</li> </ul>
Date of Last Court Fee Waiver Order	<ul style="list-style-type: none"> <li>Must be in date format: YYYY-MM-DD</li> <li>Only applicable when Filing Type is "Notices"</li> </ul>
Date of Service	<ul style="list-style-type: none"> <li>Must be in date format: YYYY-MM-DD</li> <li>Only applicable when Filing Type is "Proof of Service – General"</li> <li>Applicable only to Family Law</li> </ul>
Date of Tribal Response	<ul style="list-style-type: none"> <li>Must be in date format: YYYY-MM-DD</li> <li>Applicable only when the Filing Type is "Notices" or "ICWA"</li> </ul>
Date Return Receipt Received	<ul style="list-style-type: none"> <li>YYYY-MM-DD</li> <li>Applicable when Filing Type is "Notices" or "ICWA"</li> </ul>
Day of Week	Not available when the Scheduling Option is "Reserved"
Decline Judicial Officer	Only applicable when the Filing Type is "Case Management"

Referenced Element	Business Rule Description
Defective	Only applicable when the Filing Type is: <ul style="list-style-type: none"> <li>• Proof of Service – Case Initiating Document</li> <li>• Proof of Service – General</li> </ul>
Department	<ul style="list-style-type: none"> <li>• Required if the Resource Type is Department.</li> <li>• Available when a Building value is selected.</li> </ul>
Descriptor	<p><b>(CEB05) Branch: Court. Case. Participant. Address</b></p> <ul style="list-style-type: none"> <li>• Address must be sent when Preferred Mode of Delivery is “Postal Address”</li> </ul> <p><b>(CEB07) Branch: Court. Case. Payment Record. Payor Information. Payor. Address</b></p> <ul style="list-style-type: none"> <li>• Required when Payment Method is “Online Credit Card”</li> <li>• Not available when Address Type is “Military,” “P. O. Box,” “Military A.P.O. Box,” or “Military F.P.O. Box”</li> </ul>
Direction	<p><b>(CEB05) Branch: Court. Case. Participant. Address</b></p> <ul style="list-style-type: none"> <li>• Address must be sent when Preferred Mode of Delivery is “Postal Address”</li> <li>• Not applicable when address is “Military A.P.O. Box,” “Military F.P.O.” or “P.O. Box”</li> </ul> <p><b>(CEB07) Branch: Court. Case. Payment Record. Payor Information. Payor. Address</b></p> <ul style="list-style-type: none"> <li>• Required when Payment Method is “Online Credit Card”</li> <li>• Not available when Address Type is “Military,” “P. O. Box,” “Military A.P.O. Box,” or “Military F.P.O. Box”</li> </ul>
Dissolution	<p><b>For Judgment/Dismissal:</b>  Applicable when any of the Dissolution/ Legal Separation/ Nullity indicators = “Y” and Case Category is “Family Law,” the following fields can be sent:</p> <ul style="list-style-type: none"> <li>• Status Only</li> <li>• Reserve Jurisdiction over Marital/DP Status</li> <li>• Judgment on Reserved Issues</li> </ul> <p><b>For Orders:</b>  Applicable when Dissolution indicator = “Y” and Case Category is “Family Law,” the following fields can be sent:</p> <ul style="list-style-type: none"> <li>• Status Only</li> <li>• Reserve Jurisdiction over Marital/DP Status</li> <li>• Judgment on Reserved Issues</li> </ul>
District	<ul style="list-style-type: none"> <li>• Required if the Resource Type is Department.</li> <li>• Available only when the Resource Type is Department.</li> </ul>
Division of Property	<p>Applicable to:</p> <ul style="list-style-type: none"> <li>• Family Law</li> <li>• Civil Limited</li> <li>• Civil Unlimited</li> <li>• Probate Case Categories</li> </ul>
Division of Property – Describe in Detail	<p>Applicable only if an attorney is selected in the Attorney dropdown.  Applicable to:</p> <ul style="list-style-type: none"> <li>• Family Law</li> <li>• Civil Limited</li> <li>• Civil Unlimited</li> <li>• Probate Case Categories</li> </ul>
Effective Date	Must be in date format: YYYY-MM-DD

Referenced Element	Business Rule Description
Electronic Address	<ul style="list-style-type: none"> <li>Email Address must contain an "@" character</li> <li>The "@" character cannot be the first or last character</li> </ul>
End Date	<ul style="list-style-type: none"> <li>Must be in date format: YYYY-MM-DD</li> <li>Must be later than the Start Date.</li> </ul>
Entity Contact Person	Not applicable for Category of "Person"
Establish Order for Costs and Fees	<ul style="list-style-type: none"> <li>Applicable when Filing Type is "Case Initiation" and Case Category is "Family Law"</li> </ul>
Establish Order for Current Child Support	<ul style="list-style-type: none"> <li>Applicable when Filing Type is "Case Initiation" and Case Category is "Family Law"</li> </ul>
Establish Order for Medical Support	<ul style="list-style-type: none"> <li>Applicable when Filing Type is "Case Initiation" and Case Category is "Family Law"</li> </ul>
Establish Order for Retroactive Child Support	<ul style="list-style-type: none"> <li>Applicable when Filing Type is "Case Initiation" and Case Category is "Family Law"</li> </ul>
Establish Order for Spousal Support	<ul style="list-style-type: none"> <li>Applicable when Filing Type is "Case Initiation" and Case Category is "Family Law"</li> </ul>
Establish Parentage	<ul style="list-style-type: none"> <li>Applicable when Filing Type is "Case Initiation" and Case Category is "Family Law"</li> </ul>
Establish Support	Applicable when Filing Type is "Case Initiation" and Case Category is "Family Law"
Event Date Time	<ul style="list-style-type: none"> <li>May be in any of the following formats:                             <ul style="list-style-type: none"> <li>2011-04-05T13:02:21.601-04:00</li> <li>2011-01-19T09:30:47Z</li> <li>2014-06-28T09:30:47</li> <li>2014-06-28T11:00:00Z</li> </ul> </li> <li>Date can be either a future or past date</li> <li>Required if "Use Date Below" or "Override Conflict Checks" is selected.</li> <li>Not applicable when the Scheduling Option is "Reserved"</li> <li>Required when "Use Date Below" is selected and "Night Court" is not selected</li> </ul>
Event Notes	Not applicable when the Scheduling Option is "Scheduled"
Event Type	Not applicable when the Scheduling Option is "Reserved"
Ex Parte	Only applicable when the Filing Type is: <ul style="list-style-type: none"> <li>Order to Show Cause</li> <li>Motions</li> </ul>
Existing Family Association Type	<ul style="list-style-type: none"> <li>When updating or removing a relationship, either a Family Member XML ID or Case Participant XML ID, relation role (either new or current), and relation qualifier (if one already exists) must be sent for both members in the relationship.</li> <li>When no qualifier exists for an existing relationship, no qualifier can be sent when updating or removing a relationship.</li> <li>When a qualifier is associated with an existing relationship for a member, both the role and the qualifier are required for an update or remove request.</li> </ul>



Referenced Element	Business Rule Description
Existing Qualifier	<ul style="list-style-type: none"> <li>When updating or removing a relationship, either a Family Member XML ID or Case Participant XML ID, relation role (either new or current), and relation qualifier (if one already exists) must be sent for both members in the relationship.</li> <li>When no qualifier exists for an existing relationship, no qualifier can be sent when updating or removing a relationship.</li> <li>When a qualifier is associated with an existing relationship for a member, both the role and the qualifier are required for an update or remove request.</li> </ul>
Expiration Date	<ul style="list-style-type: none"> <li>Must have a date format: YYYY-MM-DD</li> <li>Required for the following ID Types:               <ul style="list-style-type: none"> <li>California State ID</li> <li>Driver's License Number</li> <li>Other</li> <li>Other ID Card Number</li> <li>Passport Card Number</li> <li>Passport Number</li> </ul> </li> </ul>
Expiration Date – Month (Expiration Date Month)	<ul style="list-style-type: none"> <li>Date is later than the current date</li> <li>Required when Payment Method is "Online Credit Card"</li> </ul>
Expiration Date – Year (Expiration Date Year)	<ul style="list-style-type: none"> <li>Date is later than the current date</li> <li>Digits can be 0-9</li> <li>Required when Payment Method is "Online Credit Card"</li> <li>Date must be later than current system date.</li> </ul>
Extension	<p><b>(CEB05) Branch: Court. Case. Participant. Address</b></p> <ul style="list-style-type: none"> <li>Address must be sent when Preferred Mode of Delivery is "Postal Address"</li> <li>Digits can be 0-9</li> </ul> <p><b>(CEB02) Branch: Court. Case. Filing. Filing Attributes. Additional Info</b></p> <ul style="list-style-type: none"> <li>Only applicable when the Filing Type is Requests and Case Category is Family Law</li> <li>Value must be numeric</li> </ul> <p><b>(CEB07) Branch: Court. Case. Payment Record. Payor Information. Payor. Phone</b></p> <ul style="list-style-type: none"> <li>Digits can be 0-9</li> <li>Must be a number</li> </ul>
External Case Number	External Case No. and CCMS Case No. are mutually exclusive and only one may be present.
External Case Xref Type	Contains up to 15 alphanumeric characters
Eye Color	Only valid when Category is "Person"

Referenced Element	Business Rule Description
Family Member XML ID	<b>(CEB06) Branch: Court. Case. Family Unit. Add/Maintain Relationships. Selected Member</b> <ul style="list-style-type: none"> <li>Each Family Member XML ID must be unique and must be sequential, starting with the number 1.</li> <li>Must be an existing Family Member XML ID</li> <li>Family Member XML ID and Case Participant XML ID are mutually exclusive; only one may be sent for any selected member.</li> <li>When updating or removing a relationship, either the Family Member XML ID or the Case Participant XML ID, the relation role (either new or current), and relation qualifier (if one exists) must be sent for both members in the relationship.</li> <li>When a participant is added to a family unit as a new family member, a new relationship is required for that participant.</li> </ul>
	<b>(CEB06) Branch: Court. Case. Family Unit. Add Members. Non Case Participant</b> <ul style="list-style-type: none"> <li>Each Family Member XML ID must be unique and must be sequential, starting with the number 1.</li> <li>When a non-case participant who exists in CCMS is added to a family, the following must be provided:                             <ul style="list-style-type: none"> <li>Family Member XML ID</li> <li>Participant ID</li> <li>First Name</li> <li>Last Name</li> </ul> </li> <li>When a non-case participant who exists in CCMS is added to a family, the following must be an exact match to the data in CCMS:                             <ul style="list-style-type: none"> <li>Participant ID</li> <li>First Name</li> <li>Last Name</li> </ul> </li> </ul>
Fee Amount \$	Must be a valid dollar amount.
Fee Due Date	Must be in date format: YYYY-MM-DD
Fee Type	<ul style="list-style-type: none"> <li>Applicable values for Fee Type depend on the value of Fee Category.</li> <li>When a filing has multiple fees, one of the fees has a subcategory of "First Appearance Fee," and the participant has <b>not</b> been charged a fee in this subcategory, only the fee with this subcategory will be charged (if applicable). All other fees configured to the filing will not be charged.</li> <li>When a filing has multiple fees, one of the fees has a subcategory of "First Appearance Fee," and the participant <b>has</b> already been charged a fee in this subcategory, only the fees without the fee subcategory of "First Appearance Fee" will be assessed.</li> </ul>
Fees for a Peace Officer to Testify in Court	Applicable when Filing Type is "Fee Waiver-Additional"
Fees for Court-Appointed Experts	Applicable when Filing Type is Fee Waiver-Additional
FEIN Number	Not applicable when Category is "Person"
FFA Amount	Digits must be 0-9

Referenced Element	Business Rule Description
Filed By Case Participant XML ID	<ul style="list-style-type: none"> <li>Must be an existing Case Participant XML ID.</li> <li>For each filing, the Filed By Case Participant XML ID and the Refers To Case Participant XML ID are mutually exclusive; only one can be sent.</li> <li>The same Case Participant XML ID cannot be used as a Filed By or Refers To case participant more than once per filing.</li> <li>Each case participant has a Case Participant XML ID; all Case Participant XML IDs must be used as a Filed By or a Refers To case participant on at least one filing.</li> </ul>
Filing Document	Not applicable for Initial Filings
Filing Document PDF	<ul style="list-style-type: none"> <li>PDF Attachment Only</li> <li>Required for the lead document. PDF for additional documents is optional.</li> <li>Not applicable when Case Category is “NCF”</li> </ul>
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
First Name	<ul style="list-style-type: none"> <li>Applicable only when Participant Category is “Person”</li> <li>When creating a new profile for a non-case participant, the combination of the following elements must not create a duplicate record in CCMS: <ul style="list-style-type: none"> <li>First Name</li> <li>Middle Name</li> <li>Last Name</li> <li>Suffix</li> <li>Date of Birth</li> <li>Identification</li> </ul> </li> </ul>
Food Stamps	Applicable when Filing Type is “Fee Waiver” and Financial Assistance Indicator = “Y”
Franchise Site Number	Not applicable when Category is “Person”
Gender	Only valid when Category is “Person”
Grandparent	Applicable to “Third Party Visitation” Case Type
Habitual Residence	<ul style="list-style-type: none"> <li>Values are: <ul style="list-style-type: none"> <li>United States</li> <li>Other</li> </ul> </li> <li>“Other Habitual Residence” only available when Habitual Residence is “Other.”</li> <li>Only valid when Category is “Person”</li> </ul>
Hair Color	Only valid when Category is “Person”
Has Special Needs	<ul style="list-style-type: none"> <li>“Special Needs” only available when Has Special Needs is “Y.”</li> <li>Only valid when Category is “Person”</li> </ul>
Health Care	<p>Applicable to:</p> <ul style="list-style-type: none"> <li>Family Law</li> <li>Civil Limited</li> <li>Civil Unlimited</li> <li>Probate Case Categories</li> </ul> <p>For Family Law, when filing a Modification of OSC (FL-300) or Notice of Motion (FL-301), modification checkbox on at least one or more issue checkboxes on the “Issues” tab must be selected.</p>
Height in Feet	<ul style="list-style-type: none"> <li>Value must be greater than zero.</li> <li>Only valid when Category is “Person”</li> </ul>

Referenced Element	Business Rule Description
Height in Inches	<ul style="list-style-type: none"> <li>Value must be greater than or equal to zero but less than 12.</li> <li>Only valid when Category is “Person”</li> </ul>
ID Type	Required if a number is entered
ID Value	ID Value should be populated if ID Type is selected.
IHSS	Applicable when Filing Type is “Fee Waiver” and Financial Assistance Indicator = “Y”
Improved Financial Situation	Applicable when Filing Type is “Fee Waiver-Additional”
Income Withholding Order	Applicable when Filing Type is “Case Initiation” and Case Category is “Family Law”
Injunctive Order	<p>Applicable to:</p> <ul style="list-style-type: none"> <li>Family Law</li> <li>Civil Limited</li> <li>Civil Unlimited</li> <li>Probate Case Categories</li> </ul> <p>For Family Law, when filing a Modification of OSC (FL-300) or Notice of Motion (FL-301), modification checkbox on at least one or more issue checkboxes on the “Issues” tab must be selected.</p>
Injunctive Relief	<p>Applicable to:</p> <ul style="list-style-type: none"> <li>Family Law</li> <li>Civil Limited</li> <li>Civil Unlimited</li> <li>Probate Case Categories</li> </ul> <p>For Family Law, when filing a Modification of OSC (FL-300) or Notice of Motion (FL-301), modification checkbox on at least one or more issue checkboxes on the “Issues” tab must be selected.</p>
Insufficient Income	<ul style="list-style-type: none"> <li>Only applicable when Filing Type is “Fee Waiver”</li> <li>Allowable values are:               <ul style="list-style-type: none"> <li>A (Waive all Court Fees)</li> <li>S (Waive some of the Court Fees)</li> <li>T (Make payments over time)</li> </ul> </li> </ul>
Integration Partner Phone Number	Digits can be 0-9
Internal	<p>Required for the following ID Types:</p> <ul style="list-style-type: none"> <li>Employee ID Number</li> </ul>
Interpreter Required	<ul style="list-style-type: none"> <li>Available only when Case Category is Felony, Misdemeanor or Infraction</li> <li>If the case is a Felony, Misdemeanor or Infraction and there are co-defendants, the Interpreter Required and Language fields are not available.</li> </ul>
Item	Only valid when Category is “Person”
Judgment	<p>Applicable to:</p> <ul style="list-style-type: none"> <li>Family Law</li> <li>Civil Limited</li> <li>Civil Unlimited</li> <li>Probate Case Categories</li> </ul>

Referenced Element	Business Rule Description
Judgment on Reserved Issues	<p><b>For Judgment/Dismissal:</b>                      Applicable when any of the Dissolution/ Legal Separation/ Nullity indicators = “Y” and Case Category is “Family Law,” the following fields can be sent:</p> <ul style="list-style-type: none"> <li>• Status Only</li> <li>• Reserve Jurisdiction over Marital/DP Status</li> <li>• Judgment on Reserved Issues</li> </ul> <p><b>For Orders:</b>                      Applicable when Dissolution indicator = “Y” and Case Category is “Family Law,” the following fields can be sent:</p> <ul style="list-style-type: none"> <li>• Status Only</li> <li>• Reserve Jurisdiction over Marital/DP Status</li> <li>• Judgment on Reserved Issues</li> </ul>
Judicial Officer	<p>Applicable only when no value is entered for Department.                      Only applicable when Filing Type is:</p> <ul style="list-style-type: none"> <li>• Amendment</li> <li>• Appeals</li> <li>• Applications</li> <li>• Attachments &amp; Supplementals</li> <li>• Case Management</li> <li>• Challenge</li> <li>• Correspondence</li> <li>• Declarations/ Affidavits/ Statements</li> <li>• Ex Parte</li> <li>• Exhibits/ Briefs/ Receipts</li> <li>• Fee Waiver</li> <li>• Fee Waiver- Additional</li> <li>• Inventories/ Appraisals/Reports</li> <li>• Judgment/ Dismissal</li> <li>• Letters</li> <li>• Motions</li> <li>• Notices</li> <li>• Objections/ Responses</li> <li>• Opposition/ Replies</li> <li>• Orders</li> <li>• Order to Show Cause</li> <li>• Petitions</li> <li>• Proof</li> <li>• Protective/Restraining Orders</li> <li>• Reports</li> <li>• Requests</li> <li>• Stipulation</li> <li>• Transcripts</li> <li>• Vexatious Litigants</li> <li>• Warrants/Issuance Returns</li> </ul>
Jury Fees and Expenses	<ul style="list-style-type: none"> <li>• Applicable when Filing Type is “Fee Waiver-Additional”</li> </ul>
Jury Requested	<p>Only applicable when the Filing Type is “Trial/Hearing Setting”</p>

Referenced Element	Business Rule Description
Language	<p><b>(CEB05) Branch: Court. Case. Participant. Languages</b></p> <ul style="list-style-type: none"> <li>Primary Language is applicable when category is “Person”</li> </ul> <p><b>(CEB08) Branch: Court. Case. Event. Language</b></p> <ul style="list-style-type: none"> <li>Applicable when sending participant’s language on non-FMI cases</li> <li>Not applicable when the case is a Felony, Misdemeanor or Infraction and there are co-defendants.</li> <li>When a language is selected, Interpreter Required is automatically checked – unless the Resource Type is FCS Mediator.</li> </ul>
Last Name	<ul style="list-style-type: none"> <li>Applicable only when Participant Category is “Person”</li> <li>When creating a new profile for a non-case participant, the combination of the following elements must not create a duplicate record in CCMS:                             <ul style="list-style-type: none"> <li>First Name</li> <li>Middle Name</li> <li>Last Name</li> <li>Suffix</li> <li>Date of Birth</li> <li>Identification</li> </ul> </li> </ul>
Lawyer has agreed	<p>Only applicable when Filing Type is:</p> <ul style="list-style-type: none"> <li>Fee Waiver – Additional</li> <li>Fee Waiver</li> </ul>
Left/Right/Both	Only valid when Category is “Person”
Legal Custody to Joint	<p>Case Category is “Family Law”</p> <p>Applicable when Filing Type is:</p> <ul style="list-style-type: none"> <li>Judgment/ Dismissal</li> <li>Orders</li> <li>First Papers</li> </ul>
Legal Custody to Other	<p>Applicable when Filing Type is:</p> <ul style="list-style-type: none"> <li>Judgment/ Dismissal</li> <li>Orders</li> <li>First Papers</li> </ul> <p>Case Category is “Family Law”</p>
Legal Custody to Petitioner	<p>Applicable when Filing Type is:</p> <ul style="list-style-type: none"> <li>Judgment/ Dismissal</li> <li>Orders</li> <li>First Papers</li> </ul> <p>Case Category is “Family Law”</p>
Legal Custody to Respondent	<p>Applicable when Filing Type is:</p> <ul style="list-style-type: none"> <li>Judgment/ Dismissal</li> <li>Orders</li> <li>First Papers</li> </ul> <p>Case Category is “Family Law”</p>
Legal Separation	<p><b>For Judgments/Dismissal:</b> When the Dissolution, Legal Separation, or Nullity indicator is “Y” and the Case Category is “Family Law,” only the following fields may be sent:</p> <ul style="list-style-type: none"> <li>Status only</li> <li>Reserve Jurisdiction over Marital/DP Status</li> <li>Judgment on Reserved Issues</li> </ul>

Referenced Element	Business Rule Description
Local Child Support Agency	<ul style="list-style-type: none"> <li>Applicable when Filing Type is “Participant Information” and Case Category is “Family Law”</li> </ul>
Location	<ul style="list-style-type: none"> <li>Required when the Resource Type is “Department”</li> <li>Applicable when a District value is selected</li> <li>Not applicable when the Scheduling Option is “Reserved”</li> </ul>
Long Cause	Only applicable when the Filing Type is “Trial/Hearing Setting”
Marriage/DP Termination Date	<ul style="list-style-type: none"> <li>Case Category is “Family Law”</li> <li>Must be in date format: YYYY-MM-DD</li> <li>Applicable only when the Dissolution indicator = “Y”</li> <li>Applicable when Filing Type is:                             <ul style="list-style-type: none"> <li>Judgment/Dismissal</li> <li>Orders</li> </ul> </li> </ul>
Medi-Cal	Applicable when Filing Type is “Fee Waiver” and Financial Assistance Indicator = “Y”
Middle Name	<ul style="list-style-type: none"> <li>Applicable only when Participant Category is “Person”</li> <li>When creating a new profile for a non-case participant, the combination of the following elements must not create a duplicate record in CCMS:                             <ul style="list-style-type: none"> <li>First Name</li> <li>Middle Name</li> <li>Last Name</li> <li>Suffix</li> <li>Date of Birth</li> <li>Identification</li> </ul> </li> </ul>
Modification	<p>Applicable to:</p> <ul style="list-style-type: none"> <li>Family Law</li> <li>Civil Limited</li> <li>Civil Unlimited</li> <li>Probate Case Categories</li> </ul> <p>For Family Law, when filing a Modification of OSC (FL-300) or Notice of Motion (FL-301), modification checkbox on at least one or more issue checkboxes on the “Issues” tab must be selected.</p>
Modification of a Support Order	<ul style="list-style-type: none"> <li>Applicable when Filing Type is “Case Initiation” and Case Category is “Family Law”</li> </ul>
Name on Card	<p>Available only when Payment Method is Online Credit Card.</p> <p>Required when Payment Method is “Online Credit Card”</p>

Referenced Element	Business Rule Description
Name Type	<p>Allowable values for “Juvenile” and “Family Law” Case Categories are:</p> <ul style="list-style-type: none"> <li>• (Null)</li> <li>• AKA (Also Known As)</li> <li>• DBA (Doing Business As)</li> <li>• ESA (Erroneously Sued As)</li> <li>• FDA (Formerly Doing Business As)</li> <li>• Alias</li> <li>• Filed As</li> <li>• True Name</li> <li>• Moniker</li> </ul> <p>Allowable values for “Civil,” “Small Claims,” “Mental Health,” “Probate,” and “Appeals” Case Categories are:</p> <ul style="list-style-type: none"> <li>• AKA (Also Known As)</li> <li>• DBA (Doing Business As)</li> <li>• ESA (Erroneously Sued As)</li> <li>• FDBA (Formerly Doing Business As)</li> <li>• Alias</li> <li>• Name on Case</li> <li>• (Null)</li> </ul> <p>Allowable values for “FMI,” “NCF,” and “Tracking” Case Categories are:</p> <ul style="list-style-type: none"> <li>• (Null)</li> <li>• AKA (Also Known As)</li> <li>• DBA (Doing Business As)</li> <li>• Alias</li> <li>• Filed As</li> <li>• True Name</li> <li>• Moniker</li> </ul>
Night Court	Not applicable when the Scheduling Option is “Reserved”
Non-Relative	Applicable to “Third Party Visitation” Case Type
Not Settled	<ul style="list-style-type: none"> <li>• Applicable when the Case Category is “Family Law”</li> <li>• Settled and Not Settled are mutually exclusive; only one may be sent.</li> </ul>
Notice of Assigned Support	Applicable when Filing Type is “Participant Information” and Case Category is “Family Law”
Nullity	<p><b>For Judgments/Dismissal:</b></p> <p>When the Dissolution, Legal Separation, or Nullity indicator is “Y” and the Case Category is “Family Law,” only the following fields may be sent:</p> <ul style="list-style-type: none"> <li>• Status only</li> <li>• Reserve Jurisdiction over Marital/DP Status</li> <li>• Judgment on Reserved Issues</li> </ul>



Referenced Element	Business Rule Description
Other	<b>(CEB03) Branch: Court. Case. Filing. Show Cause and Notice</b> <ul style="list-style-type: none"> <li>Applicable to:                             <ul style="list-style-type: none"> <li>Family Law</li> <li>Civil Limited</li> <li>Civil Unlimited</li> <li>Probate Case Categories</li> </ul> </li> <li>For Family Law, when filing a Modification of OSC (FL-300) or Notice of Motion (FL-301), modification checkbox on at least one or more issue checkboxes on the “Issues” tab must be selected.</li> </ul> <b>(CEB03) Branch: Court. Case. Filing. Notice of Limited Scope</b> <ul style="list-style-type: none"> <li>Applicable only when an attorney is selected.</li> <li>Applicable to:                             <ul style="list-style-type: none"> <li>Family Law</li> <li>Civil Limited</li> <li>Civil Unlimited</li> <li>Probate Case Categories</li> </ul> </li> </ul>
Other – Describe in Detail	<b>(CEB03) Branch: Court. Case. Filing. Notice of Limited Scope</b> <ul style="list-style-type: none"> <li>Applicable only when an attorney is selected.</li> <li>Applicable to:                             <ul style="list-style-type: none"> <li>Family Law</li> <li>Civil Limited</li> <li>Civil Unlimited</li> <li>Probate Case Categories</li> </ul> </li> </ul>
Other (Specify)	<b>(CEB03) Branch: Court. Case. Filing. Show Cause and Notice</b> Applicable to: <ul style="list-style-type: none"> <li>Family Law</li> <li>Civil Limited</li> <li>Civil Unlimited</li> <li>Probate Case Categories</li> </ul>
Other Child Support Agency	Applicable when Filing Type is “Participant Information” and Case Category is “Family Law”
Other Family Member Case Participant XML ID	<ul style="list-style-type: none"> <li>Must be an existing Case Participant XML ID.</li> <li>Family Member XML ID and Case Participant XML ID are mutually exclusive; only one may be sent for any selected member.</li> <li>When updating or removing a relationship, either the Family Member XML ID or the Case Participant XML ID, the relation role (either new or current), and relation qualifier (if one exists) must be sent for both members in the relationship.</li> <li>When a participant is added to a family unit as a new family member, a new relationship is required for that participant.</li> </ul>
Other Family Member XML ID	<ul style="list-style-type: none"> <li>Must be an existing Family Member XML ID.</li> <li>Family Member XML ID and Case Participant XML ID are mutually exclusive; only one may be sent for any selected member.</li> <li>When updating or removing a relationship, either the Family Member XML ID or the Case Participant XML ID, the relation role (either new or current), and relation qualifier (if one exists) must be sent for both members in the relationship.</li> <li>When a participant is added to a family unit as a new family member, a new relationship is required for that participant.</li> </ul>
Other Fees	Other Fees Requested field will be checked if this field is populated

Referenced Element	Business Rule Description
Other Habitual Residence	Available only when Habitual Residence is "Other"
Other Relative	Applicable to "Third Party Visitation" Case Type
P O Box Number (P. O. Box)	<p><b>(CEB05) Branch: Court. Case. Participant. Address</b></p> <ul style="list-style-type: none"> <li>Address must be sent when Preferred Mode of Delivery is "Postal Address"</li> <li>Allowable only when the Address Type is "P. O. Box"</li> <li>Required when Address Type is "P.O. Box"</li> </ul> <p><b>(CEB07) Branch: Court. Case. Payment Record. Payor Information. Payor. Address</b></p> <ul style="list-style-type: none"> <li>Required when Payment Method is "Online Credit Card"</li> <li>Applicable only when Address Type is "P O Box"</li> <li>Required when Address Type is "P.O. Box"</li> </ul>
Parentage	<p>Applicable when Filing Type is:</p> <ul style="list-style-type: none"> <li>Judgments/Dismissal</li> <li>Orders</li> </ul> <p>Applicable to:</p> <ul style="list-style-type: none"> <li>Family Law</li> <li>Civil Limited</li> <li>Civil Unlimited</li> <li>Probate Case Categories</li> </ul> <p>For Family Law, when filing a Modification of OSC (FL-300) or Notice of Motion (FL-301), modification checkbox on at least one or more issue checkboxes on the "Issues" tab must be selected.</p>
Participant ID	<p><b>(CEB06) Branch: Court. Case. Family Unit. Remove Members</b></p> <ul style="list-style-type: none"> <li>When removing a member, either the Participant ID or the Case Participant XML ID must be provided. Both cannot be provided.</li> </ul> <p><b>(CEB06) Branch: Court. Case. Family Unit. Add Members. Non Case Participant</b></p> <ul style="list-style-type: none"> <li>When a non-case participant who exists in CCMS is added to a family, the following must be provided:             <ul style="list-style-type: none"> <li>Family Member XML ID</li> <li>Participant ID</li> <li>First Name</li> <li>Last Name</li> </ul> </li> <li>When a non-case participant who exists in CCMS is added to a family, the following must be an exact match to the data in CCMS:             <ul style="list-style-type: none"> <li>Participant ID</li> <li>First Name</li> <li>Last Name</li> </ul> </li> </ul> <p><b>(CEB08) Branch: Court. Case. Event. Language</b></p> <ul style="list-style-type: none"> <li>Applicable when sending participant's language on non-FMI cases.</li> </ul> <p><b>(CEB08) Branch: Court. Case. Event. Resource Information. Person</b></p> <ul style="list-style-type: none"> <li>Required when the Resource Type is NOT Department</li> <li>Cannot be sent when the Resource Type is "Department"</li> </ul>
Party Address	Applicable when Filing Type is "Notices" and Case Settled for 10k is "M"

Referenced Element	Business Rule Description
Party Name	Applicable when Filing Type is “Notices” and Case Settled for 10k is “M”
Payment Method	<ul style="list-style-type: none"> <li>• Required unless the payment is from a trust or is a Transfer Payment transaction.</li> <li>• Values are configurable by the court.</li> <li>• For credit card payments through e-filing, must use credit card transactions with online authorization.</li> <li>• Allowable values are:                             <ul style="list-style-type: none"> <li>○ EF (E-Filing)</li> <li>○ CC (Credit Card)</li> </ul> </li> </ul>
Payor First Name (First Name)	<ul style="list-style-type: none"> <li>• Applicable only when Participant Category is “Person”</li> <li>• Required when a value is chosen for “Payor”</li> <li>• Available only when a Role is present</li> <li>• Available values depend on participants in the case and the value of “Role”</li> </ul>
Payor Last Name (Last Name)	<ul style="list-style-type: none"> <li>• Applicable only when Participant Category is “Person”</li> <li>• Required when a value is chosen for “Payor”</li> <li>• Available only when a Role is present</li> <li>• Available values depend on participants in the case and the value of “Role”</li> </ul>
Payor Middle Name (Middle Name)	<ul style="list-style-type: none"> <li>• Applicable only when Participant Category is “Person”</li> <li>• Required when a value is chosen for “Payor”</li> <li>• Available only when a Role is present</li> <li>• Available values depend on participants in the case and the value of “Role”</li> </ul>
Pension Issues	Applicable only if an attorney is selected in the Attorney dropdown. Applicable to: <ul style="list-style-type: none"> <li>• Family Law</li> <li>• Civil Limited</li> <li>• Civil Unlimited</li> <li>• Probate Case Categories</li> </ul>
Pension Issues – Describe in Detail	Applicable only if an attorney is selected in the Attorney dropdown. Applicable to: <ul style="list-style-type: none"> <li>• Family Law</li> <li>• Civil Limited</li> <li>• Civil Unlimited</li> <li>• Probate Case Categories</li> </ul>
Petitioner Proof of Service of the Final Declaration of Disclosure	<ul style="list-style-type: none"> <li>• Applicable when the Filing Type is “Declarations/ Affidavits/ Statements” and Case Category is “Family Law”</li> </ul>
Petitioner Proof of Service of the Preliminary Declaration of Disclosure	<ul style="list-style-type: none"> <li>• Applicable when the Filing Type is “Declarations/ Affidavits/ Statements” and Case Category is “Family Law”</li> </ul>

Referenced Element	Business Rule Description
Phone Number (Phone No.)	<p><b>(CEB02) Branch: Court. Case. Filing. Filing Attributes. Additional Info</b></p> <ul style="list-style-type: none"> <li>• Required when “Phone Type” is selected.</li> <li>• Maximum length is 12 in the context of a Family Law case</li> <li>• Only applicable when the Filing Type is Requests and Case Category is Family Law</li> <li>• Applicable when Phone Type is provided</li> <li>• Specific to Family Law only</li> <li>• Format is: ###-###-####</li> </ul> <p><b>(CEB07) Branch: Court. Case. Payment Record. Payor Information. Payor. Address</b></p> <ul style="list-style-type: none"> <li>• Digits can be 0-9</li> <li>• Must support international phone numbers</li> </ul>
Phone Type	<p><b>(CEB02) Branch: Court. Case. Filing. Filing Attributes. Additional Info</b></p> <ul style="list-style-type: none"> <li>• Applicable when Filing Type is “Requests” and Case Category is “Family Law”</li> <li>• Must be only one phone number per phone type</li> <li>• Must be only one phone type per address</li> <li>• Specific to Family Law only.</li> </ul> <p><b>(CEB05) Branch: Court. Case. Participant. Address. Phone</b></p> <ul style="list-style-type: none"> <li>• Must be only one phone number per phone type.</li> <li>• Phone number may be added without an associated address.</li> <li>• Required when “Select As Primary Number” or “International Phone Number” is selected</li> </ul> <p><b>(CEB07) Branch: Court. Case. Payment Record. Payor Information. Payor. Phone</b></p> <ul style="list-style-type: none"> <li>• Digits can be 0-9</li> <li>• Must support international phone numbers</li> </ul>
Physical Custody to Joint	<p>Applicable when Filing Type is:</p> <ul style="list-style-type: none"> <li>• Judgment/ Dismissal</li> <li>• Orders</li> <li>• First Papers</li> </ul> <p>Case Category is “Family Law”</p>
Physical Custody to Other	<p>Applicable when Filing Type is:</p> <ul style="list-style-type: none"> <li>• Judgment/ Dismissal</li> <li>• Orders</li> <li>• First Papers</li> </ul> <p>Case Category is “Family Law”</p>
Physical Custody to Petitioner	<p>Applicable when Filing Type is:</p> <ul style="list-style-type: none"> <li>• Judgment/ Dismissal</li> <li>• Orders</li> <li>• First Papers</li> </ul> <p>Case Category is “Family Law”</p>

Referenced Element	Business Rule Description
Physical Custody to Respondent	Applicable when Filing Type is: <ul style="list-style-type: none"> <li>Judgment/ Dismissal</li> <li>Orders</li> <li>First Papers</li> </ul> Case Category is "Family Law"
Preferred Mode of Delivery	<ul style="list-style-type: none"> <li>If Receives Notice is "Y," Preferred Mode of Delivery is required.</li> <li>If Preferred Mode of Delivery is "Postal Address," at least one Address must be selected as Case Default.</li> <li>If Preferred Mode of Delivery is "E-Mail Address," at least one E-mail address must be selected as Case Default.</li> <li>If Preferred Mode of Delivery is "Web Service Address," at least one Web Service Address must be selected as the Case Default.</li> <li>Allowable values are:               <ul style="list-style-type: none"> <li>Blank = &lt;Blank&gt;</li> <li>Postal Address = M</li> <li>Email Address = E</li> </ul> </li> </ul>
Primary Vehicle	Only one vehicle can be selected as the Primary Vehicle
Province	<ul style="list-style-type: none"> <li>Not available when Country is United States</li> <li>Not applicable when Address Type is "Military A.P.O. Box" or "Military F.P.O. Box"</li> </ul>
Race	Only valid when Category is "Person"
Receives Notice	If Receives Notice is "Y," Preferred Mode of Delivery is required
Refers to Case Participant XML ID	<ul style="list-style-type: none"> <li>Must be an existing Case Participant XML ID.</li> <li>For each filing, the Filed By Case Participant XML ID and the Refers To Case Participant XML ID are mutually exclusive; only one can be sent.</li> <li>The same Case Participant XML ID cannot be used as a Filed By or Refers To case participant more than once per filing.</li> <li>Each case participant has a Case Participant XML ID; all Case Participant XML IDs must be used as a Filed By or a Refers To case participant on at least one filing.</li> </ul>
Reporters' Daily Fees	Applicable when Filing Type is Fee Waiver-Additional
Request to Waive Court Fees	Only applicable when Filing Type is "Fee Waiver"
Requested Waiver in Last Six Months	Only applicable when Filing Type is "Fee Waiver"
Reserve Jurisdiction over Marital DP Status Termination	<b>For Judgment/Dismissal:</b> Applicable when any of the Dissolution/ Legal Separation/ Nullity indicators = "Y" and Case Category is "Family Law," the following fields can be sent: <ul style="list-style-type: none"> <li>Status Only</li> <li>Reserve Jurisdiction over Marital/DP Status</li> <li>Judgment on Reserved Issues</li> </ul> <b>For Orders:</b> Applicable when Dissolution indicator = "Y" and Case Category is "Family Law," the following fields can be sent: <ul style="list-style-type: none"> <li>Status Only</li> <li>Reserve Jurisdiction over Marital/DP Status</li> <li>Judgment on Reserved Issues</li> </ul>
Respondent Proof of Service of the Final Declaration of Disclosure	Applicable when the Filing Type is "Declarations/ Affidavits/ Statements" and Case Category is "Family Law"

Referenced Element	Business Rule Description
Respondent Proof of Service of the Preliminary Declaration of Disclosure	Applicable when the Filing Type is "Declarations/ Affidavits/ Statements" and Case Category is "Family Law"
Restraining Order – Describe in Detail	Applicable only if an attorney is selected in the Attorney dropdown. Applicable to: <ul style="list-style-type: none"> <li>• Family Law</li> <li>• Civil Limited</li> <li>• Civil Unlimited</li> <li>• Probate Case Categories</li> </ul>
Restraining Order – Enforce	Applicable only if an attorney is selected in the Attorney dropdown. Applicable to: <ul style="list-style-type: none"> <li>• Family Law</li> <li>• Civil Limited</li> <li>• Civil Unlimited</li> <li>• Probate Case Categories</li> </ul>
Restraining Order – Establish	Applicable only if an attorney is selected in the Attorney dropdown. Applicable to: <ul style="list-style-type: none"> <li>• Family Law</li> <li>• Civil Limited</li> <li>• Civil Unlimited</li> <li>• Probate Case Categories</li> </ul>
Restraining Order – Modify	Applicable only if an attorney is selected in the Attorney dropdown. Applicable to: <ul style="list-style-type: none"> <li>• Family Law</li> <li>• Civil Limited</li> <li>• Civil Unlimited</li> <li>• Probate Case Categories</li> </ul>
Scheduling Notes	Not available when the Scheduling Option is "Reserved"
Scheduling Options	<ul style="list-style-type: none"> <li>• Not available if the event has a status of "Scheduled"</li> <li>• Allowable values are: <ul style="list-style-type: none"> <li>○ Scheduled</li> <li>○ Reserved</li> </ul> </li> </ul>
Service Effective Date	<ul style="list-style-type: none"> <li>• Must be in date format: YYYY-MM-DD</li> <li>• Only applicable when the service is effective on the case and Filing Type is: <ul style="list-style-type: none"> <li>○ Proof of Service – Case Initiating Document</li> <li>○ Proof of Service – General</li> </ul> </li> </ul>
Service Fees (from POS) \$	Only applicable when Filing Type is: <ul style="list-style-type: none"> <li>• Proof of Service – Case Initiating Document</li> <li>• Proof of Service – General</li> </ul>
Settled	<ul style="list-style-type: none"> <li>• Applicable when the Case Category is "Family Law"</li> <li>• Settled and Not Settled are mutually exclusive; only one may be sent.</li> </ul>
Settlement Received	Only applicable when Filing Type is "Notices"
Short Cause	Only applicable when Filing Type is "Trial/Hearing Setting"
Skin Tone	Only valid when Category is "Person"
Special Needs	<ul style="list-style-type: none"> <li>• Available only when Has Special Needs is "Y"</li> <li>• Only valid when Category is "Person"</li> </ul>

Referenced Element	Business Rule Description
Spousal Support	Applicable to: <ul style="list-style-type: none"> <li>• Family Law</li> <li>• Civil Limited</li> <li>• Civil Unlimited</li> <li>• Probate Case Categories</li> </ul> For Family Law, when filing a Modification of OSC (FL-300) or Notice of Motion (FL-301), modification checkbox on at least one or more issue checkboxes on the “Issues” tab must be selected.
Spousal Support – Describe in Detail	<ul style="list-style-type: none"> <li>• Applicable only if an attorney is selected in the Attorney dropdown.</li> <li>• Applicable to:                             <ul style="list-style-type: none"> <li>○ Family Law</li> <li>○ Civil Limited</li> <li>○ Civil Unlimited</li> <li>○ Probate Case Categories</li> </ul> </li> </ul>
Spousal Support – Enforce	<ul style="list-style-type: none"> <li>• Applicable only if an attorney is selected in the Attorney dropdown.</li> <li>• Applicable to:                             <ul style="list-style-type: none"> <li>○ Family Law</li> <li>○ Civil Limited</li> <li>○ Civil Unlimited</li> <li>○ Probate Case Categories</li> </ul> </li> </ul>
Spousal Support – Establish	<ul style="list-style-type: none"> <li>• Applicable only if an attorney is selected in the Attorney dropdown.</li> <li>• Applicable to:                             <ul style="list-style-type: none"> <li>○ Family Law</li> <li>○ Civil Limited</li> <li>○ Civil Unlimited</li> <li>○ Probate Case Categories</li> </ul> </li> </ul>
Spousal Support – Modify	<ul style="list-style-type: none"> <li>• Applicable only if an attorney is selected in the Attorney dropdown.</li> <li>• Applicable to:                             <ul style="list-style-type: none"> <li>○ Family Law</li> <li>○ Civil Limited</li> <li>○ Civil Unlimited</li> </ul> </li> <li>• Probate Case Categories</li> </ul>
Spousal Support Payable to Petitioner	<ul style="list-style-type: none"> <li>• Case Category is “Family Law”</li> <li>• Applicable when Filing Type is:                             <ul style="list-style-type: none"> <li>○ Judgment/ Dismissal</li> <li>○ Orders</li> <li>○ First Papers</li> </ul> </li> </ul>
Spousal Support Payable to Respondent	<ul style="list-style-type: none"> <li>• Case Category is “Family Law”</li> <li>• Applicable when Filing Type is:                             <ul style="list-style-type: none"> <li>○ Judgment/ Dismissal</li> <li>○ Orders</li> <li>○ First Papers</li> </ul> </li> </ul>
SSI	Applicable when Filing Type is “Fee Waiver” and Financial Assistance Indicator = “Y”
SSP	Applicable when Filing Type is “Fee Waiver” and Financial Assistance Indicator = “Y”
Start Date	<ul style="list-style-type: none"> <li>• YYYY-MM-DD</li> <li>• Must be a date less than or equal to the end date.</li> </ul>

Referenced Element	Business Rule Description
State	<p><b>(CEB05) Branch: Court. Case. Participant. Address</b></p> <ul style="list-style-type: none"> <li>• Address must be sent when Preferred Mode of Delivery is “Postal Address”</li> <li>• State/Birth State can only be sent when the Country/Birth Country is “United States of America”</li> <li>• When Address Type is “Military A.P.O.” or “Military F.P.O.” the City element must be populated with one of the State.xsd values below:                             <ul style="list-style-type: none"> <li>○ &lt;Blank&gt;</li> <li>○ Military in America = AA</li> <li>○ Military (Europe, Mid East, Africa, Canada) = AE</li> <li>○ Military in the Pacific = AP</li> </ul> </li> </ul> <p><b>(CEB05) Branch: Court. Case. Participant. Position Type</b></p> <ul style="list-style-type: none"> <li>• Required when Driver’s License number is populated</li> <li>• Required for the following ID Types:                             <ul style="list-style-type: none"> <li>○ Bar Number</li> <li>○ Driver’s License Number</li> <li>○ ID Number</li> <li>○ Other ID Card Number</li> <li>○ Professional License Number</li> </ul> </li> </ul> <p><b>(CEB05) Branch: Court. Case. Participant. Vehicle Info</b></p> <ul style="list-style-type: none"> <li>• Required when Driver’s License number is populated</li> <li>• Required for the following ID Types:                             <ul style="list-style-type: none"> <li>○ Bar Number</li> <li>○ Driver’s License Number</li> <li>○ ID Number</li> <li>○ Other ID Card Number</li> <li>○ Professional License Number</li> </ul> </li> </ul> <p><b>(CEB05) Branch: Court. Case. Participant. ID Info</b></p> <ul style="list-style-type: none"> <li>• Required when Driver’s License number is populated</li> <li>• Required for the following ID Types:                             <ul style="list-style-type: none"> <li>○ Bar Number</li> <li>○ Driver’s License Number</li> <li>○ ID Number</li> <li>○ Other ID Card Number</li> <li>○ Professional License Number</li> </ul> </li> </ul> <p><b>(CEB07) Branch: Court. Case. Payment Record. Payor Information. Payor. Address</b></p> <ul style="list-style-type: none"> <li>• Required when Country is “United States”</li> <li>• Not allowed when Address Type is “International”</li> <li>• When Address Type is “Military A.P.O.” or “Military F.P.O.” the City element must be populated with one of the State.xsd values below:                             <ul style="list-style-type: none"> <li>○ &lt;Blank&gt;</li> <li>○ Military in America = AA</li> <li>○ Military (Europe, Mid East, Africa, Canada) = AE</li> <li>○ Military in the Pacific = AP</li> </ul> </li> </ul>



Referenced Element	Business Rule Description
Status Only	<p><b>For Judgment/Dismissal:</b>                      Applicable when any of the Dissolution/ Legal Separation/ Nullity indicators = “Y” and Case Category is “Family Law,” the following fields can be sent:</p> <ul style="list-style-type: none"> <li>• Status Only</li> <li>• Reserve Jurisdiction over Marital/DP Status</li> <li>• Judgment on Reserved Issues</li> </ul> <p><b>For Orders:</b>                      Applicable when Dissolution indicator = “Y” and Case Category is Family Law, the following fields can be sent:</p> <ul style="list-style-type: none"> <li>• Status Only</li> <li>• Reserve Jurisdiction over Marital/DP Status</li> <li>• Judgment on Reserved Issues</li> </ul>
Street Name	<p><b>(CEB05) Branch: Court. Case. Participant. Address</b></p> <ul style="list-style-type: none"> <li>• Address must be sent when Preferred Mode of Delivery is “Postal Address”</li> <li>○ Applicable only when Address Type is not “P.O. Box”</li> <li>• Not applicable when Address Type is “P.O. Box,” “Military A.P.O. Box,” or “Military F.P.O. Box”</li> </ul> <p><b>(CEB07) Branch: Court. Case. Payment Record. Payor Information. Payor. Address</b></p> <ul style="list-style-type: none"> <li>• Required when Payment Method is “Online Credit Card”</li> <li>• Applicable only when Address Type is not “P.O. Box”</li> </ul>
Street No./Number	<p><b>(CEB05) Branch: Court. Case. Participant. Address</b></p> <ul style="list-style-type: none"> <li>• Address must be sent when Preferred Mode of Delivery is “Postal Address”</li> <li>• Applicable only when Address Type is not “P.O. Box”</li> <li>• Not applicable when Address Type is “P.O. Box,” “Military A.P.O. Box,” or “Military F.P.O. Box”</li> </ul> <p><b>(CEB07) Branch: Court. Case. Payment Record. Payor Information. Payor. Address</b></p> <ul style="list-style-type: none"> <li>• Required when Payment Method is “Online Credit Card”</li> <li>• Applicable only when Address Type is not “P.O. Box”</li> <li>• Not applicable when Address Type is “P.O. Box,” “Military A.P.O. Box,” or “Military F.P.O. Box”</li> </ul>
Street Type	<p><b>(CEB05) Branch: Court. Case. Participant. Address</b></p> <ul style="list-style-type: none"> <li>• Address must be sent when Preferred Mode of Delivery is “Postal Address”</li> <li>• Applicable only when Address Type is not “P.O. Box”</li> <li>• Applicable only when Address Type is not “P.O. Box,” “Military A.P.O. Box,” or “Military F.P.O. Box”</li> </ul> <p><b>(CEB07) Branch: Court. Case. Payment Record. Payor Information. Payor. Address</b></p> <ul style="list-style-type: none"> <li>• Required when Payment Method is “Online Credit Card”</li> <li>• Applicable only when Address Type is not “P.O. Box”</li> <li>• Not applicable when Address</li> </ul>
Submitted Date/Time	Time Stamp
Subpoena – Service Fee \$	Only applicable when Case Category is “Small Claims”

Referenced Element	Business Rule Description
Suffix	<p><b>(CEB06) Branch: Court. Case. Family Unit. Add Members. Non Case Participant</b></p> <ul style="list-style-type: none"> <li>• Applicable only when Participant Category is “Person”</li> <li>• When creating a new profile for a non-case participant, the combination of the following elements must not create a duplicate record in CCMS: <ul style="list-style-type: none"> <li>○ First Name</li> <li>○ Middle Name</li> <li>○ Last Name</li> <li>○ Suffix</li> <li>○ Date of Birth</li> <li>○ Identification</li> </ul> </li> </ul> <p><b>(CEB07) Branch: Court. Case. Payment Record. Payor Information. Payor, Person</b></p> <ul style="list-style-type: none"> <li>• Applicable only when Participant Category is “Person”</li> <li>• Not applicable when Organization Name is sent.</li> </ul>
Superior Court	Only applicable when Filing Type is “Fee Waiver”
Supplemental	Applicable when Filing Type is Case Initiation and Case Category is “Family Law”
Support Order	Applicable when Filing Type is “Case Initiation” and Case Category is “Family Law”
Supreme Court or Appellate Division	Only applicable when Filing Type is “Fee Waiver”
Termination of Income Withholding Order (WO)	Applicable when Filing Type is “Orders” and Case Category is “Family Law”
Tribal Response	Applicable only when the Filing Type is “Notices” or “ICWA”
Unconditional Settlement Date of Settlement	<ul style="list-style-type: none"> <li>• Must be in date format: YYYY-MM-DD</li> <li>• Only applicable when the Filing Type is “Notices”</li> <li>• Applicable only when Filing Document is “Notice of Settlement”</li> </ul>
Unconditional Settlement Date to Dismiss	<ul style="list-style-type: none"> <li>• Must be in date format: YYYY-MM-DD</li> <li>• Only applicable when the Filing Type is “Notices”</li> <li>• Applicable only when Filing Document is “Notice of Settlement”</li> </ul>
Unit Number	<p><b>(CEB05) Branch: Court. Case. Participant. Address</b></p> <ul style="list-style-type: none"> <li>• Address must be sent when Preferred Mode of Delivery is “Postal Address”</li> </ul> <p><b>(CEB07) Branch: Court. Case. Payment Record. Payor Information. Payor. Address</b></p> <ul style="list-style-type: none"> <li>• Required when Payment Method is “Online Credit Card”</li> </ul>
Vehicle Identification	<ul style="list-style-type: none"> <li>• Maximum length is 17 digits.</li> <li>• If field contains less than 10 characters, it is saved as the Vehicle Lic. No.</li> <li>• If field contains more than 10 characters, it is saved as a VIN No.</li> </ul>
Visitation	<p>Applicable to:</p> <ul style="list-style-type: none"> <li>• Family Law</li> <li>• Civil Limited</li> <li>• Civil Unlimited</li> <li>• Probate Case Categories</li> </ul> <p>For Family Law, when filing a Modification of OSC (FL-300) or Notice of Motion (FL-301), modification checkbox on at least one or more issue checkboxes on the “Issues” tab must be selected.</p>

Referenced Element	Business Rule Description
Weight	<ul style="list-style-type: none"> <li>Must be a positive numeric value.</li> <li>Only valid when Category is “Person”</li> </ul>
Zip Code	<p><b>Branch: Court. Case</b></p> <ul style="list-style-type: none"> <li>Must be 5 or 9 digits when Country is “United States of America”. Should only accept 5 digits or 5 digits, 1 dash, and 4 digits</li> <li>Must use format ##### or #####-####</li> <li>Value must be numeric.</li> </ul> <p><b>(CEB05) Branch: Court. Case. Participant. Address</b></p> <ul style="list-style-type: none"> <li>Address must be sent when Preferred Mode of Delivery is “Postal Address”</li> <li>Required when Country is “United States”</li> </ul> <p><b>(CEB07) Branch: Court. Case. Payment Record. Payor Information. Payor. Address</b></p> <ul style="list-style-type: none"> <li>Required when Payment Method is “Online Credit Card”</li> <li>Required when Country is “United States”</li> <li>Digits must be 0-9</li> <li>Must be 5 or 9 digits when Country is “United States of America”</li> <li>When Country is NOT “United States of America” there is no standard input</li> <li>When Country = “United States of America,” zip code is required and standard format is XXXXX</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:

- INI932/SchemaDefinitions/CAJUD/CommonEnumeration

Table 2. AOC Code Values

Element Name	Schema Name
<b>Request</b>	
Case Status	CaseStatus.xsd
Fee Category	FeeCategory.xsd
<b>INI813 Echo Back</b>	
Address Type	AddressType.xsd
Association Type	AssociationType.xsd

Element Name	Schema Name
Birth Country	Country.xsd
Birth State	State.xsd
Body Part	ScarsMarksTattoosBodyPart.xsd
Build	PersonBuild.xsd
Card Type	CreditCardType.xsd
City	When Address Type is “Military APO” or “Military FBO,” the City element must be populated with one of the State.xsd values below: <ul style="list-style-type: none"> <li>• &lt;Blank&gt;</li> <li>• Military in America = AA</li> <li>• Military (Europe, Mid East, Africa, Canada) = AE</li> <li>• Military in the Pacific = AP</li> </ul>
Country	Country.xsd
County	County.xsd
Date of Birth Type	DOBType.xsd
Day of Week	WeekDay.xsd This exchange only allows the following enumerated values for this element: <ul style="list-style-type: none"> <li>• Monday = MON</li> <li>• Tuesday = TUE</li> <li>• Wednesday = WED</li> <li>• Thursday = THU</li> <li>• Friday = FRI</li> </ul>
Direction	StreetDirection.xsd
Existing Family Association Type	FamilyRelationRole.xsd
Existing Qualifier	FamilyRelationQualifier.xsd

Element Name	Schema Name
External Case Xref Type	<p>ExternalCaseType.xsd</p> <p>This exchange only allows the following enumerated values for this element:</p> <ul style="list-style-type: none"> <li>• Booking Number = BKNMBR</li> <li>• CDSS = CDSSNMBR</li> <li>• Citation Number = CTNNMBR</li> <li>• City Attorney Case File Number = CTYATYCSFLNMBR</li> <li>• 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>• District Attorney – 205201, DA</li> <li>• DR Number = DRNMBR, DRNUM</li> <li>• Filing Agency Case = FILEAGENCY</li> <li>• Fingerprint Card Number = FINGPRNT</li> <li>• Judicial District Number = JUDDISNUM</li> <li>• Other = OTHRNMBR</li> <li>• Petition Number = PETITIONNUM</li> <li>• Probation Case Number = PROCSNMBR</li> <li>• Public Defender Case Number = PDCN</li> <li>• Refiled Case Number = RFCASENUM</li> <li>• Search Warrant Number = SWNUM</li> <li>• Sheriff's ID number = SHRFNMBR</li> <li>• Supreme Court Appeals Case Number = SCACN</li> <li>• Warrant Control Number = WARCONNUM</li> <li>• Warrant Number = WRNTNMBR</li> </ul>
Eye Color	EyeColor.xsd
Filing Type	FilingType.xsd
Gender	Gender.xsd
Hair Color	HairColor.xsd
Item	ScarsMarksTatoosItem.xsd
Language	Language.xsd
Left/Right/Both	ScarsMarksTattoosSides.xsd
Name Type	NameType.xsd
New Family Association Type	FamilyRelationRole.xsd
New Qualifier	FamilyRelationQualifier.xsd
Participant Category	Participant.xsd
Payor Name – Category	ParticipantType.xsd
Phone Type	Phone.xsd
Position Type	PositionType.xsd
Race	Race.xsd

Element Name	Schema Name
Resource Type	ResourceType.xsd This exchange only allows the following enumerated values for this element: <ul style="list-style-type: none"> <li>• Arbitrator = ARB</li> <li>• Department = DEPTR</li> <li>• FCS Mediator = MEDFCS</li> <li>• Judicial Assistant = JA</li> <li>• Judicial Officer = DEPTJO</li> <li>• Mediator = MED</li> <li>• Temporary Judge = TJ</li> </ul>
Role	ParticipantRole.xsd
Scheduling Options	EventStatus.xsd
Skin Tone	SkinTone.xsd
State	State.xsd When Address Type is “Military APO” or “Military FBO,” the City element must be populated with one of the State.xsd values below: <ul style="list-style-type: none"> <li>• &lt;Blank&gt;</li> <li>• Military in America = AA</li> <li>• Military (Europe, Mid East, Africa, Canada) = AE</li> <li>• Military in the Pacific = AP</li> </ul>
Street Type	StreetType.xsd
Tribal Response	ICWATribeResponse.xsd
<b>Error Response</b>	
Error Code	See “CCMS Data Exchange Errors” for a list of all errors.
Error Description	See “CCMS Data Exchange Errors” for a list of all errors.

## 6.2.2 Court configurable elements

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

- Filing Document

In practice, many of these values are standard across courts, but integration partners should contact the local court administrator for a definitive and 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. At the time of this writing, the Court Policy File for each local court is under development and will be available prior to CCMS implementation. Integration partners can learn more about the Court Policy File by referring to the “*Court Policy File Overview*” document.

### **6.2.3 Indicator element allowable values**

This exchange includes numerous ‘Indicator’ elements that provide additional information related to a specific condition or scenario. The following is a list of indicator elements contained in this exchange. The allowable values for each element must be either ‘Y’ for yes or ‘N’ for no. 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.

These schemas are the authoritative source for the indicator allowable values:

- Accept Judicial Officer
- Active Military Duty
- Aid was/is being Received
- Amended
- Award for Defendant/Respondent
- Award for Plaintiff/Petitioner
- CalWorks or TANF
- CAPI
- Child Custody
- Child Visitation to Other
- Child Visitation to Petitioner
- Child Visitation to Respondent
- Commercial Vehicle
- Confidentiality Indicator
- County Relief or General Assistance
- Court-Appointed Interpreter Fees for a Witness
- Decline Judicial Officer
- Defective
- Dissolution
- Establish Order for Costs and Fees
- Establish Order for Current Child Support
- Establish Order for Medical Support
- Establish Order for Retroactive Child Support

- Establish Order for Spousal Support
- Establish Parentage
- Establish Support
- Ex Parte
- Fees for a Peace Officer to Testify in Court
- Fees for Court-Appointed Experts
- Financial Assistance
- Food Stamps
- Grandparent
- Has Special Needs
- Hazardous Material
- IHSS
- Improved Financial Situation
- Income Withholding Order
- Internal
- International Phone Number Indicator
- International Phone Number Indicator
- Interpreter Required
- Judgment
- Judgment on Reserved Issues
- Jury Fees and Expenses
- Jury Requested
- Lawyer has agreed
- Legal Custody to Joint
- Legal Custody to Other
- Legal Custody to Petitioner
- Legal Custody to Respondent
- Legal Separation
- Local Child Support Agency
- Long Cause
- Medi-Cal



- Modification
- Modification of a Support Order
- Night Court
- Non-Relative
- Not Settled
- Notice of Assigned Support
- Nullity
- Other Child Support Agency
- Other Relative
- Owner's Responsibility
- Parentage
- Petitioner Proof of Service the Final Declaration Disclosure
- Petitioner Proof of Service the Preliminary Declaration of Disclosure
- Physical Custody to Joint
- Physical Custody to Other
- Physical Custody to Petitioner
- Physical Custody to Respondent
- Primary Language Indicator
- Primary Vehicle
- Reporters' Daily Fees
- Request to Waive Court Fees
- Requested Waiver in Last Six Months
- Reserve Jurisdiction over Marital DP Status Termination
- Respondent Proof of Service of the Final Declaration of Disclosure
- Respondent Proof of Service of the Preliminary Declaration of Disclosure
- Settled
- Settlement Received
- Short Cause
- Spousal Support Payable to Petitioner
- Spousal Support Payable to Respondent
- SSI

- SSP
- Status Only
- Superior Court
- Supplemental
- Support Order
- Supreme Court or Appellate Division
- Termination of Income Withholding Order (WO)
- Visitation

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

There are no additional business processes, which 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., this message is retransmitted every hour until 4:00 p.m. before being declared unsuccessful.
- Starting at 4:00 p.m., this 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

