



## JUDICIAL COUNCIL OF CALIFORNIA MEETINGS

Open to the Public Unless Indicated as Closed (Cal. Rules of Court, rule 10.6(a))

Judicial Council of California • Sacramento Offices

2860 Gateway Oaks Drive, Suite 400 • Sacramento, California 95833

**Thursday, January 22, 2015 • 8:30 a.m.–1:20 p.m.**

Meeting materials will be hyperlinked to agenda titles as soon as possible after receipt by Judicial Council Support. For recent postings of hyperlinked reports, please check the agenda at [REPLACE WITH CURRENT JC MEETING PAGE ADDRESS](#).

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### THURSDAY, JANUARY 22, 2015, AGENDA

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#### OPEN SESSION (RULE 10.6(a))—MEETING AGENDA

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- 8:30–8:40 a.m. Swearing in of New Council Member**  
The Chief Justice will administer the oath of office to a new council member.
- 8:40–8:45 a.m. Approval of Minutes**  
Approve minutes of the December 11–12, 2014, Judicial Council meeting.
- 8:45–8:55 a.m. Chief Justice’s Report**  
Chief Justice Tani G. Cantil-Sakauye will report.
- 8:55–9:05 a.m. Administrative Director’s Report**  
Mr. Martin Hoshino, Administrative Director, will report.
- 9:05–9:45 a.m. Judicial Council Committee Presentations**  
Executive and Planning Committee  
Hon. Douglas P. Miller, Chair  
Policy Coordination and Liaison Committee  
Hon. Kenneth K. So, Chair  
Rules and Projects Committee  
Hon. Harry E. Hull, Jr., Chair

*NOTE: Time is estimated. Actual start and end times may vary.*

Technology Committee  
Hon. James E. Herman, Chair

**9:45–10:15 a.m. Judicial Council Members’ Liaison Reports**  
Judicial Council members will report on their liaison work.

**10:15–10:45 a.m. [Public Comment](#)**  
The Judicial Council welcomes public comment on general matters of judicial administration and on specific agenda items, as it can enhance the council’s understanding of the issues coming before it.

Please see our [public comment procedures](#).

- 1) Submit advance requests to speak by **4:00 p.m., Monday, January 19, 2015**.
- 2) Submit written comments for this meeting by **1:00 p.m. on Tuesday, January 20, 2015**.

Contact information for advance requests to speak, written comments, and questions:

E-mail: [judicialcouncil@jud.ca.gov](mailto:judicialcouncil@jud.ca.gov)

Postal mail or delivery in person:

Judicial Council of California  
455 Golden Gate Avenue  
San Francisco, California 94102-3688  
Attention: Cliff Alumno

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## CONSENT AGENDA (ITEMS A–G)

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*A council member who wishes to request that any item be moved from the Consent Agenda to the Discussion Agenda is asked to please notify Nancy Carlisle at 415-865-7614 at least 48 hours before the meeting.*

**Item A California State Auditor Report: Five Superior Courts Did Not Consistently Follow Judicial Branch Contracting Practices (Action Required)**

In November 2014 the California State Auditor released a report, *Judicial Branch Procurement: Five Superior Courts Did Not Consistently Follow Judicial Branch Contracting Practices*, that is required to be performed by Public Contract Code Section 19210 to assess the implementation of the Judicial Branch Contract Law biennially for five judicial branch entities. The California State Auditor concluded that the five superior courts in the audit could improve their compliance with the *Judicial Branch Contracting Manual*. The California State Auditor found instances of noncompliance with payment approval

***NOTE: Time is estimated. Actual start and end times may vary.***

levels, lack of justifying using a noncompetitive procurement process, and not having procedures to implement the State's Disabled Veteran Business Enterprise program or the small business preference for competitive information technology procurements.

Hon. Richard D. Huffman, Chair, Advisory Committee on Financial Accountability and Efficiency for the Judicial Branch

Mr. John A. Judnick, Audit Services

**Item B Child Support: Certification of Support Calculation Computer Software Programs (Action Required)**

The Family and Juvenile Law Advisory Committee recommends certification of two support calculation computer software programs, FamilySoft SupportCalc and Family Law Software. The request for Judicial Council certification was submitted by the software developers as provided by California Rules of Court, rule 5.275.

Hon. Jerilyn L. Borack and Hon. Mark A. Juhas, Cochairs, Family and Juvenile Law Advisory Committee

Mr. Michael L. Wright, Center for Families, Children & the Courts

**Item C Judicial Branch Administration: Audit Report for Judicial Council Acceptance (Action Required)**

The Advisory Committee on Financial Accountability and Efficiency for the Judicial Branch and Judicial Council staff recommend that the Judicial Council accept the audit report entitled *Audit of the Superior Court of California, County of Lake*. This acceptance is consistent with the policy approved by the Judicial Council on August 27, 2010, which specifies Judicial Council acceptance of audit reports as the last step to finalization of the reports before their placement on the California Courts public website to facilitate public access. Acceptance and publication of these reports promote transparent accountability and provide the courts with information to minimize future financial, compliance, and operational risk.

Hon. Richard Huffman, Chair, Advisory Committee on Financial Accountability and Efficiency for the Judicial Branch

Mr. John A. Judnick, Audit Services

**Item D Trial Court Allocation: Final Reduction Related to Statutory 1% Cap on 2013–2014 Fund Balance Carry Over (Action Required)**

The Trial Court Budget Advisory Committee recommends the Judicial Council approve the final reduction allocation of \$1.7 million related to fund balance in fiscal year (FY) 2013–2014 before February 2015 as required by Government Code section 68502.5(c)(2)(A).

Hon. Laurie M. Earl, Chair, Trial Court Budget Advisory Committee

Mr. Steven Chang, Finance

**Item E     Judicial Council Report to the Legislature: Trial Court Revenue, Expenditure, and Fund Balance Constraints for Fiscal Year 2013–2014 (Action Required)**

Judicial Council staff recommends that the Judicial Council approve the *Report of Trial Court Revenue, Expenditure, and Fund Balance Constraints for Fiscal Year 2013–2014*, as required by Government Code sections 68502.5(b) and 77202.5(b), to be sent to the chairs of the Senate Committee on Budget and Fiscal Review, the Senate Committee on Judiciary, and the Assembly Committees on Budget and Judiciary.

Mr. Zlatko Theodorovic and Mr. Patrick Ballard, Finance

**Item F     Judicial Council Report to the Legislature: Fee Revenue and Expenditures for Court Reporter Services in Superior Court Civil Proceedings for Fiscal Year 2013–2014 (Action Required)**

Judicial Council staff recommends that the Judicial Council approve the *Report of Court Reporter Fees Collected and Expenditures for Court Reporter Services in Superior Court Civil Proceedings for Fiscal Year 2013–2014*. Government Code section 68086(f) requires that the Judicial Council report to the Joint Legislative Budget Committee, on an annual basis, information concerning court reporter fees collected under Government Code sections 68086(a)(1), 68086(a)(2) and 68086.1 and expenditures on court reporter services in superior court civil proceedings statewide.

Mr. Zlatko Theodorovic and Mr. Colin Simpson, Finance

**Item G     Judicial Branch Report to the Legislature: State Trial Court Improvement and Modernization Fund Expenditures for Fiscal Year 2013–2014 (Action Required)**

The Judicial Council staff recommends that the Judicial Council approve the *Annual Report of State Trial Court Improvement and Modernization Fund Expenditures for Fiscal Year 2013–2014*, as required by Government Code section 77209(i), to be sent to the Legislature.

Mr. Zlatko Theodorovic and Mr. Steven Chang, Finance

**Break       10:45–11:00 a.m. (approx.)**

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**DISCUSSION AGENDA (ITEMS X–K)**

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**Item X       11:00–11:15 a.m.**

**Governor’s Proposed Budget for 2015–2016 (No Action Required. There are no materials for this item.)**



Judicial Council staff will provide an informational update on the Governor's proposed budget, released on January 9.

*Public Comment and Presentation (5 minutes) • Discussion (10 minutes)*

Speakers: Mr. Martin Hoshino, Administrative Director  
Mr. Curt Soderlund, Chief Administrative Officer  
Mr. Cory Jaspersen, Office of Governmental Affairs  
Mr. Zlatko Theodorovic, Finance

**Item H 11:15–11:40 a.m.**

**Budget: Fiscal Year 2015–2016 Budget Request for the Trial Courts (Action Required)**

The Trial Court Budget Advisory Committee (TCBAC) recommends that the Judicial Council approve a proposed FY 2015–2016 budget request for court-provided security and request a growth percentage increase starting in 2016–2017. Submittal of budget change proposals (BCPs) is the standard process for proposing funding adjustments in the State Budget. Spring BCPs are to be submitted to the State Department of Finance by the second week of February.

*Public Comment and Presentation (15 minutes) • Discussion (10 minutes)*

Speakers: Hon. Laurie M. Earl, Co-Chair, Trial Court Budget Advisory Committee  
Ms. Shawn Landry, Executive Officer, Superior Court of Yolo County  
Mr. Zlatko Theodorovic, Co-Chair, Trial Court Budget Advisory Committee

**Item I 11:40 a.m.–12:00 p.m.**

**Juvenile Dependency: Court Appointed Counsel Funding Reallocation (Action Required)**

The Trial Court Budget Advisory Committee recommends that the Judicial Council approves a process to reallocate the dependency court appointed counsel funds which are estimated to remain unspent in FY 2014–2015. The reallocation will be based on the funding need of courts, as calculated by the caseload funding model approved by the council in 2008.

*Public Comment and Presentation (10 minutes) • Discussion (10 minutes)*

Speakers: Hon. Laurie M. Earl, Chair, Trial Court Budget Advisory Committee  
Mr. Don Will, Center for Families, Children & the Courts  
Mr. Theodorovic, Finance

**Item J 12:00–12:20 p.m.**

**California's Language Access Plan: Strategic Plan for Language Access in the California Courts (Action Required)**

The Joint Working Group for California's Language Access Plan recommends that the Judicial Council adopt the *Strategic Plan for Language Access in the California Courts* (Language Access Plan). The plan is the result of an 18-month effort that included public

hearings and public comment, including a 60-day period for submission of formal public comments on a draft plan. The final plan provides recommendations, guidance, and a consistent statewide approach to ensure language access to all limited English proficient (LEP) court users in California. Having completed its task, the Joint Working Group also recommends immediate formation of two groups that would report to the Judicial Council's Executive and Planning Committee: (1) a Language Access Implementation Task Force, which would develop and recommend the methods and means for implementing the Language Access Plan in all 58 counties, as well as coordinate with related advisory groups and Judicial Council staff on implementation efforts; and (2) a translation committee, which would oversee translation protocols for Judicial Council forms, written materials, and audiovisual tools.

*Public Comment and Presentation (5 minutes) • Discussion (15 minutes)*

Speakers: Hon. Maria P. Rivera and Hon. Manuel J. Covarrubias, Cochairs, Joint Working Group for California's Language Access Plan  
Hon. Steven K. Austin, Chair, Court Interpreters Advisory Panel

**Item K 12:20–12:35 p.m.**

**California State Auditor's 2013 Assessment of Judicial Council Information Technology System Controls and Data Reliability (No Action Required. There are no materials for this item.)**

The Judicial Council Technology Committee and Judicial Council Administrative Division will jointly update the council on the implementation of the California State Auditor's recommendations from the 2013 procurement audit (2013-302 & 2013-303).

*Public Comment and Presentation (10 minutes) • Discussion (5 minutes)*

Speakers: Hon. James E. Herman, Chair, Technology Committee  
Mr. Curt Soderlund, Chief Administrative Officer

**Break 12:35–12:50 p.m. (approx.)**

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**CLOSED SESSION (RULE 10.6(b))**

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**Session 12:50–1:20 p.m.**

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## INFORMATION ONLY ITEMS (NO ACTION REQUIRED)

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**INFO 1    Government Code Section 68106: Public Notice by Courts of Closures or Reduced Clerks' Office Hours (Gov. Code, § 68106—Report No. 29)**

Government Code section 68106 directs (1) trial courts to notify the public and the Judicial Council before closing courtrooms or clerks' offices or reducing clerks' regular office hours, and (2) the council to post all such notices on its website and also relay them to the Legislature. This is the 29th report to date listing the latest court notices received by the council under this statutory requirement; since the previous report, **NUMBER** superior courts—those of **COUNTY NAME(S)**—have issued new notices.

**INFO 2    Court Facilities: Trial Court Facility Modification Advisory Committee Fiscal Year 2013–2014 Annual Report**

The Trial Court Facility Modification Advisory Committee (TCFMAC) has completed its facility modification funding for FY 2013–2014. In compliance with the Trial Court Facility Modifications Policy adopted by the Judicial Council on July 27, 2012, the TCFMAC is submitting the annual report for FY 2013–2014 as Attachment A.

**INFO 3    Court Security: Report on Screening Equipment Replacement for Fiscal Year 2013–2014**

The Screening Equipment Replacement Program has been in operation since 2006–2007 and provides \$2.286 million in funding from the Trial Court Trust Fund to replace outdated or malfunctioning screening equipment in the trial courts. Each year the Administrative Director approves the list of entrance screening equipment to be funded that year through this program. This report updates the council on the entrance screening equipment that was replaced in FY 2013–2014 with that funding.

**Circulating Orders since the last business meeting.**

**Appointment Orders since the last business meeting.**



# JUDICIAL COUNCIL OF CALIFORNIA

EXECUTIVE AND  
PLANNING COMMITTEE

[www.courts.ca.gov/epmeetings.htm](http://www.courts.ca.gov/epmeetings.htm)  
[executiveandplanning@jud.ca.gov](mailto:executiveandplanning@jud.ca.gov)

## EXECUTIVE AND PLANNING COMMITTEE

### MINUTES OF ACTION BY E-MAIL

Thursday, December 4, 2014

12:00 p.m.

Action by E-mail

**Advisory Body  
Members Who  
Participated:**

Justice Douglas P. Miller (Chair); Judge David M. Rubin (Vice Chair); Justice Judith Ashmann-Gerst; Judges Marla O. Anderson, James R. Brandlin, Morris D. Jacobson, Marsha G. Slough, Dean T. Stout, and Charles D. Wachob; Ms. Mary Beth Todd and Ms. Donna D. Melby

**Advisory Body  
Members Who Did  
Not Participate:**

None

**Committee Staff:**

Ms. Jody Patel and Ms. Nancy Carlisle

#### DISCUSSION AND ACTION ITEM

**Proposal for Review**

The committee reviewed the report *Judicial Branch Planning: Proposal to Re-Adopt the Strategic Plan for California's Judicial Branch for Fiscal Years 2006–2012* for approval for the December 12, 2014, Judicial Council business meeting agenda.

**Action:** *The committee approved the report for the discussion agenda of the December council business meeting. One member also commented on the importance to assure individual trial courts of the understanding that the proposal does not contain or contemplate any obligation or expectation for developing local court plans as a result of this proposal to re-adopt the branch strategic plan.*

#### CLOSURE OF ACTION

The action by e-mail was closed on Thursday, December 4, 2014.

Approved by the advisory body on [insert date].



# JUDICIAL COUNCIL OF CALIFORNIA

EXECUTIVE AND  
PLANNING COMMITTEE

[www.courts.ca.gov/epmeetings.htm](http://www.courts.ca.gov/epmeetings.htm)  
[executiveandplanning@jud.ca.gov](mailto:executiveandplanning@jud.ca.gov)

## EXECUTIVE AND PLANNING COMMITTEE

### MINUTES OF OPEN MEETING WITH CLOSED SESSION

Thursday, December 11, 2014

11:15 a.m. to 1:15 p.m.

William C. Vickrey Judicial Council Conference Center, Redwood Room

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**Advisory Body Members Present:** Justice Douglas P. Miller (Chair); Judges Marla O. Anderson, Marsha G. Slough, Dean T. Stout, and Charles D. Wachob; Ms. Mary Beth Todd

By phone: Judge David M. Rubin (Vice Chair); Justice Judith Ashmann-Gerst; Judges James R. Brandlin and Morris D. Jacobson; Ms. Donna D. Melby

**Other Judicial Council Members Present:** Justice Harry E. Hull, Jr.

**Committee Staff Present:** Ms. Jody Patel and Ms. Nancy Carlisle

**Staff Present:** Mr. Cliff Alumno, Ms. Deirdre Benedict, Mr. Curtis L. Child, Mr. Martin Hoshino, Ms. Maria Kwan, Mr. Patrick O'Donnell, Ms. Claudia Ortega.

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#### OPEN MEETING

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##### Call to Order and Roll Call

The chair called the meeting to order at 11:15 a.m. and committee staff took roll call.

##### Approval of Minutes

The advisory body reviewed and approved the minutes of the November 20, 2014, Executive and Planning Committee meeting.

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#### DISCUSSION AND ACTION ITEMS (ITEMS X-X)

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##### Item 1

##### Annual Agenda Review

The committee reviewed the draft annual agendas of the Trial Court Presiding Judges Advisory Committee and the Court Executives Advisory Committee.

**Action: The committee approved the annual agendas of the Trial Court Presiding Judges Advisory Committee and the Court Executives Advisory Committee.**

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#### ADJOURNMENT

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There being no further open meeting business, the meeting was adjourned at 12:15 p.m.

**C L O S E D   S E S S I O N**

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**Item 2**

**Pursuant to California Rules of Court, rule 10.75(c)(1)**

The committee discussed scheduling an upcoming review of the progress achieved on the Judicial Council Directives on Staff Restructuring.

**Action: No committee action.**

**Item 3**

**Pursuant to California Rules of Court, rule 10.75(d)(1)**

The committee reviewed materials regarding vacancies on advisory bodies.

**Action: The committee determined its recommendations to be sent to the Chief Justice regarding advisory body appointments.**

Adjourned closed session at 1:00 p.m.

Approved by the advisory body on [enter date].



## JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue · San Francisco, California 94102-3688

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# REPORT TO THE JUDICIAL COUNCIL

For business meeting on: January 22, 2015

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**Title**

California State Auditor Report, Five  
Superior Courts Did Not Consistently Follow  
Judicial Branch Contracting Practices

**Agenda Item Type**

Action Required

**Effective Date**

January 22, 2015

**Rules, Forms, Standards, or Statutes Affected**

None

**Date of Report**

December 22, 2014

**Recommended by**

Advisory Committee on Financial  
Accountability and Efficiency for the  
Judicial Branch  
Hon. Richard D. Huffman, Chair

**Contact**

John A. Judnick, 415-865-7450  
[john.judnick@jud.ca.gov](mailto:john.judnick@jud.ca.gov)

Administrative Office of the Courts  
John A. Judnick, Senior Manager  
Audit Services  
Judicial Council and Court Leadership  
Services Division

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### Executive Summary

In November 2014 the California State Auditor released a report, *Judicial Branch Procurement: Five Superior Courts Did Not Consistently Follow Judicial Branch Contracting Practices*, that is required to be performed by Public Contract Code Section 19210 to assess the implementation of the Judicial Branch Contract Law biennially for five judicial branch entities. The California State Auditor concluded that the five superior courts in the audit could improve their compliance with the *Judicial Branch Contracting Manual*. The California State Auditor found instances of noncompliance with payment approval levels, lack of justifying using a noncompetitive procurement process, and not having procedures to implement the State's Disabled Veteran Business Enterprise program or the small business preference for competitive information technology procurements.

## **Recommendation**

At its December 18, 2014 meeting, the Advisory Committee on Financial Accountability and Efficiency for the Judicial Branch (A&E Committee) discussed the California State Auditor's audit report, *Judicial Branch Procurement: Five Superior Courts Did Not Consistently Follow Judicial Branch Contracting Practices* and recommended the report for presentation to the judicial council for consent agenda.

## **Previous Council Action**

The judicial council has previously approved the *Judicial Branch Contracting Manual* (Manual) and multiple amendments. The initial approval was with an October 1, 2011 effective date. The last amendment was approved by the judicial council in December 2013 with an effective date of January 1, 2014.

In March 2013 the California State Auditor (State Auditor) issued its audit report, *Judicial Branch Procurement: Six Superior Courts Generally Complied With the Judicial Branch Contracting Law, but They Could Improve Some Policies and Practices*. This audit was required under Public Contract Code, Section 19210, and was presented to the judicial council at its April 2013 meeting.

In December 2013 the State Auditor issued its audit report, *Judicial Branch Procurement, Semiannual Reports to the Legislature Are of Limited Usefulness, Information Systems Have Weak Controls, and Certain Improvements in Procurement Practices Are Needed*. This audit was required under Public Contract Code Section 19210, and was presented to the judicial council at its February 2014 meeting.

## **Methodology and Process**

Public Contract Code, Section 19210 requires the California State Auditor to biennially "identify five judicial branch entities, excluding the Administrative Office of the Courts, to assess the implementation of" the California Judicial Branch Contracting Law (Law). As required by the Law enacted in 2011, the Judicial Council (formerly the Administrative Office of the Courts or AOC) maintains the *Judicial Branch Contracting Manual* which outlines procedures for judicial branch personnel to use when procuring goods and services. The State Auditor used the Manual to assess implementation of the Law by the superior courts of Alameda, Butte, Fresno, San Luis Obispo, and Yuba. The five audit objectives for the audit are detailed on page 7 of the report.

The judicial entities reviewed use the Phoenix Financial System to issue purchase orders and record certain procurement activity. The State Auditor tested selected information system general controls that the AOC had implemented over the Phoenix Financial System in its previous audits in December 2013 and plans to follow-up on the AOC's and the superior courts' efforts toward addressing the information system control findings from them in its audit of the AOC in 2015. The general controls are the policies and procedures that apply to all or a large segment of the AOC's information systems and help ensure their proper operation. The areas covered by general controls are security management, access controls, configuration management, segregation of duties, and contingency planning.



## **Summary of Findings and Recommendations**

The State Auditor in its report concluded that the five superior courts in the audit “could improve their compliance their compliance with the requirements of the California Judicial Branch Contract Law” and that “none of these five superior courts fully complied with the judicial contracting manual’s guidance. The report on page 18 specifies all of the recommendations of the audit for the superior courts with the notable exception Butte Superior Court which has no recommendations to respond to. The report has 17 recommendations for the courts including eight for Alameda Superior Court, five for Fresno Superior Court, three for San Luis Obispo Superior Court, and one for Yuba Superior Court.

Three (the superior courts of Alameda, Fresno, and Yuba) of the five courts audited made procurement payments without proper authorization with the State Auditor commenting that Alameda Superior Court did not properly authorize any of the 18 payments tested and, in fact, the State Auditor indicated that authorization was not provided by the court for nine of the payments totaling almost \$203,000. Additionally, the State Auditor in the report noted that managers at the Fresno and Yuba courts approved seven payments and two payments, respectively, for amounts that exceeded their payment approval levels.

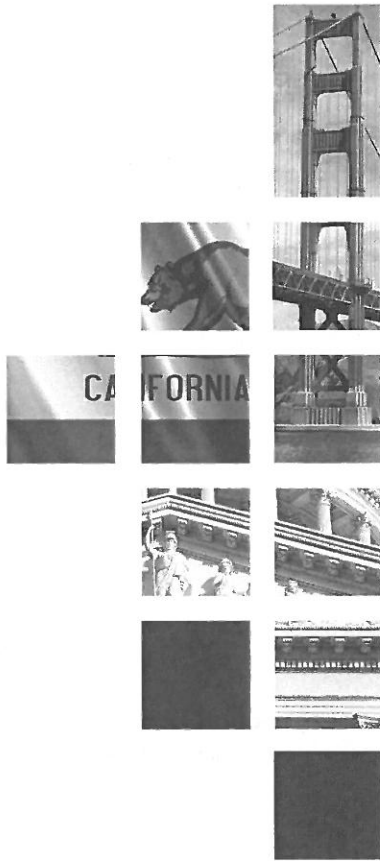
With respect of following procedures for noncompetitive procurements, the report noted that all five superior courts did not follow the judicial contracting manual’s requirements for noncompetitive procurements for 21 of the 60 contracts reviewed. The report noted that Butte Superior court modified its policy in October 2014 to address the problems that were observed in the report. The State Auditor noted that when the courts do not comply with the judicial contracting manual’s guidance for noncompetitive procurements, they risk giving the appearance of favoritism or failing to achieve the best value for their procurements.

The State Auditor also reported that the court also lacked certain procedures that the judicial contracting manual requires. Specifically, the manual requires that superior courts adopt procedures to implement the State’s contracting preferences: the State’s Disabled Veteran Business Enterprise program and the small business preference for competitive information technology procurements. The superior courts of Butte, San Luis Obispo and Fresno had not adopted procedures for the small business preference for competitive information technology procurements.

The five superior courts agreed with the findings and recommendations contained in the report and their responses are contained in the back of the report starting at page 21. The courts are required to respond to the report’s recommendations at 60 days, six months, and one year after the issuance of the report and annually thereafter until all of the recommendations are considered fully implemented.

## **Attachment and Link**

The State Auditor’s report *Judicial Branch Procurement: Five Superior Courts Did Not Consistently Follow Judicial Branch Contracting Practices* is published on its web site at <http://www.bsa.ca.gov/pdfs/reports/2014-301.pdf> and is attached.



# Judicial Branch Procurement

Five Superior Courts Did Not Consistently Follow  
Judicial Branch Contracting Practices

Report 2014-301

COMMITMENT  
INTEGRITY  
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November 18, 2014

2014-301

The Governor of California  
President pro Tempore of the Senate  
Speaker of the Assembly  
State Capitol  
Sacramento, California 95814

Dear Governor and Legislative Leaders:

As required by Chapter 31, Statutes of 2013, the California State Auditor presents this audit report assessing five superior courts' compliance with the requirements of the California Judicial Branch Contract Law (judicial contract law), Public Contract Code, sections 19201 through 19210. The judicial contract law requires the Judicial Council of California to adopt and publish a *Judicial Branch Contracting Manual* (judicial contracting manual), which establishes the requirements for procurement and contracting that all judicial branch entities, including superior courts, must follow.

This report concludes that the five courts in the audit—the superior courts of Alameda, Butte, Fresno, San Luis Obispo, and Yuba counties—could improve their compliance with the judicial contracting manual. For example, we noted that managers at three courts approved payments for amounts that exceeded their payment approval levels, including nine payments totaling almost \$203,000 without any authorization. We also identified instances where all five courts lacked adequate justification for using a noncompetitive procurement process. Specifically, all five courts did not follow the judicial contracting manual's requirements for noncompetitive procurements for 21 of the 60 contracts we reviewed. Moreover, at the time of our review three of the five courts did not have procedures to implement the State's Disabled Veteran Business Enterprise program, and four of the five courts did not have procedures to implement the small business preference for competitive information technology procurements.

Respectfully submitted,



ELAINE M. HOWLE, CPA  
State Auditor

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## Contents

Summary	1
Introduction	3
<b>Audit Results</b>	
Weaknesses in Procurement Practices Existed at All Five Superior Courts We Visited	9
The Superior Court of Alameda County Has Deficient Payment and Procurement Practices	9
The Superior Court of Butte County Did Not Properly Document Its Justifications for Noncompetitive Procurements	12
The Superior Court of Fresno County Did Not Always Use Appropriate Sole-Source Justification and Solicitation Methods	13
The Superior Court of San Luis Obispo County Did Not Follow Certain Procurement Requirements, Including Those for Noncompetitive Procurements	15
The Superior Court of Yuba County Had Areas of Weaknesses in Its Procurement and Payment Practices	17
Recommendations	18
<b>Responses to the Audit</b>	
Superior Court of Alameda County	21
Superior Court of Butte County	23
Superior Court of Fresno County	25
Superior Court of San Luis Obispo County	29
Superior Court of Yuba County	31

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## Summary

### Results in Brief

In 2011 the State enacted the California Judicial Branch Contract Law (judicial contract law) to require all judicial branch entities to comply with the provisions of the Public Contract Code that are applicable to state agencies related to the procurements of goods and services. Among other things, the judicial contract law required the Judicial Council of California to adopt and publish the *Judicial Branch Contracting Manual* (judicial contracting manual), which establishes the requirements for procurement and contracting for all judicial branch entities. To determine if the State's judicial branch entities have complied with the requirements within the judicial contracting manual, we audited the superior courts of Alameda, Butte, Fresno, San Luis Obispo, and Yuba counties. We found that none of these five superior courts fully complied with the judicial contracting manual's guidance.

Of the five courts we visited, three—the Superior Court of Alameda County (Alameda court), the Superior Court of Fresno County (Fresno court), and the Superior Court of Yuba County (Yuba court)—made procurement payments without proper authorization. Most significantly, because of the magnitude of the Alameda court's deficiencies in its procurement practices, it did not properly authorize any of the 18 payments we tested. In fact, it did not provide any authorization for nine of these payments totaling almost \$203,000. As a result, the Alameda court overpaid one vendor \$2,500, which the court did not recover until we brought the error to its attention. In another instance, an employee of the Alameda court directed a contractor to perform additional services costing more than \$6,000 without receiving prior authorization, leaving the court no option but to pay for these services. We also found that managers at the Fresno and Yuba courts approved seven payments and two payments, respectively, for amounts that exceeded their payment approval levels.

Furthermore, all five superior courts could better follow their procedures for noncompetitive procurements. The judicial contracting manual requires courts to document their approval of noncompetitive procurements. However, all five courts did not follow the judicial contracting manual's requirements for noncompetitive procurements for 21 of the 60 contracts we reviewed. For example, the Superior Court of San Luis Obispo County (San Luis Obispo court) did not document its justification for awarding a noncompetitive contract for microfilm services worth \$92,000. Similarly, the Alameda court entered into three sole-source contracts with a combined value of over \$90,000 without properly documenting that the pricing was fair and reasonable or that competitive bidding

### Audit Highlights...

*Our review assessing five superior courts' compliance with the California Judicial Branch Contract Law highlighted the following:*

- » *None of the five superior courts we visited—Superior Court of Alameda County (Alameda court), Superior Court of Butte County (Butte court), Superior Court of Fresno County (Fresno court), Superior Court of San Luis Obispo County (San Luis Obispo court), and Superior Court of Yuba County (Yuba court)—fully complied with the Judicial Branch Contracting Manual.*
- » *Alameda court, Fresno court, and Yuba court made procurement payments without proper authorization.*
- » *All five superior courts could better follow their procedures for noncompetitive procurements.*
- » *Butte court, Fresno court, and San Luis Obispo court had not adopted procedures for the State's Disabled Veteran Business Enterprise program.*
- » *Butte court, Fresno court, San Luis Obispo court, and Alameda court did not have procedures to implement the small business preference for competitive information technology procurements.*



was not feasible. One of the five courts—the Superior Court of Butte County (Butte court)—modified its policy in October 2014 to address the problems we observed. When the courts do not comply with the judicial contracting manual’s guidance for noncompetitive procurements, they risk giving the appearance of favoritism or failing to achieve the best value for their procurements.

Most of the courts we visited also lacked certain procedures that the judicial contracting manual requires. Specifically, the judicial contracting manual requires that superior courts adopt procedures to implement the State’s contracting preferences: the State’s Disabled Veteran Business Enterprise (DVBE) program and the small business preference for competitive information technology procurements. However, three courts—the Butte court, the San Luis Obispo court, and the Fresno court—had not adopted procedures for the DVBE program, and four courts—the three previous courts and the Alameda court—had not adopted procedures for the small business preference for competitive information technology procurements. After we brought these issues to the San Luis Obispo and Butte courts’ attention, they adopted procedures to implement both programs in August and October 2014, respectively. The other courts stated that they plan to adopt procedures by the end of 2014.

### **Recommendations**

We made several recommendations to four of the five superior courts we visited to ensure that they adequately address the issues we identified. For example, we recommended that the Alameda and Fresno courts ensure that their managers do not approve payments above their authorized dollar limits. Furthermore, we recommended that the Alameda court establish clear procedures to ensure that appropriate staff authorize all payments prior to processing them. Also, we recommended that four of the courts maintain proper documentation to justify noncompetitive procurements. Finally, we recommended that those courts that have not adopted procedures for the DVBE program or the small business preference for competitive information technology procurements adopt such procedures.

### **Agency Comments**

The five superior courts agreed with our findings and recommendations.

## Introduction

### Background

A separate and independent branch of state government, California's judicial branch is composed of the State's Supreme Court, appellate courts, superior courts, Habeas Corpus Resource Center, Judicial Council of California (Judicial Council), and Administrative Office of the Courts (AOC).<sup>1</sup> Under the California Constitution, the Judicial Council has policy-making authority over the judicial branch and is responsible for recommending improvements to judicial administration to the courts, the governor, and the Legislature. The Judicial Council's composition is detailed in the text box. The Judicial Council performs various functions with the support of its staff agency, the AOC.

#### Composition of the Judicial Council of California

- The chief justice of California
- One other Supreme Court justice
- Three justices of the courts of appeal
- Ten superior court judges
- Four members of the State Bar of California
- Several nonvoting members
- One member of each house of the Legislature

Source: The California Constitution, Article VI, Section 6.

Before 1998 the California Constitution provided for superior courts and municipal courts. However, in June 1998 California voters approved a constitutional amendment allowing the judges in each county to vote to consolidate their municipal and superior courts into a single superior court, which the Legislative Analyst's Office concluded could result in savings and greater efficiency by offering greater flexibility in case assignments, improve court record management, and reduce administrative costs. According to the AOC, judges in all 58 counties voted to unify their superior courts by February 2001.

Further, between 1997 and 2002, the Legislature enacted a series of measures to transfer responsibility for funding the superior courts from each county to the State. These measures established a new personnel system for superior court employees and initiated the transfer of responsibility for court properties from the counties to the State.

### The California Judicial Branch Contract Law

The Public Contract Code generally governs how state entities enter into contracts, solicit contracts for construction of state structures, and acquire goods and services, as well as how the entities should solicit, evaluate, and award such contracts. However, until recently

<sup>1</sup> In July 2014 the Judicial Council voted to retire the name *Administrative Office of the Courts* for its staff agency. However, because state law continues to use this name, we use it in our report.

these requirements did not apply to the judicial branch. The State enacted the California Judicial Branch Contract Law (judicial contract law) in 2011 to require all judicial branch entities to comply with the provisions of the Public Contract Code that are applicable to state agencies related to the procurement of goods and services. The judicial contract law also required the Judicial Council to adopt and publish the *Judicial Branch Contracting Manual* (judicial contracting manual) by January 2012. The judicial contracting manual is to incorporate procurement and contracting policies that are consistent with the Public Contract Code and that are substantially similar to those found in the *State Administrative Manual* and the *State Contracting Manual*. The judicial contract law requires all judicial branch entities to comply with the judicial contracting manual, and requires each judicial branch entity to adopt a local contracting manual.

The judicial contract law also imposes reporting requirements on judicial branch entities.<sup>2</sup> Specifically, it requires that judicial branch entities notify the California State Auditor (state auditor) of all contracts they enter that exceed \$1 million in estimated value, with limited exceptions. The law further specifies that the California Department of Technology review all administrative and information technology projects exceeding \$5 million. Beginning in 2012 the law also requires the Judicial Council to submit semiannual reports to the Legislature and the state auditor itemizing most of the judicial branch's contracting activities.

Further, subsequent amendments to the judicial contract law direct the state auditor to identify five judicial branch entities other than the AOC for audit to assess the implementation of the judicial contract law every two years beginning on or before March 15, 2014. Such audits are to commence on or before July 1, subject to appropriation in the state budget act. The judicial contract law also directs the state auditor to audit the AOC every two years, beginning on or before July 1, 2015. Table 1 provides the relative size and workload data on the five courts we selected for this audit.

<sup>2</sup> According to the judicial contract law, a *judicial branch entity* means any superior court, court of appeal, the California Supreme Court, the Judicial Council, the Habeas Corpus Resource Center, and the AOC.

**Table 1**  
**Five Superior Courts' Size and Workloads**  
(Dollars in Thousands)

	COUNTY SUPERIOR COURT				
	ALAMEDA	BUTTE	FRESNO	SAN LUIS OBISPO	YUBA
County population	1,573,254	222,316	964,040	272,357	73,682
County area in square miles	739	1,636	5,958	3,299	632
Expenditures, fiscal year 2013–14	\$100,327	\$11,754	\$60,852	\$18,399	\$5,208
Procurement payments, fiscal year 2013–14	\$18,042	\$2,691	\$13,545	\$3,620	\$2,090
Case filings, fiscal year 2012–13	325,976	40,092	193,761	58,481	17,454
Judges (authorized positions)	73	11	43	12	5
Support staff (authorized positions)	752	119	40	124	47

Sources: The California Department of Finance's population estimates as of January 2014; county Web sites; the U.S. Census Bureau; the Judicial Council of California's fiscal year 2013–14 *Semiannual Report on Contracts for the Judicial Branch* and *2014 Court Statistics Report*; and the superior courts.  
Note: Data in this table is unaudited.

### The Judicial Contracting Manual

As discussed previously, the judicial contract law requires the judicial contracting manual's provisions to be substantially similar to those of the *State Administrative Manual*, the *State Contracting Manual*, and consistent with the Public Contract Code, each of which serves a different purpose for state agencies. Specifically, the *State Administrative Manual* provides general fiscal and business policy guidance, while the *State Contracting Manual* provides more specific procedures in the areas of procurement and contract management. Finally, the State enacted the Public Contract Code to ensure that state agencies comply with competitive bidding requirements; to provide all qualified bidders with a fair opportunity to enter the bidding process; and to eliminate favoritism, fraud, and corruption in the awarding of public contracts. The Judicial Council also used these elements as guiding principles for the judicial contracting manual.

Like the Public Contract Code, the judicial contracting manual generally requires judicial branch entities to secure competitive bids or proposals for each contract. The judicial contracting manual allows certain exceptions, as the text box shows. The *State Contracting Manual* also describes certain conditions under which a contract may be awarded without obtaining competitive bids or proposals. For example, the *State Contracting Manual* allows a state agency to solicit a bid from

#### Types of Allowable Noncompetitive Procurements

- Purchases under \$5,000
- Emergency purchases
- Purchases from other governmental entities
- Procurement of legal services
- Purchases through certain leveraged procurement agreements
- Purchases from a business entity operating a community rehabilitation program
- Purchases of licensing or proficiency testing examinations
- Subvention and local assistance contracts
- Sole-source procurement

Source: The January 2014 *Judicial Branch Contracting Manual*.

a single source for transactions of less than \$5,000 when the agency determines that the pricing is fair and reasonable. Agencies can make this determination using methods such as comparing the pricing to other sources or by relying on their past procurement experience. Similarly, the judicial contracting manual exempts procurements of less than \$5,000 from competitive bidding requirements so long as the court determines that the price is fair and reasonable. Further, the State's procurement rules do not require competitive bids when a contract is necessary for the immediate preservation of public health or when the contract is with a state agency or other local governmental entity, rules which the judicial contracting manual also includes.

Finally, the judicial contracting manual exempts judicial branch entities from obtaining competitive bids or proposals when the entities use vendors through certain leveraged procurement agreements. According to the *State Contracting Manual*, leveraged procurement agreements are statewide agreements that the California Department of General Services (General Services) awards to consolidate the needs of multiple state agencies and to leverage the State's buying power. General Services enters various types of leveraged procurement agreements, including master service agreements, California Multiple Award Schedules, and others. The judicial contracting manual includes a process for using and establishing leveraged procurement agreements, and encourages the judicial branch entity to consider whether it can obtain better pricing or other terms through vendor negotiations or soliciting competitive bids.

### Scope and Methodology

We conducted this audit pursuant to the audit requirements contained in the judicial contract law.<sup>3</sup> Our audit focused on the superior courts of Alameda, Butte, Fresno, San Luis Obispo, and Yuba counties. Table 2 lists the audit objectives and the methods we used to fulfill those objectives.

### Assessment of Data Reliability

In performing this audit, we relied upon electronic data extracted from the AOC's information systems. Specifically, we used the Judicial Council's two *Semiannual Report on Contracts for the Judicial Branch* (semiannual reports) that it issued during fiscal year 2013–14 to select contracts for testing five superior courts'

<sup>3</sup> Public Contract Code, Section 19210.

**Table 2**  
**Audit Objectives and the Methods Used to Address Them**

AUDIT OBJECTIVE	METHOD
1 Review and evaluate the laws, rules, and regulations significant to the audit objectives.	We reviewed the relevant laws, regulations, administrative policies, and other background materials applicable to procurement and contracting by judicial branch entities, including the <i>Judicial Branch Contracting Manual</i> (judicial contracting manual).
2 Based on risk factors specified in the California Judicial Branch Contract Law (judicial contract law), identify five judicial branch entities, excluding the Administrative Office of the Courts (AOC), for audit to assess their implementation of the judicial contract law.	We selected five judicial branch entities—the superior courts of Alameda, Butte, Fresno, San Luis Obispo, and Yuba counties—for audit based on our assessment of the level of risk across a range of factors, including those contained in the judicial contract law.
3 For the five superior courts selected for audit, perform the following:	
a. Determine whether each superior court has developed its own local contracting manual and assess its conformance to the judicial contracting manual.	We obtained each superior court's local contracting manual and compared it to certain key requirements in the January 2014 judicial contracting manual. We found that each superior court's local contracting manual materially conformed with key provisions of the judicial contracting manual.
b. Assess each superior court's internal controls over contracting and procurement and determine whether the court followed those controls.	<ul style="list-style-type: none"> <li>• We interviewed key superior court staff, and reviewed desk procedures and local contracting manuals, to identify key internal controls over contracting and procurements.</li> <li>• We determined whether each superior court followed these key controls by testing a selection of active contracts and payments made during fiscal year 2013–14.</li> </ul>
c. Assess each superior court's compliance with key elements of the judicial contracting manual and its local contracting manual and procedures, including those related to competitive bidding, sole-source contracting, and payment and deliverable review and oversight.	<ul style="list-style-type: none"> <li>• At each location, we selected 12 contracts that were active during fiscal year 2013–14 using the contract lists available: the Judicial Council of California's fiscal year 2013–14 <i>Semiannual Report on Contracts for the Judicial Branch</i> (semiannual report) and ad hoc reports provided by the superior courts because the AOC had not yet published the semiannual report for January 2014 through June 2014 when we began our fieldwork. According to the judicial contracting manual, the word <i>contracts</i> generally refers to several types of formal agreements for procuring goods and services, such as a formal contract or a purchase order. We determined whether each contract selected was subjected to competitive bidding and, if not, we determined whether the contract had approval and adequate justification for being a noncompetitive procurement.</li> <li>• In addition, to obtain assurance that contracts were not missing from the semiannual reports and the superior courts' ad hoc reports, we verified that six contracts from each superior court's contract files were included in these reports.</li> <li>• We selected one payment related to each of the 12 contracts we tested. We determined whether each superior court ensured that it had received the goods or services related to these purchases and whether an authorized court employee approved the payments for the purchases. In addition, we selected another six procurement payments that each superior court made during the same period that were not related to one of the 12 contracts we tested and performed the same testing.</li> </ul>
d. Evaluate each superior court's contracts to determine whether it may have inappropriately split contracts to avoid obtaining necessary approvals or complying with competitive bidding requirements.	We identified the thresholds beyond which the superior court must seek competitive bids and we identified the approval levels for each superior court. Using these thresholds, we did not identify any split contracts in our review of the contract lists.
e. Review the appropriateness of each superior court's state credit card (Cal-Card) or other court-issued credit card transactions when those transactions total \$100,000 or 10 percent of all reported procurement payments for a one-year period.	<ul style="list-style-type: none"> <li>• We reviewed whether any purchases exceeded the \$1,500 per transaction limit that the judicial branch contracting manual allows for Cal-Cards.</li> <li>• We did not perform any further testing because none of the five superior courts we visited had credit card payments totaling more than \$100,000 or representing more than 10 percent of all procurement payments for fiscal year 2013–14.</li> </ul>

Sources: California State Auditor's analysis of the judicial contract law and of the information and documentation identified in the table column titled *Method*.



compliance with procurement procedures. Because we began our fieldwork at the superior courts in Alameda, Butte, and Yuba counties prior to the AOC publishing the Judicial Council's fiscal year 2013–14 *Semiannual Report on Contracts for the Judicial Branch* (semiannual report) for the period January 2014 through June 2014, we requested that these three superior courts generate ad hoc contract reports (ad hoc reports) for this period using the same data the AOC relies upon to produce the Judicial Council's semiannual report.

The U.S. Government Accountability Office standards, which we follow, require us to assess the sufficiency and appropriateness of computer-processed information that we use to support our findings, conclusions, and recommendations. In our December 2013 report titled *Judicial Branch Procurement: Semiannual Reports to the Legislature Are of Limited Usefulness, Information Systems Have Weak Controls, and Certain Improvements in Procurement Practices Are Needed* (2013-302 and 2013-303), we reported that there is an unacceptably high risk that data from the applications the AOC and superior courts currently use to perform their day-to-day operations could lead to an incorrect or improper conclusion, regardless of the purpose for which the data are used. This includes, but is not limited to, the AOC's use of these data in compiling the semiannual reports. We concluded that until the AOC and superior courts implement adequate general controls over their information systems, the completeness, accuracy, validity, and confidentiality of their data will continue to be at risk.

We plan to follow-up on the AOC's and the superior courts' efforts toward addressing the information system control findings from our December 2013 report during our audit of the AOC in 2015. To gain assurance that the population of contracts from which we performed our compliance testing was complete, we selected six contracts from each of the five superior courts—for a total of 30 contracts—and traced them to the semiannual reports and ad hoc reports. We found that two of the 30 contracts were inappropriately excluded from these reports. Therefore, we determined that the semiannual reports and ad hoc reports are incomplete but we used them to select contracts and payments for testing. However, we are not using the data from the reports to support findings, conclusions, and recommendations.

## Audit Results

### Weaknesses in Procurement Practices Existed at All Five Superior Courts We Visited

Our audit found that all five superior courts need to improve their contracting and procurement payment practices. In particular, all five courts did not follow requirements for noncompetitive procurements for 21 of the 60 contracts we reviewed. In addition, three of the five courts made procurement payments without proper authorization. Finally, at the time of our review, three courts lacked procedures for implementing the State’s Disabled Veteran Business Enterprise (DVBE) program and four courts lacked procedures for the small business preference for competitive information technology procurements. Table 3 summarizes our key audit findings at the five superior courts.

**Table 3**  
Summary of Key Findings at Five Superior Courts

COUNTY SUPERIOR COURT	PROCUREMENT PROCEDURES		CONTRACTS	PAYMENTS
	COURT’S LOCAL CONTRACTING MANUAL MATERIALLY CONFORMS WITH THE JUDICIAL BRANCH CONTRACTING MANUAL?	COURT ADOPTED REQUIRED CONTRACT PREFERENCE PROCEDURES?*	NUMBER OF 12 CONTRACTS NOT ADEQUATELY FOLLOWING THE NONCOMPETITIVE PROCUREMENT PROCESS	NUMBER OF 18 PROCUREMENT PAYMENTS ISSUED WITHOUT PROPER AUTHORIZATION
Alameda	Yes	No†	9	18
Butte	Yes	No‡	3‡	None
Fresno	Yes	No	4	7
San Luis Obispo	Yes	No‡	4	None
Yuba	Yes	Yes	1	2
<b>Totals</b>			<b>21</b>	<b>27</b>

Source: California State Auditor’s analysis of procurement procedures and records at the five superior courts we visited.

\* Specifically, the procedures for the State’s Disabled Veteran Business Enterprise program and small business preference for competitive information technology procurements.

† The court lacked procedures only for the small business preference for competitive information technology procurements.

‡ After we brought this issue to the court’s attention, it adopted a procedure to address the issue before we issued this report.

### The Superior Court of Alameda County Has Deficient Payment and Procurement Practices

The Superior Court of Alameda County (Alameda court) has significant weaknesses over its payment and procurement practices. Specifically, it did not properly authorize any of the 18 payments we tested from fiscal year 2013–14, which ranged in values from more than \$1,000 to almost \$103,000. Moreover, for nine of the 18 payments, totaling almost \$203,000, there was no evidence that managers had approved the payments. Although managers



*The Alameda court's procurement manager was unaware of a \$2,500 overpayment to one vendor until we brought it to her attention, and she did not know why it occurred.*

had approved another four of these payments, they did not have the authority to approve them because each payment was greater than \$1,000. A director who had no payment approval authority approved the final five payments.

As a result of the Alameda court's deficient controls, it made three improper payments. In one example, the Alameda court overpaid \$2,500 for mental health assessments for participants in the Parolee Reentry Court Program. The court was invoiced for \$4,375, yet it paid the vendor \$6,875. The procurement manager was unaware of this overpayment until we brought it to her attention and she did not know why it occurred. After learning of the overpayment, the court recovered the funds from the vendor in September 2014.

Additionally, the Alameda court improperly made an advance payment of \$1,900 for a purchase of audio-visual equipment. Although the *Judicial Branch Contracting Manual* (judicial contracting manual) allows for advance payments under certain circumstances, this advance payment did not meet any of those circumstances. In the third instance of an improper payment, the Alameda court purchased bottled water for court staff and jurors at a cost of over \$4,000 a month for the payment we tested. Although the judicial contracting manual does not specify whether bottled water is allowable, the California Judicial Branch Contract Law (judicial contract law) requires the manual's policies and procedures to be substantially similar to provisions in the *State Administrative Manual* and the *State Contracting Manual*. These manuals generally prohibit the purchase of bottled water for staff, except in limited circumstances, such as when the building water does not meet health standards. The procurement manager stated that the Alameda court discontinued the bottled water service around March 2004 as a cost savings measure but reinstated it a year later because of staff opposition and because judges were adamant about providing water to those serving jury duty. However, these are not compelling reasons for purchasing bottled water.

Along with these three improper payments, the Alameda court acknowledged that the former information technology director directed a remodeling contractor to install a partition in a conference room costing more than \$6,000 without receiving the required prior authorization. According to the court's procedures, the former information technology director should have sent a requisition to the procurement manager before directing the contractor to perform the work. The procurement manager would have then forwarded the requisition to the court executive officer for approval. Instead, the finance department and the procurement division only learned of the purchase when the vendor billed the court for the additional services. Because the vendor had already provided the service, the Alameda court paid the invoice.

The Alameda court also made six purchases with its state credit card (Cal-Card) that exceeded the Cal-Card limit of \$1,500 per transaction that the judicial contracting manual allows.<sup>4</sup> These purchases ranged in value from \$1,563 to \$2,500. The procurement manager indicated that sometimes when the court staff urgently need purchases or identify reduced prices available for a limited amount of time, they use the Cal-Card to make purchases quickly. However, the judicial contracting manual does not allow any exceptions to the \$1,500 per transaction limit.

Further, the Alameda court also had significant weaknesses in its procurement practices. Specifically, we identified concerns with nine of the 12 contracts we tested. The Alameda court renewed two of these contracts with existing vendors without either seeking competitive bids or documenting that a noncompetitive procurement was appropriate. As we discuss in the Introduction, the judicial contracting manual requires courts to use competitive procurement except in certain circumstances. Nevertheless, for one of these contracts, the Alameda court noncompetitively renewed its traffic school contract, valued at \$185,000, even though the original contract did not have an option to renew. According to the court's procurement manager, the court renewed this contract without competition because court staff was busy with other activities at the time.

In the second instance, the Alameda court renewed a contract for \$300,000 to staff its children's waiting rooms for a term of 21 months even though the original contract only allowed for a one-year renewal term. According to the court's procurement manager, the additional nine months were necessary because the project manager was new and needed to become familiar with the operation of the children's waiting rooms before soliciting for the competitive rebidding of the contract. Nonetheless, the court's reasons do not justify its action.

The Alameda court had either insufficient or missing documentation for another seven of the 12 contracts we tested. Each of these seven contracts was categorized as one of the noncompetitive procurement types described in the text box. With a combined value of

#### Common Types of Noncompetitive Procurements

**Sole-Source Procurement**—A procurement in which either a specific vendor's goods or services are the only goods or services that will meet a court's needs or a grant application submittal deadline does not allow the time necessary for a competitive procurement.

**Leveraged Procurement Agreement**—A procurement through an agreement that allows multiple entities to make purchases in order to take advantage of their combined buying power to reduce prices, improve terms and conditions, or improve procurement efficiency.

**Procurement From an Entity Operating a Community Rehabilitation Program**—A procurement from a program operated by a nonprofit California corporation serving persons with disabilities that the California Department of Rehabilitation has certified. Courts can make purchases from such programs without advertising or calling for bids provided that they purchase the goods or services at a fair market price.

Sources: The January 2014 *Judicial Branch Contracting Manual* and the California Welfare and Institutions Code, Section 19404.

<sup>4</sup> The Cal-Card program is a cooperative agreement between the California Department of General Services and a bank that provides participating agencies with credit card services for the acquisition of goods and services.

### Best Practices for Determining Whether a Price Is Fair and Reasonable for Procurements

- Price comparison
- Prices from an established catalog or market pricing media
- Prices set by law or regulation
- Historical pricing
- Demonstrated buyer knowledge that the price is low

Source: The California Department of General Services' *State Contracting Manual*.

over \$90,000, three of the contracts were sole-source procurements for which the court either lacked justification that it could not procure the goods or services competitively, or did not include sufficient support that the prices it paid were fair and reasonable, as the judicial contracting manual recommends.<sup>5</sup> The text box describes best practices courts could use to demonstrate that a price is fair and reasonable. The Alameda court also did not have adequate support for not obtaining competitive bids on the remaining four contracts, which had a combined value of over \$718,000. Specifically, according to the procurement manager, two of these four contracts were for purchases through

leveraged procurement agreements. However, both contracts lacked evidence that the purchases were made through such agreements as recommended by the judicial contracting manual. The remaining two contracts were with entities the procurement manager claimed were operating certified community rehabilitation programs, which would make the contracts exempt from competitive bidding. However, the Alameda court could not provide evidence beyond the manager's assertion that the vendors were certified.

Finally, the Alameda court did not have a procedure related to the State's small business preference for competitive information technology procurements as the judicial contracting manual requires, but the court plans to implement such a procedure by the end of 2014.

### The Superior Court of Butte County Did Not Properly Document Its Justifications for Noncompetitive Procurements

The Superior Court of Butte County (Butte court) did not properly or fully document its justifications for not using competitive processes for three of the 12 contracts we reviewed. The Butte court could not provide us with the approval and supporting rationale for two sole-source procurements—one for software support services valued at \$52,000 and another for electronic library services valued at \$19,000. In the

<sup>5</sup> Where procurement practices are recommended, the judicial contracting manual indicates that compliance is not mandatory, but favored unless there is a good business reason for variance. Thus, these recommendations represent best practices for the courts, and we would expect the courts to follow these or similar practices to ensure procurements are appropriate.

text box we describe the sole-source information that the judicial contracting manual recommends. Butte's contract administrator said that the Butte court's sole-source justification is often documented in e-mail discussions; however, he could not provide the e-mail justifications for these two contracts.

For a third sole-source contract—a purchase of information technology servers valued at \$36,000—there was a brief statement that justified why the court could not obtain the procurement competitively but nothing in the file to indicate that the Butte court had determined the pricing was fair and reasonable or that the court executive officer approved the decision to use a sole-source procurement. Although the Butte court has a template for sole-source approvals that could help it document the justification and approval of these procurements more consistently, it did not use the template for this contract or for the two sole-source contracts previously mentioned. In response to our concern, and to ensure that its staff consistently use its sole-source form, Butte court modified its policy in October 2014 to require that staff use this form for all sole-source contracts and to retain the approved form in the procurement file.

Finally, the Butte court lacked procedures to implement the DVBE program and the small business preference for competitive information technology procurements as the judicial contracting manual requires. However, in response to our audit, the court adopted procedures to implement both in October 2014.

### **The Superior Court of Fresno County Did Not Always Use Appropriate Sole-Source Justification and Solicitation Methods**

The Superior Court of Fresno County (Fresno court) either did not properly document its justification for sole-source procurements or failed to use the appropriate form of vendor solicitation for four of the 12 contracts we reviewed. For example, the Fresno court did not follow the judicial contracting manual's procedures for documenting the justification and approval for a sole-source procurement for a contract to operate its children's waiting room. Instead, the Fresno court offered the existing vendor a new sole-source contract, valued at over \$467,000 for a three-and-a-half-year period, after issuing a request for information to see if any other potential bidders could provide the service. Although no other potential bidders responded to the request

#### **Information Courts Should Include in Their Sole-Source Requests**

- A description of the goods or services the court intends to procure.
- An explanation of why the court cannot procure the goods or services competitively.
- A description of any effort the court made to solicit competitive bids.
- Documentation that the price of the goods or services is fair and reasonable.
- An explanation of any special factors affecting the cost or other aspects of the procurement.

Source: The January 2014 *Judicial Branch Contracting Manual*.

for information, the Fresno court did not complete a sole-source request and approval form, as the judicial contracting manual requires, after it determined there were no other interested bidders.

For another sole-source contract to purchase software licenses, with a three-year term valued at nearly \$8,000, the Fresno court only noted in the procurement file that it considered the contract cost reasonable because it would obtain significant cost savings by taking advantage of a multi-year discount. However, we question whether this is a reasonable basis for concluding that the price it paid is fair and reasonable. The judicial contracting manual recommends that courts determine whether pricing is fair and reasonable. As potential best practices, the *State Contracting Manual* describes five methods for determining whether prices are fair and reasonable as previously described in the text box on page 12, such as performing a price comparison among vendors. However, Fresno court's method is not consistent with any of these practices.

In the case of a third sole-source contract for the purchase of file folders valued at over \$64,000, the Fresno court did not use the recommended solicitation method, which would have involved receiving sealed bids and opening them publicly. Instead, for this purchase, the Fresno court contacted seven vendors by e-mail to request price quotes and selected the lowest price among the three vendors that responded, which is a less rigorous solicitation method that the judicial contracting manual recommends only for procurements of goods that are not information technology related and that are valued at \$50,000 or less.

The Fresno court failed to use a competitive process for a fourth contract, a blanket purchase order with a value up to \$470,000, for information technology hardware and software.

Specifically, it made three purchases totaling more than \$350,000 under this contract. A blanket purchase order is described in the text box. According to the court's procurement and contracting officer, the court has generally been unsure whether a blanket purchase order requires a competitive process. However, the type of high dollar value purchases the Fresno court made does not meet the AOC's definition of the types of purchases that can be made using blanket purchase orders. Regardless, it should have complied with the judicial contracting manual, which requires the use of a competitive process for procurements greater than \$5,000 under most circumstances. Had the Fresno court used a competitive process, it might have received a better value for these purchases.

#### Blanket Purchase Order

A type of contract that is generally used for repetitive or high volume, low dollar value purchases and low-risk services. The contract establishes a set period of time for its use, typically a fiscal year, and a specified maximum dollar amount.

Source: The Materials Management Module Job Aid from the judicial branch's Phoenix Financial System.

In addition, the Fresno court did not properly authorize seven of the 18 procurement payments we tested. Specifically, the assistant court executive officer approved these payments, which ranged in value from nearly \$4,000 to more than \$64,000, even though the Fresno court's policy only allows her to approve invoices valued at less than \$2,500. According to the principal accountant, the Fresno court intended for the assistant court executive officer to have authority to approve invoices of any amount when an authorized purchase order was in place. The director of fiscal operations indicated the court intends to revise the assistant court executive officer's payment approval level. Nevertheless, until such revision is made, the assistant court executive officer should approve only payments of less than \$2,500.

Finally, the Fresno court has not formally adopted procedures for the State's DVBE program or the small business preference for competitive information technology procurements, as the judicial contracting manual requires. The Fresno court plans to formally adopt these procedures by the end of 2014.

#### **The Superior Court of San Luis Obispo County Did Not Follow Certain Procurement Requirements, Including Those for Noncompetitive Procurements**

The Superior Court of San Luis Obispo County (San Luis Obispo court) did not always follow the judicial contracting manual's requirements for noncompetitive purchases for four of the 12 contracts we reviewed. For example, the San Luis Obispo court did not obtain competitive bids for a blanket purchase order for computers and related equipment valued at over \$32,000. The court's fiscal director indicated that staff compared the vendor's prices for each purchase under the blanket purchase order with several other vendors to determine if the vendor's pricing was fair and reasonable. Although comparing prices decreases the likelihood of the court significantly overpaying for items, in this circumstance the judicial contracting manual required competitive bidding, a requirement the San Luis Obispo court failed to follow.

Similarly, the San Luis Obispo court did not obtain competitive bids for two other contracts. In one instance, it did not obtain competitive bids for the purchase of 16 desktop computers totaling \$24,000. The reason, according to the fiscal director, was that the court's new case management system required a specific model of desktop computer, and due to the stress of implementing the new system, court staff did not follow a competitive process. In the other instance, the court did not obtain competitive bids for alternative dispute resolution services valued at \$100,000 over a two-year period—2014 and 2015. The fiscal director told us that

*The assistant court executive officer at the Fresno court approved payments, ranging from nearly \$4,000 to more than \$64,000, even though its policy only allows her to approve invoices valued at less than \$2,500.*



the court did not obtain competitive bids for the contract in this case because staff was busy with higher priority work, including the implementation of the new case management system.

The San Luis Obispo court's contract for alternative dispute resolution services also did not follow the judicial contracting manual's limitations on advance payments. Under certain circumstances, the judicial contracting manual allows courts to make payments to vendors in advance of receiving services, provided that the advance payments do not exceed 25 percent of the contract's annual value. However, this two-year contract required San Luis Obispo to make advance payments of 50 percent of the annual contract amount of \$50,000. After we brought this issue to the attention of the fiscal director, she adjusted the contract's payment schedule to comply with the requirements of the judicial contracting manual.

Further, San Luis Obispo did not document the required sole-source request and approval for a noncompetitive procurement for microfilm services valued at over \$92,000. Specifically, the court initially entered into a two-year sole-source contract with the same vendor after no other vendors responded to its competitive solicitation. At the end of the two-year contract, the court expected to have its new case management system in place, which would no longer require the use of microfilm services. However, the fiscal director explained that the implementation of the court's new case management system took longer than expected, so the court entered into a new contract with the same vendor because it believed no other local vendors offered microfilm services. Even so, San Luis Obispo court should have documented its justification for using a sole-source vendor.

*The San Luis Obispo court did not determine that it received fair and reasonable pricing under a leveraged procurement agreement for debt collection services valued at \$250,000.*

Additionally, the San Luis Obispo court did not determine that it received fair and reasonable pricing under a leveraged procurement agreement for debt collection services valued at \$250,000. When considering to use a leveraged procurement agreement, the judicial contracting manual recommends determining whether pricing is fair and reasonable because it might not reflect available volume discounts and, therefore, the court could potentially obtain better pricing by negotiating with the vendor or by conducting a competitive procurement. According to the fiscal director, staff was too busy with the implementation of the court's new case management system to determine whether the court received the best value when using this leveraged procurement agreement.

Finally, the San Luis Obispo court lacked procedures to implement the State's DVBE program and the small business preference for competitive information technology procurements as the judicial contracting manual requires. However, in response to our audit, the court adopted procedures to implement both in August 2014.

### **The Superior Court of Yuba County Had Areas of Weaknesses in Its Procurement and Payment Practices**

Although the Superior Court of Yuba County's (Yuba court) procurement controls and practices were generally adequate, we noted areas for improvement. For example, the Yuba court did not adequately document its justification for not obtaining competitive bids for one of the 12 contracts we reviewed. In this particular instance, the court struggled to hire a qualified replacement after one of its mediators resigned from her position. According to the human resources manager, the court contracted with the former employee to continue providing mediation services because it was unable to hire another mediator and there was a pressing need for these services. Under the terms of the contract, the court paid the former employee an hourly rate that was slightly higher than her previous compensation, but it did not provide her with benefits. The court eventually paid nearly \$19,000 to the contractor during fiscal year 2013–14 for these mediation services. Given this explanation, the Yuba court should have documented its sole-source justification, as the judicial contracting manual recommends. However, it did not provide such documentation. In response to our concerns, the Yuba court completed a sole-source justification to explain its need to contract with the former employee in August 2014—nearly a year after it entered into the initial contract.

We noted additional problems with this contract as well. Specifically, the contract did not include a maximum dollar value or an end date, which are intended to limit the payments and time period of a contract. Prior to the release of our report, the court began efforts to fill the vacant position and provided us notification that it had terminated its agreement with the contractor.

Finally, when we reviewed 18 of the Yuba court's contract payments, we found that the fiscal officer approved payments for two that exceeded her authorized approval level of \$25,000. One payment was for \$33,000 for debt collection services, and another was for \$38,000 for information technology services. The fiscal officer approved these payments in June 2014, shortly after the Yuba court reduced her payment approval authority from \$500,000 to \$25,000. After this change, only the court executive officer or the presiding judge could approve payments above \$25,000. To address this issue,

*For one contract, we noted that Yuba court did not adequately document its justification for not obtaining competitive bids, and the contract did not include a maximum dollar value or an end date.*



in July 2014 the fiscal officer reminded staff to forward invoices greater than \$25,000 to the court executive officer or presiding judge for payment approval.

### Recommendations

To improve its payment practices and comply with the judicial contracting manual, the Alameda court should do the following:

- Establish clear procedures for ensuring that appropriate staff sign and authorize all payments prior to processing. It should ensure that staff follows these procedures and that managers do not approve payments above their authorized dollar limits.
- Prohibit staff from purchasing unauthorized goods or services.
- Only make advance payments under the conditions that the judicial contracting manual allows.
- Ensure that all purchases are for allowable purposes.
- Ensure that it adheres to the \$1,500 single transaction limit for all Cal-Card purchases.

To improve its procurement practices and comply with the judicial contracting manual, the Alameda court should do the following:

- Ensure that it either anticipates contracts expiring and competitively rebids them timely or establishes proper noncompetitive amendments to the contracts as the judicial contracting manual specifies.
- Ensure that it maintains proper documentation in its procurement files to justify its decisions to enter into noncompetitive procurements.
- Adopt procedures to implement the small business preference for competitive information technology procurements by December 31, 2014.

To improve its procurement practices and comply with the judicial contracting manual, the Fresno court should do the following:

- Ensure that it maintains proper documentation in its procurement files to justify its decisions to enter into sole-source contracts and to demonstrate that it received fair and reasonable prices.

- Use the appropriate solicitation method for the dollar value of the procurements it seeks.
- Ensure that it conducts competitive procurements when it establishes blanket purchase orders of \$5,000 or more.
- Ensure that staff does not approve payments for amounts greater than their authorized limits.
- Adopt procedures to implement the State's DVBE program and the small business preference for competitive information technology procurements by December 31, 2014.

To improve its procurement practices and comply with the judicial contracting manual, the San Luis Obispo court should do the following:

- Solicit competitive bids for procurements of \$5,000 or more when required to do so.
- Ensure that it maintains proper documentation in its procurement files to justify its decisions to enter into noncompetitive procurements, including sole-source contracts.
- Take steps to ensure that pricing it receives is fair and reasonable when it uses leveraged procurement agreements and document these steps in its procurement files.

To improve its procurement practices and comply with the judicial contracting manual, the Yuba court should ensure that it maintains proper documentation in its procurement files to justify its decisions to enter into sole-source contracts.

We conducted this audit under the authority vested in the California State Auditor by Section 8543 et seq. of the California Government Code and according to generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives specified in the scope section of the report. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Respectfully submitted,



ELAINE M. HOWLE, CPA  
State Auditor

Date: November 18, 2014

Staff: John Baier, CPA, Audit Principal  
Jerry A. Lewis, CICA  
Tram Thao Truong  
Oswin Chan, MPP  
Brenton Clark, MPA, CIA  
Brett D. Noble, MPA  
Lisa J. Sophie, MPH

Legal Counsel: Joe L. Porche, Staff Counsel

For questions regarding the contents of this report, please contact Margarita Fernández, Chief of Public Affairs, at 916.445.0255.



Superior Court  
State of California

COUNTY OF ALAMEDA

CHAMBERS OF  
WINIFRED YOUNGE SMITH  
PRESIDING JUDGE

RENÉ G. DAVIDSON COURTHOUSE  
1225 FALLON STREET, DEPT. 1  
OAKLAND, CA 94612  
TEL: (510) 891-8040

October 30, 2014

Ms. Elaine Howle, CPA  
State Auditor  
California State Auditor  
621 Capitol Mall, Suite 1200  
Sacramento, CA 95814

Dear Ms. Howle:

The Alameda Superior Court appreciates the State Auditor's identification of deficiencies in Court payment and procurement practices. The Court acknowledges that enhanced controls and new procedures are needed to address these deficiencies, and fully intends to implement all recommendations within suggested timeframes. Specific responses to each recommendation are provided below.

Recommendation

Establish clear procedures for ensuring that appropriate staff sign and authorize all payments prior to processing. Ensure that staff follow these procedures and that managers do not approve payments above their authorized dollar limits.

Response

Agree. The Alameda Court is currently in the process of developing and revising a host of procedures as part of a comprehensive review of organizational infrastructure needs. Procedures addressing this particular recommendation will be completed and implemented within 60 days.

The Court does note that several of the unauthorized payments identified in the audit were approved by the Court's Finance Director; the omission of the Finance Director from the payment approval matrix was an administrative oversight.

Recommendation

Prohibit staff from purchasing unauthorized goods or services.

Response

Agree.

Recommendation

Only make advance payments under the conditions that the judicial contracting manual allows.

Response

Agree.

Ms. Elaine Howle  
October 30, 2014  
Page 2Recommendation

Ensure that all purchases are for allowable purposes.

Response

Agree.

Recommendation

Ensure that it adheres to the \$1,500 single transaction limit for ALL Cal-Card purchases.

Response

Agree.

Recommendation

Anticipate contracts expiring and competitively rebids them as soon as possible or establish proper noncompetitive amendments to contracts as the judicial contracting manual specifies.

Response

Agree. The Court will review the process for tracking and maintaining contract expirations, and will engage in competitive bidding or noncompetitively amend contracts pursuant to judicial branch contracting guidelines.

Recommendation

Ensure that proper documentation is maintained in procurement files to justify decisions to enter into noncompetitive contracts.

Agree. The Alameda Court will ensure that the procurement files are updated and maintained to contain any and all information related to any noncompetitive procurement processes that may take place.

Recommendation

Formally adopt a procedure for the small business preference for competitive information technology procurements by December 31, 2014.

Response

Agree.

Sincerely,



Winifred Y. Smith, Presiding Judge

cc: Ms. Leah T. Wilson, Court Executive Officer  
Mr. Matthew McDonald, Director, Finance & Facilities Division



## SUPERIOR COURT OF CALIFORNIA, COUNTY OF BUTTE

October 28, 2014

STEPHEN E. BENSON, JUDGE  
MICHAEL P. CANDELA, JUDGE  
MICHAEL R. DEEMS, JUDGE  
DENNY R. FORLAND, JUDGE  
ROBERT A. GLUSMAN, JUDGE  
CLARE KEITHLEY, JUDGE  
KRISTEN A. LUCENA, JUDGE  
SANDRA L. MCLEAN, JUDGE  
TAMARA L. MOSBARGER, JUDGE  
JAMES F. REILLEY, JUDGE  
BARBARA L. ROBERTS, JUDGE

LEONARD D. GOLDKIND,  
COURT COMMISSIONER

DAVID E. GUNN,  
COURT COMMISSIONER

KIMBERLY FLENER,  
COURT EXECUTIVE OFFICER

RICHARD L. HOLST,  
ASSISTANT COURT EXECUTIVE  
OFFICER

PLEASE REPLY TO:

■  
Butte County Courthouse  
One Court Street  
Oroville, CA 95965  
Tel: (530) 532-7013  
Fax: (530) 538-8567

□  
Chico Courthouse  
655 Oleander Avenue  
Chico, CA 95926  
Tel: (530) 532-7013  
Fax: (530) 892-8516

California State Auditor  
621 Capitol Mall, Suite 1200  
Sacramento, CA 95814

Response to Judicial Branch Procurement Audit – November 2014 Report

The Butte County Superior Court would like to thank the staff of the California State Auditor's Office for the time spent inspecting, analyzing, and making findings and recommendations for improvements in judicial branch procurement practices.

The Judicial Branch Procurement Audit performed by the California State Auditor's Office included no specific recommendations for Butte County Superior Court, and as such, no response is required. However, I would like to take this opportunity to respond to the California State Auditor's (CSA) Results and Findings. Since the Audit, Butte County Superior Court formally adopted Local Contracting Manual, 7<sup>th</sup> Adopted Version. This 7<sup>th</sup> Version incorporates and adopts three new sections: the Court's Disabled Veteran's Business Enterprise Program Rules and Procedures, Small Business Preference Program Rules and Procedures, and Butte County Superior Court Sole Source Template for use in Sole Source procurements.

I would also like to highlight the information in Table 3-Summary of Key Findings at Five County Superior Courts. The information obtained by the CSA's office and summarized in Table 3 confirmed that Butte Court's Local Contracting Manual materially conforms with the Judicial Branch Contracting Manual, that the Court officially adopted required contract preference procedures before the report was issued (as articulated in the paragraph above), and that of the 18 procurement payments reviewed, none were issued without proper authorization. The section regarding 'Contracts' states that of the 12 contracts reviewed, 3 did not adequately follow the noncompetitive procurement process. To further clarify and as confirmed by CSA, all three of those contracts were materially compliant; however, the finding was the absence of the sole source documentation in the file, which was a technical omission.

The Superior Court of California, County of Butte will continue to comply with the rules and guidelines within the Judicial Branch Contracting Manual and maintained in the Local Contracting Manual. The Butte County Superior Court has a credible procurement process and we are pleased that the California State Auditor's (CSA) findings supported this overall assessment. This positive affirmation was also confirmed by comments received by the Court from the CSA staff such as "Butte has a very clean procurement process."

Very Truly Yours,

Honorable Kristen A. Lucena  
Presiding Judge

KAI/km

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CHAMBERS OF  
JONATHAN B. CONKLIN  
Presiding Judge

## Superior Court of California County of Fresno

1100 VAN NESS AVENUE  
FRESNO, CALIFORNIA 93724-0002  
(559) 457-6355  
FAX (559) 457-1709

October 29, 2014

Ms. Elaine M. Howle, California State Auditor  
California State Auditor  
621 Capitol Mall, Ste. 1200  
Sacramento, CA 95814

Re: California State Auditor's Draft Report

Dear Ms. Howle:

The Superior Court of California, County of Fresno (Court) has received and reviewed the California State Auditor's draft report of our contracting and procurement practices, policies, and procedures in compliance with the Judicial Branch Contracting Manual.

Pursuant to your report the Court has listed your recommendations and our responses in the attached document.

If you have any further questions, or require further information, please do not hesitate to contact Queenie Hill at (559) 457-2151.

Sincerely,

A handwritten signature in black ink, appearing to read "Jonathan B. Conklin".

Jonathan B. Conklin  
Presiding Judge

JBC:cl

Enclosure



## Recommendations

To improve its procurement practices and comply with the judicial contracting manual, the Fresno court should do the following:

**Recommendation 1: Ensure that it maintains proper documentation in its procurement files to justify its decisions to enter into sole-source contracts and to demonstrate that it received fair and reasonable prices.**

**Response:** The Court relied upon the statement in the JBCM, "*If no form is specified in the Local Contracting Manual, the sole source request may take the form of a memorandum*" when it chose not to adopt a sole source form. (See JBCM, Chapter 5, Section 5.9) At the time, the Court believed that the memorandum documentation that was included in the file was sufficient justification and complied with the JBCM. As part of an ongoing effort to improve procurement methods, the Court established and implemented the use of a sole source form. This establishment and implementation occurred subsequent to the instance highlighted in the audit findings and prior to the audit. The form is mandatory for each sole source request. The form requires specific reasoning and support for the decision to enter into the sole source contract. Also, specific tests are used to determine whether a price is "fair and reasonable" when the procurement value is over \$5,000. Documentation regarding the implementation of the specific test is included in the form. Moving forward the Court will ensure proper use of the form any time a sole source contract is contemplated and will maintain the properly completed form which includes the supporting documentation in the procurement file. It is the intent that the complete and proper use of the form will satisfy this recommendation.

**Recommendation 2: Use the appropriate solicitation method for the dollar value of each procurement it seeks.**

**Response:** Per the JBCM, "*A JBE may adopt a higher or lower threshold for the use of RFQs in its Local Contracting Manual. If the JBE adopts a higher threshold, the JBE must ensure that (i) the higher threshold is reasonable and appropriate, and (ii) the JBE provides adequate oversight for the use of larger-value RFQs.*" (JBCM, Chapter 4A, Footnote 2) It was the Court's intent to adopt a higher threshold for RFQs for routine, uncomplicated, and low risk procurements of a value higher than the JBCM recommended value of \$50,000, such as the case of file folders or envelopes printing. The Court concedes that at the time of the audit it had not formally adopted a higher threshold for the use of RFQs. The current revised Local Contracting Manual includes this adoption along with a procedure to ensure proper oversight for the use of larger-value RFQs. The revised Local Contracting Manual is scheduled to be approved at the end of this calendar year.

**Recommendation 3: Ensure that it conducts competitive procurements when it uses blanket purchases orders of \$5,000 or more.**

**Response:** The Court had a procedure in place that complies with this recommendation at the time of the occurrence noted in the audit findings. The procedure was not complied with. It is an exception, rather than the rule, when an IT purchase is not competitively bid. In the future the Court will ensure that its procedure is strictly adhered to so as to prevent any exceptions. This will include mandatory training regarding blanket purchase orders for all staff with purchasing authority.

**Recommendation 4: Ensure that staff do not approve payments for amounts greater than their authorized limits according to its local contracting manual.**

**Response:** The Court recognizes that the FY 13/14 Authorization Matrix did not clearly reflect the authorization limits for certain staff. The Authorization Matrix has been corrected and revised. In the future the Court will ensure that its Authorization Matrix accurately reflects the authorization limits as set out in the Local Contracting Manual and approved by Court Executive Committee and that the limits are strictly adhered to. This will include mandatory training regarding the Authorization Matrix for all staff set out in the matrix.

**Recommendation 5: Adopt procedures to implement the DVBE program and the small business preference for competitive information technology procurements by December 31, 2014.**

**Response:** The Court acknowledges that at the time of the audit it did not have a formal DVBE program or small business enterprise preference. The Court has since rectified by adopting and implementing both. The program and preference will also become part of the Local Contracting Manual which is currently in the process of being adopted by the Court.

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Superior Court of California  
County of San Luis Obispo

Susan Matherly  
Court Executive Officer  
(805) 781 5421  
(805) 781-1159 (FAX)



Courthouse Annex  
1035 Palm Street, Room 385  
San Luis Obispo, CA 93408  
[www.sanluisobispocourts.ca.gov](http://www.sanluisobispocourts.ca.gov)

October 27, 2014

Elaine M. Howle, CPA  
State Auditor  
BUREAU OF STATE AUDITS  
621 Capitol Mall, Suite 1200  
Sacramento, CA 95814

[www.auditor.ca.gov](http://www.auditor.ca.gov)

Dear Ms. Howle:

San Luis Obispo Superior Court has evaluated the areas of concern identified in the Audit Review Letter received on October 24, 2014. We reviewed the Judicial Branch Contracting Manual (JBCM) regarding improvements to our procurement practices. Based on the judicial branch contracting manual, we have developed and implemented additional policies and procedures to assist in the procurement of computer equipment and vendor service agreements.

First, the Report recommends that the Court obtain competitive bids for procurements of \$5,000.00 or more. To comply with this recommendation, the Fiscal Director met with the procurement staff and court department directors to reiterate these requirements. Additionally, the Court's procurement procedures were updated and distributed to procurement staff to ensure that all future purchases comply with the competitive bid requirements.

Second, documentation for procurement files is now a priority. This is especially true in the incidence of sole-source procurement, as the Court is requiring up-front documentation and a sole-source procurement request form for each applicable contract.

Third, the BSA noted in the Report that the Court had one leveraged procurement agreement ("LPA") for which it had not documented that it received the best value. The Report recommended that the Court document that it compared the offerings of multiple vendors when using LPAs unless the Judicial Branch Contracting Manual ("JBCM") or guidance on the particular LPA did not require such comparison. The Court has developed a form to document its comparison of multiple vendors when using LPAs.

The Court sincerely appreciates the input from the Bureau of State Audits regarding these procurement issues, and is confident that future audits will find our Court in compliance with the JBCM.

Sincerely,

A handwritten signature in cursive script that reads "Susan Matherly".

Susan Matherly  
Court Executive Officer

SM:jn

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**SUPERIOR COURT OF CALIFORNIA**  
**YUBA COUNTY COURTHOUSE**  
**215 Fifth Street • Suite 200**  
Marysville, California 95901

*Chambers of*  
**Debra L. Givens**  
*Presiding Judge*

Telephone: (530) 749-7600

October 27, 2014

Elaine M. Howle, CPA  
California State Auditor  
Bureau of State Audits  
555 Capitol Mall, Suite 300  
Sacramento, CA 95814

Dear Ms. Howle:

Thank you for the opportunity to respond to the redacted draft audit report the Bureau of State Audits prepared under Public Contract Code section 19210. The Superior Court of California, County of Yuba (Yuba) has reviewed the redacted draft audit report titled "Judicial Branch Procurement: Five Superior Courts Did Not Consistently Follow Judicial Branch Contracting Practices" and provides the following response:

Yuba is a small court with five judges and a staff of 47 employees. As such, we have no dedicated staff for procurement or contracting. In today's budget crisis, handling procurement and contracting within the Judicial Branch Contract Law is a challenge. With the inability to hire dedicated staff to oversee the procurement and contracting roles, we have had to assign those tasks to staff whose primary duties are elsewhere. Procurement duties are primarily handled by one of our two IT analysts, while contracting is a collaboration between our IT analyst and our Administrative Fiscal Officer. Our team is assisted by the Judicial Council's Virtual Buyer Program in which Judicial Council staff assists with certain procurement and contracting activities.

The audit report included one recommendation for Yuba. That recommendation and the court's response is listed below.

**Recommendation 1:** "Ensure that [the court] maintains proper documentation in its procurement files to justify its decisions to enter into sole-source contracts".

**Response 1:** The audit noted that Yuba did not adequately document its justification for not obtaining competitive bids for one of its contracts. To prevent this problem in the

Elaine M. Howle, CPA  
Page 2  
October 27, 2014

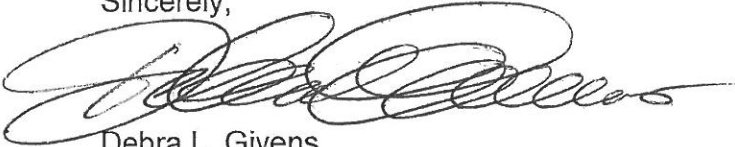
future, the court has implemented a Procurement Checklist that is now placed in each new procurement file. Included on that checklist is the sole-source justification form.

Additionally, the court has implemented a Fair and Reasonable Checklist to make sure the "fair and reasonable" provision of the sole-source justification form is met.

We would like to point out the professionalism exhibited by your staff. They went out of their way to make sure the audit was fair and impartial.

If you have any questions or need additional information regarding our response, please contact our Court Executive Officer, Steve Konishi, at (530) 749-7610.

Sincerely,

A handwritten signature in black ink, appearing to read "Debra L. Givens", written in a cursive style.

Debra L. Givens  
Presiding Judge

Enclosures



## JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue · San Francisco, California 94102-3688

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# REPORT TO THE JUDICIAL COUNCIL

For business meeting on January 22, 2015

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**Title**

Child Support: Certification of Support  
Calculation Computer Software Programs

**Agenda Item Type**

Action Required

**Effective Date**

January 22, 2015

**Rules, Forms, Standards, or Statutes Affected**

None

**Date of Report**

December 19, 2015

**Recommended by**

Family and Juvenile Law Advisory  
Committee  
Hon. Jerilyn L. Borack, Cochair  
Hon. Mark A. Juhas, Cochair

**Contact**

Michael L. Wright, Supervising Attorney  
415-865-7619  
[michael.wright@jud.ca.gov](mailto:michael.wright@jud.ca.gov)

---

### Executive Summary

The Family and Juvenile Law Advisory Committee recommends certification of two support calculation computer software programs, FamilySoft SupportCalc and Family Law Software. The request for Judicial Council certification was submitted by the software developers as provided by California Rules of Court, rule 5.275.

### Recommendation

The Family and Juvenile Law Advisory Committee recommends that the Judicial Council certify the following two support calculation computer software programs, effective January 22, 2015, as provided by California Rules of Court, rule 5.275:

- FamilySoft SupportCalc, produced by Legal+Plus Software Group, Inc.
- Family Law Software, produced by Family Law Software



The Child Support Calculator Certification Checklist for FamilySoft SupportCalc is attached at pages 5–7 and for Family Law Software at pages 8–10.

### **Previous Council Action**

Family Code section 3830 required the Judicial Council, on or before January 1, 1994, to adopt a rule of court prescribing standards for software that calculates child or spousal support. It also states that no court shall use software to calculate support unless it conforms to the rule of court. In response, the Judicial Council at its November 30, 1993, meeting adopted California Rules of Court, rule 1258, effective December 1993. (Rule 1258 was subsequently renumbered as rule 5.275.) At the same meeting, the Judicial Council also delegated its authority and duty under Family Code section 3830 to certify software programs to the council's Family and Juvenile Law Advisory Committee.

Since January 1, 1994, five support calculation computer software programs have been certified: CalSupport, including the CalSupport PRO version; DissoMaster; SupporTax; Xspouse; and the California Guideline Child Support Calculator (from the Department of Child Support Services [DCSS]), which includes a publicly available version and a version integrated into the DCSS case management system. The most recent certification of a child support calculator was initial certification of the DCSS Calculator in 2006. The advisory committee is bringing this recommendation to the council for its approval under current governance guidelines and under rule 5.275.

### **Rationale for Recommendation**

Federal regulations (45 C.F.R. § 302.56(a)) require states to establish one set of guidelines for setting and modifying child support award amounts. California enacted Family Code section 4050 to implement the requirement for a uniform statewide child support guideline. Family Code 3830 required the Judicial Council to adopt a rule of court setting out the standards for software that calculates support and granting the Judicial Council authority to certify child support calculation software. The Judicial Council adopted California Rules of Court, rule 5.275, to set out the standards for support calculator software. Two child support calculator vendors, Legal+Plus and Family Law Software, are requesting certification of their respective support calculator software.

Judicial Council staff reviewed rule 5.275, identified each element required for certification, and developed a certification checklist that incorporated all of the requirements. In addition, each of the vendors conducted an in-person and webinar demonstration of their software, including test scenarios, for interested members of the Family and Juvenile Law Advisory Committee. The vendors also made their software accessible upon request from members and on their website for further inspection by members and staff.

The software programs were reviewed against the checklist to ensure compliance with each element of the rule. Judicial Council staff contacted the vendors with any deficiencies. The vendors incorporated changes, and staff reviewed the programs again.

Based on the review of the software and the results summarized on the attached checklists that include all of the required certification elements of rule 5.275, the Family and Juvenile Law Advisory Committee recommends that the two software programs be certified by the Judicial Council.

### **Comments, Alternatives Considered, and Policy Implications**

The proposal was not circulated for public comment because public comment would be inappropriate due to the proprietary nature of the software. However, some members of the Family and Juvenile Advisory Committee are relevant stakeholders and were given an opportunity to review the software and provide feedback. The committee considered taking no action but rejected this option as inconsistent with California Rules of Court, rule 5.275.

The committee believes it would be helpful for family law judicial officers and leadership to be able to provide people developing these programs with more input earlier in the process so that features that would be most useful to the bench and the public might be included during initial development. The calculator certification process focuses exclusively on the technical standards set out in rule 5.275. Individual software users evaluate any given calculator product based not only on certification issues but also on what optional functions are available, user-friendly features, screen layout including drop-down menus, quality of help functions, and whether the calculator addresses the specific needs of a category of users such bench officers, attorneys, self-represented litigants, and other users. User concerns regarding optional features not related to certification have typically been addressed in two ways: (1) by giving feedback to the particular developer regarding modification to include desired features, or (2) by allowing the user to exercise discretion to use any of the other certified calculators whose features are a better match to the user's needs.

Both of the developers who submitted requests for software certification have indicated a willingness to accept input from users including judges, commissioners, and attorneys and to consider modifications on non-certification features of the software. Under rule 5.275 courts may use any certified calculator of their choice in doing their own calculations and courts must accept any calculation from parties or attorneys that use any certified calculator. Based on input from members of the advisory committee, it would be helpful to developers going forward for the committee to be able to contribute to development. The committee is willing to provide this type of input on qualitative calculator features beyond certification standards going forward.

### **Implementation Requirements, Costs, and Operational Impacts**

The implementation requirements, costs, and operational impacts to the courts are either nonexistent or minimal, at the discretion of the courts. Under subdivision (b)(7) of rule 5.275,

officials from the two companies have confirmed that the sale or donation of their software or a license to use the software to a court or judicial officer will include a license without additional charge so that the court or judicial officer can permit an additional copy of the software to be installed on a computer to be made available to members of the public. Under rule 5.275(j)(2), the court may use any certified calculator of its choice in preparing its own calculations. However, the court must permit parties or attorneys to use any certified software of their choice. Although the software is provided to courts at no cost, there would be some nominal cost associated with installing the software if a court chose to provide access to either software program. Some time and effort would be needed for relevant court staff to familiarize themselves with the software.

### **Attachments**

1. Child Support Calculator Certification Checklist for FamilySoft SupportCalc, at pages 5–7
2. Child Support Calculator Certification Checklist for Family Law Software, at pages 8–10

## Child Support Calculator Certification Checklist FamilySoft SupportCalc Software

Certification Elements	CRC 5.275 Subdivision	Verification Method	Compliance
Permits entry of gross income of each parent per FC 4058	(b)(1)(A)	Manually confirmed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Accurately computes state and federal tax liability per FC 4059(a) or permits entry of a figure	(b)(1)(B)	CPA statement required by (d)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Ensures that deductions for contributions to FICA or those permitted by FC 4059(b) do not exceed the allowable amount	(b)(1)(C)	CPA statement required by (d)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Permits entry of deductions authorized by FC 4059(c)–(f)	(b)(1)(D)	Manually confirmed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Permits entry of hardship deduction per FC 4059(g) while ensuring that any deduction subject to the limitation in FC 4071(b) does not exceed that limitation	(b)(1)(E)	Manually confirmed and by calculation	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Using examples provided by the Judicial Council, must calculate child support using default settings with result that is accurate within 1 percent of the correct amount	(b)(2)	By calculation	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Must contain a glossary defining each term used	(b)(3)	Manually confirmed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Must contain instructions for entry of each figure required for computation of child support, including but not limited to gross income of each party per FC 4058	(b)(4)(A)	Manually confirmed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Certification Elements	CRC 5.275 Subdivision	Verification Method	Compliance
Must contain instructions for entry of each figure required for computation of child support, including but not limited to deductions from gross income of each party per FC 4059 and CRC 5.275(b)(1)	(b)(4)(B)	Manually confirmed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Must contain instructions for entry of each figure required for computation of child support, including but not limited to additional child support per FC 4062	(b)(4)(C)	Manually confirmed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Must contain instructions for entry of each figure required for computation of child support, including but not limited to factors rebutting the presumptive guideline amount, namely deferred sale of residence per FC 4057(b)(2) and income of subsequent partner per FC 4057.5	(b)(4)(D)	Manually confirmed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
In making an allocation of additional child support per FC 4062, the default setting must allocate the expenses one-half to each parent ; also, must provide in an easily selected option the alternative allocation of expenses per FC 4061(b)	(b)(5)	Manually confirmed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Must be available to persons without restriction based on profession or occupation	(b)(6)	By written confirmation from vendor	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Certification Elements	CRC 5.275 Subdivision	Verification Method	Compliance
Sale or donation of software or license to use the software must include at no additional charge an additional copy of the software to be installed on a computer to be made available by the court or judicial officer to members of the public	(b)(7)	By written confirmation from vendor	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

**Note:** CRC = California Rules of Court; FC = Family Code; FICA = Federal Insurance Contributions Act.

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## Child Support Calculator Certification Checklist Family Law Software

Certification Elements	CRC 5.275 Subsection	Verification Method	Compliance
Permits entry of gross income of each parent per FC 4058	(b)(1)(A)	Manually confirmed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Accurately computes state and federal tax liability per FC 4059(a) or permits entry of a figure	(b)(1)(B)	CPA statement required by (d)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Ensures that deductions for contributions to FICA or those permitted by FC 4059(b) do not exceed the allowable amount	(b)(1)(C)	CPA statement required by (d)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Permits entry of deductions authorized by FC 4059(c)–(f)	(b)(1)(D)	Manually confirmed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Permits entry of hardship deduction per FC 4059(g) while ensuring that any deduction subject to the limitation in FC 4071(b) does not exceed that limitation	(b)(1)(E)	Manually confirmed and by calculation	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Using examples provided by the Judicial Council, must calculate child support using default settings with result that is accurate within 1 percent of the correct amount	(b)(2)	By calculation	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Must contain glossary defining each term used	(b)(3)	Manually confirmed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Must contain instructions for entry of each figure required for computation of child support, including but not limited to gross income of each party per FC 4058	(b)(4)(A)	Manually confirmed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Certification Elements	CRC 5.275 Subsection	Verification Method	Compliance
Must contain instructions for entry of each figure required for computation of child support, including but not limited to deductions from gross income of each party per FC 4059 and CRC 5.275(b)(1)	(b)(4)(B)	Manually confirmed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Must contain instructions for entry of each figure required for computation of child support, including but not limited to additional child support per FC 4062	(b)(4)(C)	Manually confirmed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Must contain instructions for entry of each figure required for computation of child support, including but not limited to factors rebutting the presumptive guideline amount, namely deferred sale of residence per FC 4057(b)(2) and income of subsequent partner per FC 4057.5	(b)(4)(D)	Manually confirmed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
In making an allocation of additional child support per FC 4062, the default setting must allocate the expenses one-half to each parent ; also must provide in an easily selected option the alternative allocation of expenses per FC 4061(b)	(b)(5)	Manually confirmed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Must be available to persons without restriction based on profession or occupation	(b)(6)	Written confirmation from vendor	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>



Certification Elements	CRC 5.275 Subsection	Verification Method	Compliance
Sale or donation of software or license to use the software must include at no additional charge an additional copy of the software to be installed on a computer to be made available by the court or judicial officer to members of the public	(b)(7)	Written confirmation from vendor	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

**Note:** CRC = California Rules of Court; FC = Family Code; FICA = Federal Insurance Contributions Act.

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# REPORT TO THE JUDICIAL COUNCIL

For business meeting on: January 22, 2015

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**Title**

Trial Court Allocation: Final Reduction  
Related to Statutory 1% Cap on 2013–2014  
Fund Balance Carry Over

**Agenda Item Type**

Action Required

**Effective Date**

January 22, 2015

**Rules, Forms, Standards, or Statutes Affected**

None

**Date of Report**

December 17, 2014

**Recommended by**

Hon. Laurie M. Earl, Chair, Trial Court  
Budget Advisory Committee

**Contact**

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### Executive Summary

The Trial Court Budget Advisory Committee recommends the Judicial Council approve the final reduction allocation of \$1.7 million related to fund balance in fiscal year 2013–2014 before February 2015 as required by Government Code section 68502.5(c)(2)(A).

### Recommendations

With input provided by a one-time 5-member review committee, whose members included Hon. Barry Goode, TCBAC; Brian Taylor, TCBAC; Mary Beth Todd, CEAC; Rick Feldstein, CEAC; and Zlatko Theodorovic, Director of Finance, JCC, the Trial Court Budget Advisory Committee (TCBAC) recommends that the Judicial Council, effective January 22, 2015, adopt the following recommendations:

1. Adjust the preliminary reduction allocations approved in July 2014 to match the courts' final calculations of the amount above the 1% cap.

2. Direct Judicial Council staff to provide technical assistance to courts, individually, where warranted, and as a whole, on identified issues of concern in order to improve the process going forward.

### **Previous Council Action**

At its July 2014 meeting, the Judicial Council approved a preliminary one-time allocation reduction of \$2.0 million to courts that were projecting that the portion of their 2013–2014 ending fund balance subject to the 1 percent fund balance cap would exceed the cap by \$2.0 million, as required by statute. In addition, the council approved a one-time 5-member review committee comprised of Court Executives Advisory Committee (CEAC) chair and vice-chair, Judicial Council Chief Financial Officer, and two TCBAC members appointed by the TCBAC co-chairs to review courts' 1% cap computations for 2013–2014.

### **Recommendation 1: Adjust Preliminary Reduction Allocations**

Adjust the preliminary reduction allocations approved in July 2014 to match the courts' final calculations of the amount above the 1% cap.

#### **Rationale for Recommendation 1**

The figures in Attachment 1 reflect courts' finalized and closed accounting records for fiscal year 2013–2014. The figures have been reviewed by a one-time 5-member review committee. Column G displays courts' final computation of the amount above their 1% cap, totaling \$1.7 million. Column H displays the courts' preliminary computation. Column I displays the recommended allocation adjustment for each court, totaling a net \$296,537. The preliminary reductions included 12 courts. The final reductions include 10 courts. Two courts eliminated their reduction. Four of the remaining 10 courts increased their reduction. Five courts reduced their reduction. One court's reduction did not change after closing.

After courts submitted their final calculations, the review committee reviewed the submissions. The review committee members included: Hon. Barry Goode, TCBAC; Brian Taylor, TCBAC; Mary Beth Todd, CEAC; Rick Feldstein, CEAC; and Zlatko Theodorovic, Director of Finance, JCC. The committee had considerable assistance from the Judicial Council's Finance and Trial Court Administrative Services staff. Without doing a comprehensive audit, the committee reviewed each court's descriptions of its encumbrances, statutorily excluded funds (GC 77203), and prepayments. A few items on each list were questioned and researched. A few technical errors were corrected. None of the clarifications or updates changed the reduction amounts.

### **Recommendation 2: Provide Technical Assistance to Courts**

Direct the Judicial Council staff to provide technical assistance to courts, individually, where warranted, and as a whole, on identified issues of concern in order to improve the process going forward.

## **Rationale for Recommendation 2**

The review committee found that some courts would benefit from technical assistance in identifying and accounting for certain revenues that are statutorily excluded from the 1% calculation by Government Code section 77203.

## **Comments, Alternatives Considered, and Policy Implications**

This item was not circulated for public comment. No comments concerning the TCBAC's recommendation were received. The TCBAC did not consider any alternatives to these recommendations.

## **Implementation Requirements, Costs, and Operational Impacts**

The allocation adjustments will be included in the February 2015 distributions to trial courts.

## **Attachments**

1. Attachment 1: Final Allocation Reduction for 2013–2014 Fund Balance Above the 1% Cap



### Final Allocation Reduction for 2013-2014 Fund Balance Above the 1% Cap

	Cap	FY13/14 Fund Balance	Encumbrances	Restricted	Pre-payments	Fund Balance Subject to Cap	Final Reduction	Preliminary Reduction	Allocation Adjustment
Court	A	B	C	D	E	F	G	H	I (G - H)
Alameda	1,065,583	29,769,729	6,231,296	1,619,676	20,800,000	<b>1,118,757</b>	(53,174)	-	<b>(53,174)</b>
Alpine	5,707	740,532	41,632	3,917	35,000	<b>659,983</b>	(654,276)	(627,134)	<b>(27,142)</b>
Amador	27,309	(9,350)	0	0	0	<b>(9,350)</b>	-	-	
Butte	128,650	1,540,201	1,111,427	256,204	43,920	<b>128,650</b>	-	-	-
Calaveras	34,868	402,528	299,565	102,962	0	<b>0</b>	-	-	-
Colusa	24,186	433,229	0	176,695	0	<b>256,533</b>	(232,347)	(255,628)	<b>23,281</b>
Contra Costa	636,288	5,784,278	3,007,685	2,432,534	0	<b>344,059</b>	-	-	-
Del Norte	41,738	1,374,657	364,105	539,158	0	<b>471,394</b>	(429,656)	(522,675)	<b>93,019</b>
El Dorado	84,743	802,247	23,802	453,150	240,559	<b>84,736</b>	-	-	-
Fresno	623,846	3,351,954	1,533,007	835,101	360,000	<b>623,846</b>	-	-	-
Glenn	31,955	449,617	156,000	92,431	150,000	<b>51,186</b>	(19,231)	(58,702)	<b>39,471</b>
Humboldt	87,223	572,076	305,315	126,303	139,840	<b>618</b>	-	-	-
Imperial	152,672	2,859,517	1,979,557	688,104	67,480	<b>124,376</b>	-	-	-
Inyo	35,186	638,320	67,199	536,540	0	<b>34,581</b>	-	-	-
Kern	651,751	8,638,101	5,539,417	2,153,258	373,971	<b>571,455</b>	-	-	-
Kings	96,969	94,881	79,516	0	0	<b>15,365</b>	-	-	-
Lake	40,510	312,347	193,267	83,986	0	<b>35,094</b>	-	-	-
Lassen	34,132	582,808	426,070	74,586	13,344	<b>68,808</b>	(34,676)	(47,596)	<b>12,920</b>
Los Angeles	6,917,846	40,517,436	27,400,000	7,606,111	0	<b>5,577,231</b>	-	-	-
Madera	102,016	1,114,045	479,983	552,397	0	<b>81,665</b>	-	-	-
Marin	173,459	400,579	10,850	320,176	32,430	<b>37,123</b>	-	-	-
Mariposa	16,384	35,535	0	14,093	6,367	<b>15,076</b>	-	-	-
Mendocino	72,979	1,079,404	713,411	45,964	10,353	<b>309,676</b>	(236,697)	(167,662)	<b>(69,036)</b>
Merced	169,823	4,189,608	1,316,151	2,401,797	310,000	<b>161,660</b>	-	(109,723)	<b>109,723</b>
Modoc	12,749	40,985	16,726	12,284	416	<b>11,975</b>	-	(1,096)	<b>1,096</b>
Mono	19,823	24,926	0	24,915	0	<b>10</b>	-	-	-
Monterey	226,132	1,200,955	585,333	475,144	0	<b>140,478</b>	-	-	-
Napa	107,932	965,302	573,176	391,196	0	<b>930</b>	-	-	-
Nevada	66,830	92,080	0	61,180	0	<b>30,900</b>	-	-	-
Orange	2,143,490	10,357,569	4,736,832	3,477,247	0	<b>2,143,490</b>	(0)	-	<b>(0)</b>

	Cap	FY13/14 Fund Balance	Encumbrances	Restricted	Pre-payments	Fund Balance Subject to Cap	Final Reduction	Preliminary Reduction	Allocation Adjustment
Court	A	B	C	D	E	F	G	H	I (G - H)
Placer	179,004	825,815	420,016	225,961	51,184	128,654	-	(4,178)	4,178
Plumas	22,779	80,925	40,586	17,675	0	22,664	-	-	-
Riverside	1,356,964	10,178,286	4,900,390	2,304,668	1,616,265	1,356,964	-	-	-
Sacramento	1,009,926	7,742,429	6,041,563	530,159	222,861	947,845	-	-	-
San Benito	42,316	348,268	253,797	29,411	24,422	40,637	-	-	-
San Bernardino	1,131,392	11,644,500	8,389,552	1,144,071	2,110,876	0	-	-	-
San Diego	1,729,969	15,130,779	4,175,591	10,084,055	404,605	466,528	-	-	-
San Francisco	905,843	10,485,251	9,150,788	477,250	22,725	834,488	-	-	-
San Joaquin	340,836	3,198,622	1,820,290	802,760	341,789	233,782	-	-	-
San Luis Obispo	186,782	1,600,502	278,983	1,148,003	0	173,516	-	-	-
San Mateo	423,606	4,754,844	2,754,118	1,877,607	0	123,119	-	-	-
Santa Barbara	306,853	4,650,687	2,027,820	2,316,014	10,091	306,853	-	-	-
Santa Clara	1,079,389	5,706,784	1,495,774	3,289,975	15,120	905,915	-	-	-
Santa Cruz	161,550	1,578,458	1,343,430	235,028	0	0	-	-	-
Shasta	172,372	365,662	178,827	154,893	2,882	29,060	-	-	-
Sierra	6,638	25,940	16,000	3,526	0	6,414	-	-	-
Siskiyou	61,989	529,914	427,159	27,839	0	74,916	(12,927)	(13,296)	370
Solano	246,471	1,457,982	473,139	805,389	0	179,454	-	-	-
Sonoma	307,428	4,042,843	2,401,924	1,234,010	104,529	302,379	-	(198,442)	198,442
Stanislaus	245,316	1,911,042	422,720	1,243,006	0	245,316	(0)	-	(0)
Sutter	64,428	1,032,952	598,962	299,072	109,957	24,961	-	-	-
Tehama	47,361	455,026	355,584	68,466	0	30,976	-	-	-
Trinity	20,093	124,302	75,857	30,590	1,729	16,127	-	-	-
Tulare	239,485	1,231,348	240,821	707,013	7,417	276,097	(36,611)	-	(36,611)
Tuolumne	40,820	83,856	0	40,918	0	42,938	(2,118)	(2,118)	-
Ventura	473,243	1,446,984	1,071,039	69,301	0	306,644	-	-	-
Yolo	135,917	1,175,279	686,045	368,240	0	120,994	-	-	-
Yuba	54,902	496,617	305,757	190,234	5,813	(5,187)	-	-	-
<b>Total</b>	<b>24,826,454</b>	<b>210,661,993</b>	<b>107,537,853</b>	<b>55,282,246</b>	<b>27,635,944</b>	<b>20,282,363</b>	<b>(1,711,712)</b>	<b>(2,008,249)</b>	<b>296,537</b>



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# REPORT TO THE JUDICIAL COUNCIL

For business meeting on: January 22, 2015

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**Title**

Judicial Council Report to the Legislature:  
Trial Court Revenue, Expenditure, and Fund  
Balance Constraints for Fiscal Year 2013–  
2014

**Agenda Item Type**

Action Required

**Effective Date**

January 22, 2015

**Rules, Forms, Standards, or Statutes Affected**

None

**Date of Report**

January 3, 2015

**Recommended by**

Judicial Council Staff  
Zlatko Theodorovic, Director  
Finance

**Contact**

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### Executive Summary

Judicial Council staff recommends that the Judicial Council approve the *Report of Trial Court Revenue, Expenditure, and Fund Balance Constraints for Fiscal Year 2013–2014*, as required by Government Code sections 68502.5(b) and 77202.5(b), to be sent to the chairs of the Senate Committee on Budget and Fiscal Review, the Senate Committee on Judiciary, and the Assembly Committees on Budget and Judiciary.

### Recommendation

Judicial Council staff recommends that the Judicial Council:

1. Approve the *Report of Trial Court Revenue, Expenditure, and Fund Balance Constraints for Fiscal Year 2013–2014*; and
2. Direct Judicial Council Staff to submit the report to the Legislature.



## **Previous Council Action**

The report on trial court expenditures has been required pursuant to Government Code section 68502.5(b) and submitted since fiscal year (FY) 2000–2001. The report on trial court revenue, expenditure, and fund balance constraints has been required and submitted pursuant to the 2006 Budget Act and Government Code section 77202.5(b) since FY 2006–2007.

## **Rationale for Recommendation**

Government Code sections 68502.5(b) and 77202.5(b) require the Judicial Council to report to the Legislature the following financial data from all fund sources, by individual trial court, with totals for all trial courts and each trial court: revenues; expenditures at the program, component, and object levels; and fund balances. The report must be submitted on or before December 31 after the end of each fiscal year.

## **Comments, Alternatives Considered, and Policy Implications**

Since this report is required by the above referenced sections of the Government Code, no alternatives were considered. This report is not required to circulate for public comment.

## **Implementation Requirements, Costs, and Operational Impacts**

Submission of this mandated report to the Legislature does not involve any implementation requirements, costs, or operational impacts for the trial courts.

## **Attachments and Links**

1. *Report of Trial Court Revenue, Expenditure, and Fund Balance Constraints for Fiscal Year 2013–2014*



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*Chief Justice of California*  
*Chair of the Judicial Council*

HON. DOUGLAS P. MILLER  
*Chair, Executive and Planning Committee*

HON. DAVID M. RUBIN  
*Chair, Litigation Management Committee*

HON. KENNETH K. SO  
*Chair, Policy Coordination and Liaison Committee*

HON. HARRY E. HULL, JR.  
*Chair, Rules and Projects Committee*

HON. JAMES E. HERMAN  
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*Hon. Joan P. Weber*

MR. MARTIN HOSHINO  
*Administrative Director,*  
*Judicial Council*

January 3, 2015

Hon. Kevin de León  
Chair, Senate Committee on Appropriations  
California State Senate  
State Capitol, Room 2206  
Sacramento, California 95814

Hon. Mark Leno  
Chair, Senate Committee on Budget and Fiscal Review  
California State Senate  
State Capitol, Room 5019  
Sacramento, California 95814

Hon. Nancy Skinner  
Chair, Assembly Committee on Budget  
California State Assembly  
State Capitol, Room 6026  
Sacramento, California 95814

Hon. Mike Gatto  
Chair, Assembly Committee on Appropriations  
California State Assembly  
State Capitol, Room 2114  
Sacramento, California 95814

*Re: Report of Trial Court Revenue, Expenditure, and Fund Balance Constraints for Fiscal Year 2013–2014, as required by Government Code sections 68502.5(b) and 77202.5(b)*

Dear Senator de León, Senator Leno, Assembly Member Skinner, and Assembly Member Gatto;

Attached is the Judicial Council report required by Government Code sections 68502.5(b) and 77202.5(b) on trial court financial information for fiscal year (FY) 2013–2014. The council respectfully reports the following financial data from all fund sources, by individual trial court, with totals for all trial courts: revenues;

expenditures at the program, component, and object levels; and fund balances.

As noted, the revenue, expenditure, and fund balance information is consolidated from all operational fund types: General Fund, Special Revenue Fund, Debt Service Fund, Capital Projects Fund, and Proprietary Fund. This information was compiled from data reported by the trial courts as of June 30, 2014, in their FY 2013–2014 fourth quarter Quarterly Financial Statements.

Attachment 1 displays the FY 2013–2014 total revenues in three categories: state financing sources, grants, and other financing sources. The majority of the courts' revenue in the state financing sources category as well as their total revenue funding is provided by the Trial Court Trust Fund. State financing sources also include reimbursements of court interpreter and other costs. Grant funding for Assembly Bill 1058 (Stats. 1996, ch. 957) child support commissioners/facilitators is a significant portion of grant revenue. Local fees and the recovery of costs for comprehensive collection programs are significant portions of other financing sources revenue.

Attachment 2 displays total expenditures either at the element or component level. Elements and components refer to expenditures as they relate to court functions and activities. The bulk of the program expenditures are for support of judges and courtrooms as well as services and activities necessary to support criminal, civil, and family and dependency case processing. Definitions for the court program element and component expenditures or component type displayed in Attachment 2 are provided in Attachment 5.

Attachment 3 displays total expenditures by object. An "object" refers to the type of costs incurred such as salaries, supplies, or equipment. Aside from prior year adjustments, the four areas with reported FY 2013–2014 expenditures were personal services, operating expenses and equipment, special items of expense, and capital costs. The personal services object refers to court employee salaries and benefits. Operating expenses and equipment include, but are not limited to, contracted services and general expenses such as supplies, printing, utilities, information technology, and equipment. Special items of expense comprise items such as juror costs, grand jury costs, and debt service. Lastly, capital costs are court construction expenditures. Nearly all of the courts' expenditures relate to either personal services or operating expenses and equipment.

Attachment 4 displays court fund balances by constraint classification consistent with Governmental Accounting Standards Board (GASB) Statement No. 54, which requires, for reporting periods beginning after June 15, 2010, fund balances to be reported within either the nonspendable, restricted, committed, assigned, or unassigned classifications (see definitions below). On October 20, 2006, the Judicial Council adopted a trial court fund balance policy that required courts to classify their fund balances according to various classifications, including

statutory and contractual obligations, planned uses, and operating and emergency funds. On October 29, 2010, the council revised the policy to be consistent with the requirements of GASB Statement No. 54, which also included a requirement that trial courts maintain a minimum operating and emergency fund balance.<sup>1</sup>

The trial courts' ability to carry fund balances, for use in the following year, allows them to manage their budgets to meet near-term operational obligations as well as achieve intermediate and long-term goals. Government Code section 77203, as of June 30, 2014, limits this ability to carry over fund balances to no more than 1 percent of the courts' operating budget from the prior fiscal year and excludes a number of statutorily restricted monies when unspent from this 1 percent cap that trial courts can carry forward from one fiscal year to the next.

Table 1 displays the classifications of FY 2013–2014 ending fund balances for all 58 trial courts combined. Of these fund balances, 87.7 percent of statewide fund balances were nonspendable or beyond the discretion of any individual court, and 11.9 percent were for planned uses (“assigned”), including, but not limited to, one-time employee compensation costs, professional services costs, one-time facilities, technology, and other infrastructure costs.

Table 1: Statewide Constraints on Ending Fund Balances as of June 30, 2013

<b>Classifications</b>	<b>Amount</b>	<b>% of Total</b>	
Nonspendable	5,729,019	2.7%	87.7%
Restricted	76,643,786	36.4%	
Committed	102,436,883	48.6%	
Assigned	25,031,448	11.9%	11.9%
Unassigned	830,206	0.4%	0.4%
<b>Total</b>	<b>\$ 210,671,342</b>	<b>100.00%</b>	<b>100.00%</b>

Definitions and examples for these constraint classifications are provided below:

- **Nonspendable Fund Balance.** Funds that are either not expected to be converted to cash, including prepayments, or are legally or contractually required to be maintained intact. Examples of prepaid items are retirement contributions, rent, inventory, and

<sup>1</sup> Suspended for the period 6/30/2012 to 12/31/2014.

insurance. Amounts that are legally or contractually required to be maintained intact include payroll impress accounts with third parties and the principal of a permanent fund.

- **Restricted Fund Balance.** Funds on which constraints are imposed externally or by law. An example of an externally imposed constraint is monies received by a grantor that can be used only for the purpose defined by the grant such as AB 1058 child support enforcement grants. Constraints imposed by law include amounts of unspent revenues received—the use of which is statutorily restricted—such as children’s waiting room revenues.
- **Committed Fund Balance.** Funds specifically committed to satisfy contractual obligations and constraints imposed by formal action of the Judicial Council. The constraints related to contracts may reflect obligations that are expected to be met within the next fiscal year or crossing multiple years. The constraints imposed by the council include requiring courts to maintain a minimum operating and emergency reserve mean to address temporary cash flow shortages, budgetary deficits, and costs associated with unanticipated or emergency needs.
- **Assigned Fund Balance.** Assigned funds are designated at the policy direction of each court’s presiding judge or designee to address strategic goals of the courts. These funds are intended to be used for specific purposes or designations for which there is no current legal or contractual obligation, but are identified as part of courts’ responsible fiscal planning in order to meet appropriate management objectives. The council’s policy requires courts to report the assigned fund balance using specific categories, including one-time employee compensation costs, professional and consultant services costs, local infrastructure needs, one-time facility costs, and bridge funding. Examples include funds for furniture; equipment; start-up costs for a new courthouse that are not covered by the State Court Facilities Construction Fund; IT asset replacement or upgrades; or facility renovations not covered by the State Court Facilities Construction Fund. In addition, funds needed to cover anticipated employee benefit payments, such as payment of accrued vacation or sick leave that an employee decides to use during the fiscal year, would be reported here.
- **Unassigned Fund Balance.** This is the residual classification for the General Fund and represents the General Fund balance that has not been identified as nonspendable, restricted, committed, or assigned for a specific purpose.<sup>2</sup>

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<sup>2</sup> The General Fund is the only fund that can have a positive unassigned fund balance. Other governmental funds can have deficit unassigned fund balances if caused by nonspendable, restricted, or committed fund balances.

January 3, 2015

Page 5

If you have any questions related to this report, please contact Zlatko Theodorovic, Director, Finance, Judicial Council, at 916-263-1397.

Sincerely,

Martin Hoshino  
Administrative Director  
Judicial Council

MH/VV

**Attachments:**

1. FY 2013–2014 Total Revenues—All Funds
2. FY 2013–2014 Total Expenditures by Component or Element—All Funds
3. FY 2013–2014 Total Expenditures by Object—All Funds
4. Constraints on Ending FY 2013–2014 Total Fund Balances—All Funds
5. Element and Component Definitions
6. Judicial Council Fund Balance Policy (as revised October 28, 2014)

cc: Members of the Judicial Council

Margie Estrada, Policy Consultant, Office of Senate President pro Tempore Kevin de León

Fredericka McGee, Deputy Chief of Staff, Office of Assembly Speaker Toni G. Atkins

Anita Lee, Fiscal and Policy Analyst, Legislative Analyst's Office

Tina McGee, Executive Secretary, Legislative Analyst's Office

Madelynn McClain, Program Budget Analyst, Department of Finance

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Julie Salley-Gray, Consultant, Senate Budget and Fiscal Review Committee

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Marvin Deon, Consultant, Assembly Budget Committee

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Chuck Nicol, Principal Consultant, Assembly Appropriations Committee

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Jody Patel, Chief of Staff, Judicial Council

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January 3, 2015

Page 6

Curtis L. Child, Chief Operating Officer, Judicial Council

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*Chair of the Judicial Council*

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MARTIN HOSHINO  
*Administrative Director,*  
*Judicial Council*

Report title: *Report of Trial Court Revenue, Expenditure, and Fund Balance Constraints for Fiscal Year 2013–2014*

Statutory citation: Government Code sections 68502.5(b) and 77202.5(b)

Date of report: January 3, 2015

The Judicial Council has submitted a report to the Legislature in accordance with Government Code sections 68502.5(b) and 77202.5(b).

The following summary of the report is provided per the requirements of Government Code section 9795.

This Judicial Council report presents trial court financial information for fiscal year (FY) 2013–2014, including revenues; expenditures at the program, component, and object levels; and fund balance constraints. All data is reported for each trial court and includes totals for all trial courts as well.

Information was compiled from data reported by the trial courts for all fund sources in the FY 2013–2014 fourth quarter Quarterly Financial Statements. For FY 2013–2014, the trial courts reported revenues of \$2.262 billion, expenditures of \$2.375 billion, and fund balances totaling \$210.6 million, of which, based on Governmental Accounting Standards Board Statement No. 54 classifications, \$5.7 million was nonspendable, \$76.7 million restricted, \$102.4 million committed, \$25.0 million assigned, and \$830,206 unassigned.

The full report is available at [www.courts.ca.gov/7466.htm](http://www.courts.ca.gov/7466.htm)

A printed copy of the report may be obtained by calling 415-865-7983.



**JUDICIAL COUNCIL OF CALIFORNIA**

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**Zlatko Theodorovic**  
*Director*

**Patrick Ballard**  
*Supervisor/Primary Author of Report*

## Element and Component Definitions

<b>Element and Component</b>	<b>Definitions</b>
<b>Judges and Courtroom Support</b>	<p>Includes salaries, benefits, and public agency retirement contributions for the following:</p> <ul style="list-style-type: none"> <li>▪ Judges</li> <li>▪ Temporary judges</li> <li>▪ Subordinate judicial officers (i.e., court commissioners, referees, and hearing officers)</li> </ul> <p>Includes costs related to the assignment of active and retired judges (assigned judges) to expedite judicial business and to equalize judicial workload.</p> <p>Includes salaries, benefits, and other resource costs of personnel that directly support case adjudication as follows:</p> <ul style="list-style-type: none"> <li>▪ Courtroom clerks</li> <li>▪ Secretarial support</li> <li>▪ Attorneys providing legal research and other legal services to support case adjudication</li> <li>▪ Court reporters, including transcript costs</li> <li>▪ Court attendants providing in-courthouse custody to secure housing and movement of prisoners within the courtroom and court facility.</li> </ul> <p>Does not include supervisors of courtroom staff, unless performing in court operations.</p>
<b>Case Type Services</b>	Provides essential supportive programs and services that directly assist the court and parties in the adjudication and resolution of cases; ensures the public’s access to a safe, fair, and comprehensible court system.
<b>Criminal</b>	<p>Services and activities—separate from and in addition to Judges and Courtroom Support—necessary to support criminal case processing</p> <p>Includes costs for counter clerks processing traffic matters</p>
<b>Civil</b>	<p>Services and activities—separate from and in addition to Judges and Courtroom Support—necessary to support civil case processing related to actions other than family and dependency cases. Also includes services and activities necessary to support a specialized civil calendar, provide assistance with the process and forms for small claims, provide dispute resolution assistance to the public, and support any auxiliary programs or services that do not fit in any of the above categories.</p> <p>Includes costs for counter clerks processing filings related to civil cases.</p>
<b>Family and Children</b>	<p>Services and activities—separate from and in addition to Judges and Courtroom Support—necessary to support family and dependency case processing, including the following:</p> <ul style="list-style-type: none"> <li>▪ Court-appointed counsel for children and parents in juvenile dependency proceedings</li> <li>▪ Dependency mediation</li> <li>▪ Psychiatric evaluations</li> <li>▪ Costs associated with the Court Appointed Special Advocate program</li> </ul>
<b>Operational Support</b>	Activities that provide non-case-type specific support for court operations, including the management of files and calendars of the courts.
<b>Other Support Operations</b>	<p>Staff and supervisory positions that are not dedicated to a specific courtroom or case-type services (i.e., criminal, civil, or family and children). Examples include staff who:</p> <ul style="list-style-type: none"> <li>▪ Perform activities that provide public access to the courts, including but not limited to staff who are dedicated to serving the public at the public counter or on the telephone and who are assigned to exhibit rooms</li> <li>▪ Manage files and calendars</li> <li>▪ Store and retrieve court records</li> <li>▪ Perform clerical functions for the trial court’s appellate activities</li> </ul>

Element and Component	Definitions
Court Interpreters	<p>Includes services performed by staff interpreters, certified and noncertified contract interpreters, and interpreter coordinators, defined as follows:</p> <ul style="list-style-type: none"> <li>▪ Staff interpreters are regular employees of the court and receive salary and benefits.</li> <li>▪ Certified and noncertified contract interpreters are not court employees. Their services are provided per diem and funded as professional and consultant services.</li> <li>▪ Interpreter coordinators perform the daily assignment of qualified court interpreters.</li> </ul>
Jury Services	<p>Ensures the right to a jury trial through the management of juror summons, selection, and facilities in the court. Also includes juror compensation.</p> <p>Under Trial Court Trust Fund, includes criminal but <i>not</i> civil and grand jury costs for:</p> <ul style="list-style-type: none"> <li>▪ Jury commissioners, who are responsible for collecting lists of qualified prospective jurors, submitting lists to the court, and managing the jury program</li> <li>▪ Jury fees, jury coordination, child and dependent care for jurors, and jury sequestration</li> </ul>
Security	<p>Includes security services provided by marshals, private contract security personnel (i.e., Guardsmark), and court attendants whose primary purpose is court security.</p> <p>Includes the following types of security costs incurred by the court:</p> <ul style="list-style-type: none"> <li>▪ Personnel who provide courtroom and internal security</li> <li>▪ Personnel who provide entrance screening security</li> <li>▪ Personnel who provide in-courthouse custody of prisoners within the courtroom and court facility</li> <li>▪ Personnel, up to the level of captain, who provide supervision or management of personnel providing court security at least 0.25 FTE</li> <li>▪ Purchase and maintenance of security equipment</li> </ul>
Enhanced Collections	<p>Includes activities performed to collect debt related to fines, fees, penalties, forfeitures, etc.</p> <p>Includes costs for the following:</p> <ul style="list-style-type: none"> <li>▪ Personnel who perform debt collection activities</li> <li>▪ Services provided by contract debt collection agencies</li> <li>▪ Operating expenses associated with debt collection activities</li> </ul>
Other Non-court Operations	<p>Includes non-court operation activities and services, such as grand jury, pretrial services, small claims advisors, and dispute resolution programs.</p>
Executive Office	<p>As its primary responsibility, directs all administrative activities for the trial courts, including the following:</p> <ul style="list-style-type: none"> <li>▪ Court executive/administrative officer</li> <li>▪ Deputy court executive or court administrative officer</li> <li>▪ Secretarial and administrative support for the above</li> </ul> <p>Includes costs for services provided to judicial officers.</p>
Fiscal Services	<p>Includes the chief financial officer and personnel associated with the development of court budgets, including accounting and all aspects of financial management.</p>
Human Resources	<p>Includes the following:</p> <ul style="list-style-type: none"> <li>▪ Personnel director, training officer, staff responsible for the recruitment and retention of qualified court employees, and staff charged with employee relations, including labor relations and collective bargaining</li> <li>▪ Includes costs relating to in-house education and training for judicial officers and court staff (CJER, local programs, and all other providers, as well as consultant costs)</li> </ul>

Element and Component	Definitions
Business and Facilities Services	<p>Includes the following activities and services:</p> <ul style="list-style-type: none"> <li>▪ Personnel and costs associated with building maintenance, providing business services and supplies, and procurement</li> <li>▪ Telecommunication costs</li> <li>▪ Contractual perimeter security services to control facility access</li> <li>▪ Costs associated with legal and contractual services, intergovernmental charges and other charges associated with the courts, and any other administrative costs</li> <li>▪ Activities associated with the management of court fixed assets</li> </ul>
Information Technology	<p>Includes costs for the following:</p> <ul style="list-style-type: none"> <li>▪ Chief information officer and support personnel</li> <li>▪ Computer equipment and activities needed to support the business of the court, including case management systems, criminal justice information systems, and electronic communication between law enforcement agencies and other courts</li> <li>▪ Technology consulting services</li> <li>▪ Technology training activities for judicial and non-judicial employees</li> </ul>

# FUND BALANCE POLICY

## BACKGROUND

In the Supplemental Report of the 2006 Budget Act, the Legislature specified that the Judicial Council report on court reserves and provide its policy governing trial court reserves. On October 20, 2006 and revised on April 23, 2009, the Judicial Council approved a fund balance policy for trial courts. Financial accounting and reporting standards and guidelines have been established by the Financial Accounting Standards Board (FASB) and the Governmental Accounting Standards Board (GASB). The Trial Court Financial Policy and Procedures Manual, in compliance with these standards and guidelines, specifies that the trial courts are responsible for the employment of “sound business, financial and accounting practices” to conduct their operations.

In addition, Government Code section 77203 specifies that the Judicial Council has the authority to authorize trial courts to carry over unexpended funds from one year to the next. Consistent with this provision, this policy provides courts with specific directions for identifying fund balance resources necessary to address statutory and contractual obligations on an accurate and consistent basis as well as maintaining a minimum level of operating and emergency funds. In addition, this policy provides the necessary structure to ensure funds are available to maintain service levels for various situations that confront the trial courts including a late state budget.

GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, is effective for financial statements for periods beginning after June 15, 2010, and will impact year-end closing statements for the fiscal year 2010–2011.

## PURPOSE

Governmental agencies/entities report the difference between their assets and obligations as fund balance. Under GASB Statement 54, fund balances for governmental funds must be reported in classifications that comprise a hierarchy. The statement distinguishes between nonspendable and other amounts that are classified based on the relative strength of the constraints that control the purposes for which specific amounts can be spent. Under GASB 54, the number of classifications has been expanded from 2 to 5.

The purpose of this policy is to establish uniform standards, consistent with GASB 54, for the reporting of fund balance by trial courts and to maintain accountability over the public resources used to finance trial court operations.

## POLICY

As publicly funded entities, and in accordance with good public policy, trial courts must ensure that the funds allocated and received from the state and other sources are used efficiently and accounted for properly and consistently. The trial courts shall account for and report fund balance in accordance with established standards, utilizing approved classifications. Additionally, a fund balance can never be negative.

## **Fund Balance Classifications**

Beginning with the most binding constraints, fund balance amounts must be reported in the following classifications:

- Nonspendable Fund Balance
- Restricted Fund Balance
- Committed Fund Balance
- Assigned Fund Balance
- Unassigned Fund Balance (General Fund only)

When allocating fund balance to the classifications and categories, allocations must follow the following prioritization:

1. Nonspendable Fund Balance
2. Restricted Fund Balance
3. Contractual commitments to be paid in the next fiscal year
4. The minimum calculated operating and emergency fund balance
5. Other Judicial Council mandates to be paid in the next fiscal year
6. Contractual commitments to be paid in subsequent fiscal years
7. Assigned Fund Balance designations
8. Unassigned Fund Balance

If there is insufficient fund balance to cover any or all of the first five priorities, the shortfall should be explained in detail in attached footnotes. Also, there are additional reporting requirements when the amount allocated to the operating and emergency category is below the minimum required.

### **Nonspendable Fund Balance**

Nonspendable Fund Balance includes amounts that cannot be spent because they are either (a) not in spendable form (not expected to be converted to cash) or (b) legally or contractually required to be maintained intact. Examples include:

- Inventories
- Prepaid amounts Long-Term Loans and Notes Receivable
- Principal of a permanent (e.g., endowment) fund

This represents the ‘newest’ classification in comparison to the descriptions used before the creation of GASB 54. To some extent, the remaining 4 classifications are somewhat mirrored in the prior definitions.

### **Restricted Fund Balance**

Restricted Fund Balance includes amounts constrained for a specific purpose by external parties, constitutional provision or enabling legislation.

- Externally imposed  
Imposed externally by grantors, creditors, contributors, or laws or regulations of other governments ( i.e., monies received by a grantor that can only be used for that purpose defined by the grant).
- Imposed by Law (Statutory)  
A restricted fund balance that consists of unspent, received revenues whose use is statutorily restricted (e.g., children’s waiting room and dispute resolution program funding).

**Committed Fund Balance**

Committed Fund Balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Judicial Council. These committed amounts cannot be used for any other purpose unless the Judicial Council removes or changes the specified use by taking the same type of action it employed to previously commit those amounts.

Committed Fund Balance must also include contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements. While the requirement to include contractual commitments is a policy decision of the Judicial Council, the type, number and execution of contracts is within the express authority of presiding judges or their designee.

**[The following struckthrough language is suspended until June 30, 2016]**

~~The Judicial Council has authorized a stabilization arrangement (Operating and Emergency fund category) to be set aside for use in emergency situations or when revenue shortages or budgetary imbalances might exist. The amount is subject to controls that dictate the circumstances under which the court would spend any of the minimum operating and emergency fund balance.~~

~~Each court must maintain a minimum operating and emergency fund balance at all times during a fiscal year as determined by the following calculation based upon the prior fiscal year’s ending total unrestricted general fund expenditures (excluding special revenue, debt service, permanent, proprietary, and fiduciary funds), less any material one-time expenditures (e.g., large one-time contracts):~~

- ~~\_\_\_\_\_ Annual General Fund Expenditures~~
- ~~\_\_\_\_\_ 5 percent of the first \$10,000,000~~
- ~~\_\_\_\_\_ 4 percent of the next \$40,000,000~~
- ~~\_\_\_\_\_ 3 percent of expenditures over \$50,000,000~~

~~If a court determines that it is unable to maintain the minimum operating and emergency fund balance level as identified above, the court must immediately notify the Administrative Director of the Courts, or designee, in writing and provide a plan with a specific timeframe to correct the situation.~~

**Assigned Fund Balance**

This is a fund balance that is constrained by the Presiding Judge, or designee, with the intent that it be used for specific purposes or designations that are neither unspendable, restricted nor committed.

Constraints imposed on the use of assigned amounts are more easily removed or modified than those imposed on amounts that are classified as committed. Assigned amounts are based on estimates and explanations of the methodology used to compute or determine the designated amount must be provided.

Assigned fund balances include:

- All remaining amounts that are reported in governmental funds, other than general fund, that are not classified as nonspendable and are neither restricted nor committed and
- Amounts in the general fund that are intended to be used for a specific purpose in accordance with the provision identified by the Presiding Judge, or designee.

Courts will identify assigned fund balances according to the following categories:

1. **One-time facility – Tenant improvements** Examples include carpet and fixture replacements.
2. **One-time facility – Other Examples** include amounts paid by the AOC on behalf of the courts.
3. **Statewide Administrative Infrastructure Initiatives.** Statewide assessment in support of technology initiatives (e.g., California Case Management System and Phoenix) will be identified in this designation.
4. **Local Infrastructure (Technology and non-technology needs)** Examples include interim case management systems and non-security equipment.
5. **One-time employee compensation (Leave obligation, retirement, etc.)** Amounts included in this category are exclusive of employee compensation amounts already included in the court's operating budget and not in a designated fund balance category.
  - a. One-time leave payments at separation from employment. If amounts are not already accounted for in a court's operating budget, estimated one-time payouts for vacation or annual leave to employees planning to separate from employment within the next fiscal year should be in this designated fund balance sub-category. This amount could be computed as the average amount paid out with separations or other leave payments during the last three years. Any anticipated non-normal or unusually high payout for an individual or individuals should be added to at the average amount calculated.

In a footnote, the court should note the amount of its employees' currently earned leave balance that is more than the established designated fund balance. The amount would be determined by multiplying the hours of earned vacation or annual leave on the payroll records for each employee times his or her current salary rate minus the designated fund balance established.



- b. Unfunded pension obligation. If documented by an actuarial report, the amount of unfunded pension obligation should be included as a designated fund balance. Employer retirement plan contributions for the current fiscal year must be accounted for in the court's operating budget.

In a footnote, the court should note the amount of the current unfunded pension obligation that is in excess of the established designated fund balance.

- c. Unfunded retiree health care obligation. If documented by an actuarial report, the amount of unfunded retiree health care obligation should be included as a designated fund balance.

The current year's unfunded retiree health care obligation contains: (i) the current year Annual Required Contribution (ARC) based on a 30-year amortization of retiree health costs as of last fiscal year-end **and** (ii) the prior year retiree health care obligation **less** (iii) the retiree health care employer contributions and any transfers made to an irrevocable trust set up for this purpose. The current year's unfunded retiree health care obligation is to be added to the prior year's obligation.

Note: The ARC amounts are located in each court's actuarial report, which is entitled "Postretirement Benefit Valuation Report".

In a footnote, the court should note the amount of the cumulative unfunded retiree health care obligation that is in excess of the established designated fund balance.

- d. Workers compensation (if managed locally). The amount estimated to be paid out in the next fiscal year.
  - e. Use of reserve funds for liquidation of outstanding leave balances for employees in a layoff situation, consistent with the requirements of GASB 45; other examples would include reserving funds for the implementation of "enhanced retirement" or "golden handshake" programs in the interest of eliminating salaries at the "high end" or "top step", and thereby generating salary savings or rehires at the low end of a pay scale for position(s), but realizing one-time costs in the interest of longer term savings for the court.
6. **Professional and consultant services.** Examples include human resources, information technology, and other consultants.
  7. **Security.** Examples include security equipment; and pending increases for security service contracts.
  8. **Bridge Funding.** A court may choose to identify specific short or intermediate term funding amounts needed to address future needs that are otherwise not reportable, nor fit the criteria, in either restricted nor committed classifications, that it believes are necessary to

identify through specific designations. These designations must be listed with a description in sufficient detail to determine their purpose and requirements.

9. **Miscellaneous (required to provide detail).** Any other planned commitments that are not appropriately included in one of the above designated fund balance sub-categories should be listed here with a description in sufficient detail to determine its purpose and requirements.

**Unassigned Fund Balance – for General Fund Use Only**

Unassigned Fund Balance is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other fund balance and that has not been restricted, committed, or assigned to specific purposes within the general fund.

The general fund is the only fund that shall report a positive unassigned fund balance amount.

**FY 2013-2014 Total Revenues - All Funds**  
 Source: FY 2013-2014 Quarterly Financial Statement (4th Quarter)

Court	State Financing Sources								Grants			
	Trial Court Trust Fund	Trial Court Improvement and Modernization Fund	Judges' Compensation	Court Interpreter	Civil Coordination Reimbursement	MOU Reimbursements	State Financing Sources Other Miscellaneous	Total State Financing Sources	AB 1058 Commissioner / Facilitator	Other AOC Grants	Non-AOC Grants	Total Grants
Alameda	79,955,154	920,744	681,267	3,799,676		881,065	3,102,046	89,339,952	1,850,608	600,676	1,251,253	3,702,537
Alpine	520,222			294		33,975	20,340	574,831				0
Amador	2,142,745	-114		23,528		120,325	51,756	2,338,241	104,829	12,000		116,829
Butte	8,687,885	29,216	83,137	143,367		816,420	124,076	9,884,101	474,457	267,776		742,232
Calaveras	2,133,726	6,148		12,316		122,505	50,506	2,325,201	274,683	1,500	50,000	326,183
Colusa	1,504,976	2,894		93,495		38,006	24,773	1,664,144	124,855			124,855
Contra Costa	42,113,255	0	349,600	1,536,092		4,411,834	1,396,191	49,806,972	1,326,268	237,073		1,563,341
Del Norte	2,390,921	3,927		30,960		266,806	94,129	2,786,743	115,117	0		115,117
El Dorado	6,591,446	23,701		165,235		169,701	213,119	7,163,202	391,276	35,731		427,007
Fresno	39,146,387	120,993	403,381	2,124,578		4,639,573	3,340,364	49,775,276	2,351,035	343,396	268,730	2,963,161
Glenn	1,839,397	3,854	11,000	57,513		100,575	54,665	2,067,004	262,181	21,082		283,263
Humboldt	6,323,093	17,826	52,500	77,213		749,519	73,084	7,293,235	182,334	19,005		201,339
Imperial	8,419,747	19,381		456,496		205,311	125,538	9,226,473	288,900			288,900
Inyo	2,003,256	39,710		50,714		127,884	75,586	2,297,150	146,594	13,050		159,644
Kern	34,655,680	104,900		2,033,443		3,787,370	3,623,359	44,204,752	1,367,561	19,227		1,386,788
Kings	6,377,435	22,603		263,875		1,099,868	45,117	7,808,898	386,476			386,476
Lake	3,152,009	26,122		70,020		75,142	9,123	3,332,416	241,204	10,978		252,181
Lassen	2,319,678	4,769		7,394		228,301	7,839	2,567,981	97,022	13,048		110,069
Los Angeles	452,322,739	2,648,377	88,876,761	33,463,943	754,468	6,190,303	18,887,969	603,144,560	8,728,058	1,000,451	1,735,716	11,464,224
Madera	6,753,320	35,945		494,725		372,731	384,825	8,041,546	384,593	10,999		395,592
Marin	13,437,200	34,076		465,631		145,000	644,512	14,726,419	268,309	20,272		288,582
Mariposa	983,112		11,000	22,251		71,465	22,300	1,110,128	88,069			88,069
Mendocino	4,680,063	12,166	60,000	246,047		204,633	311,770	5,514,679	262,960	73,542		336,502
Merced	11,066,813	56,815		788,314		728,288	774,827	13,415,057	834,972	0		834,972
Modoc	930,698	100		5,534		56,691	31,967	1,024,990	71,833	14,689		86,521
Mono	1,231,718	1,822	11,000	32,708		50,863	85,641	1,413,752	78,195			78,195
Monterey	16,481,193	57,146	173,421	903,672		636,974	277,496	18,529,902	630,369	41,143		671,512
Napa	6,990,060	18,084	45,000	474,757		258,819	309,796	8,096,516	315,566	57,872		373,438
Nevada	5,028,347	28,399	45,000	26,160		292,848	95,494	5,516,248	570,286	22,613		592,900
Orange	135,543,189	953,184	1,104,299	8,496,352	18,977	7,421,613	6,957,857	160,495,471	3,006,257	146,225	80,316	3,232,798
Placer	13,578,365	42,573		346,513		536,727	634,796	15,138,974	518,805	0		518,805
Plumas	1,469,367	9,658		48,128		14,929	14,929	1,542,082	162,684	23,741		186,425
Riverside	85,874,547	262,742	11,375,471	3,045,667		5,429,993	923,657	106,912,077	2,002,615	25,982	574,438	2,603,035
Sacramento	70,829,116	186,377	567,710	3,214,713	8,777	1,310,023	3,560,591	79,677,307	1,790,080	59,741		1,849,820
San Benito	2,673,830	7,751	15,000	94,120		77,446	34,642	2,902,789	225,693			225,693
San Bernardino	77,734,409	267,920	659,951	4,405,781		4,511,493	1,540,672	89,120,226	3,848,578	34,153	235,701	4,118,432
San Diego	140,581,807	451,040		5,700,160	27,279	1,603,040	2,853,598	151,216,925	3,121,084	381,709	15,896	3,518,689
San Francisco	55,654,062	753,390	472,527	2,366,046	16,354	5,124,055	5,487,134	69,873,568	1,463,355	315,828	251,275	2,030,457
San Joaquin	26,295,013	91,263		1,185,983		522,542	1,245,356	29,340,157	988,172	43,371	742,097	1,773,641
San Luis Obispo	12,476,533	57,838	90,000	340,512		2,029,052	298,958	15,292,893	414,169	32,055		446,224
San Mateo	31,545,613	97,399	239,036	1,569,884		832,237	2,411,112	36,695,281	683,408	43,254		726,661
Santa Barbara	20,422,753	56,712	188,907	1,428,941		407,456	1,597,662	24,102,430	730,424	41,197		771,621
Santa Clara	79,654,986	685,603	708,362	3,798,049		796,369	2,309,467	87,952,837	2,606,208	145,244	937,909	3,689,360
Santa Cruz	11,230,928	35,288		742,457		193,821	203,557	12,406,051	322,313	29,000		351,313
Shasta	10,411,006	27,416	71,959	239,700		720,501	262,222	11,732,804	614,929	34,184		649,113
Sierra	524,994	22		2,921		35,525	9,615	573,077				0
Siskiyou	3,284,998	6,208	30,000	59,871		333,497	91,037	3,805,611	412,457	19,699	89,518	521,675
Solano	19,440,948	56,877	186,148	361,122		323,057	356,659	20,724,811	757,712	31,922	334,129	1,123,763
Sonoma	21,356,697	139,279	186,148	1,239,741		248,099	1,172,049	24,342,013	836,333	41,197	74,414	951,944
Stanislaus	17,491,116	69,188		691,616		247,745	1,305,230	19,804,896	1,183,619	14,676		1,198,295
Sutter	4,192,539	12,300		202,151		141,947	159,760	4,708,697	307,480	86,250		393,730
Tehama	3,116,254	58,908		241,465		140,047	108,184	3,664,858	148,914	21,998		170,912
Trinity	1,414,254		0	17,120		110,027	53,679	1,595,080	47,844			47,844
Tulare	15,572,537	56,577		1,410,042		927,271	33,744	18,000,171	995,751	81,839		1,077,591
Tuolumne	2,937,261		26,774	17,469		137,163	50,351	3,169,018	286,816	19,630	30,000	336,446

**FY 2013-2014 Total Revenues - All Funds**

Source: FY 2013-2014 Quarterly Financial Statement (4th Quarter)

Court	Trial Court Trust Fund	Trial Court Improvement and Modernization Fund	Judges' Compensation	Court Interpreter	Civil Coordination Reimbursement	MOU Reimbursements	State Financing Sources Other Miscellaneous	Total State Financing Sources	AB 1058 Commissioner / Facilitator	Other AOC Grants	Non-AOC Grants	Total Grants
Ventura	29,801,349	109,941		1,626,577		1,388,588	968,752	<b>33,895,207</b>	1,067,772	29,312	304,915	<b>1,401,999</b>
Yolo	8,550,664	28,527	75,637	524,562		497,926	210,076	<b>9,887,392</b>	322,160	10,825		<b>332,985</b>
Yuba	3,616,513	12,959		37,592		271,914	90,867	<b>4,029,845</b>	316,885	69,922		<b>386,807</b>
<b>Total</b>	<b>1,677,457,924</b>	<b>8,766,885</b>	<b>106,800,997</b>	<b>91,286,737</b>	<b>825,854</b>	<b>63,250,098</b>	<b>69,204,421</b>	<b>2,017,592,915</b>	<b>51,401,125</b>	<b>4,619,074</b>	<b>6,976,307</b>	<b>62,996,506</b>

**FY 2013-2014 Total Revenues - All Funds**  
 Source: FY 2013-2014 Quarterly Financial Statement (4th Quarter)

Other Financing Sources														
Court	Interest Income	Investment Income	Donations	Local Fees	Non-Fee Revenues	Enhanced Collections	Escheatment	Prior Year Revenue	County Program - Restricted	Reimbursement Other	Sale of Fixed Assets	Other Financing Sources Other Miscellaneous	Total Other Financing Sources	Total
Alameda	96,353			2,388,703	147,271	4,321,510		0	986,232	209,549		239,261	8,388,879	101,431,368
Alpine	1,741					17,256		14,283			3,783	13,830	50,893	625,724
Amador	665			750	21,572	57,801				10,144		45	90,976	2,546,046
Butte	11,625			22,755		664,219				179,540		25,217	903,357	11,529,691
Calaveras	2,759			24,066		120,189				7,057		617	154,688	2,806,071
Colusa	1,825			35,437		229,097		0		2,797		653	269,809	2,058,808
Contra Costa	43,656			1,081,616		2,244,630		-155,422	318,166	249,894		205,500	3,988,041	55,358,354
Del Norte	5,605			26,679	3,872	157,614		0	384			1,892	196,047	3,097,906
El Dorado	4,440			255,271	10,544	135,641		-4,824	34,169	14,607		8,497	458,345	8,048,554
Fresno	31,816		500	1,137,624		1,232,194			193,719	309,745	150	87,983	2,993,730	55,732,168
Glenn	255			53,006		444,802		4,184	54,625	363		2,625	559,860	2,910,127
Humboldt	5,803		2,266	115,899	57,536	11,142		-6,200	3,370	8,427		788	199,030	7,693,603
Imperial	13,561			231,150	29,266	1,080,800	226		137,084	325,167		1,846	1,819,099	11,334,472
Inyo	-22			26,597	2,340	84,109		12,600	76,644	2,301			204,569	2,661,363
Kern	73,507			1,688,762	67,029	3,156,433	1,076		174,821	171,768		7,775,148	13,108,544	58,700,084
Kings	1,856			363,848	516	418,045			1,570	5,450		260,952	1,052,238	9,247,612
Lake	2,478			12,819	16,674		851	-5,272	2,053	25,245		1,228	56,076	3,640,674
Lassen	1,417			20,131	10,000	204,153						689	236,390	2,914,440
Los Angeles	804,096		334,210	22,102,191	5,127,178		757,556	0		2,699,523	5,541	41,993	31,872,288	646,481,072
Madera	8,061			223,548			35,421	72,901	13,404	18,619		2,745	374,700	8,811,837
Marin	11,286			403,404	30,879			0	16,409	21,516		2,979	486,473	15,501,474
Mariposa	97			17,854	0	140,456				1,890			160,298	1,358,495
Mendocino	5,301			202,945	3,017	10,447			1,949			385,058	608,718	6,459,900
Merced	24,408			263,335	8,602	153,974		16,261	9,771	43,612		23,242	543,205	14,793,233
Modoc	670			4,053	715	65,277		2,196	142	2,478		55	75,586	1,187,098
Mono	1,040			35,111				-1,238	160	1,467		191	36,732	1,528,679
Monterey	17,519			361,119	11,360	63,908	34,173	698	68,305	59,835		15,088	632,006	19,833,420
Napa	9,686			356,031	320,398					8,137		193	694,445	9,164,399
Nevada	3,902			37,176	10,054	243,734			42,936	75,716		27,394	440,913	6,550,061
Orange	121,436			4,991,766	783,890	4,333,408		-83,493	7,304,127	4,704,417		186,585	22,342,136	186,070,405
Placer	18,926			199,885	19,160				8,307	363,273		6,571	616,121	16,273,901
Plumas	2,028			6,912								471	9,410	1,737,918
Riverside	77,915		0	6,434,666	1,197,290	8,071,541		-1,046	927,599	5,706,663		21,090	22,435,717	131,950,830
Sacramento	81,493		5,000	1,257,232	14,493	1,364,230	3,548		677,818	1,013,501		-12,598	4,404,715	85,931,842
San Benito	4,287			54,127				12,404	759	1,949		3,840	77,365	3,205,846
San Bernardino	40,636			2,956,748	2,090,862			0	531,861	223,592		37,592	5,881,290	99,119,949
San Diego	231,543		6	867,561	369,582	7,343,823	4,841	0	1,926,755	205,901		91,291	11,041,303	165,776,917
San Francisco	87,207		1,444	218,267	10,658	2,637,886			607,375	529,555		76,299	4,168,693	76,072,718
San Joaquin	21,245			379,336		380,781		-21,442	908,098	72,161		11,206	1,751,385	32,865,182
San Luis Obispo	11,370			548,701	42,751	348,157		0	42,901	366,576			1,360,455	17,099,572
San Mateo	46,286			841,581	8,886			5,865	160,403	83,926		10,437	1,157,384	38,579,326
Santa Barbara	18,051			335,146	125,001	1,042,710			1,058,511	111,848	1,961	2,280	2,695,508	27,569,560
Santa Clara	72,446		57,852	1,494,967		665,673	157,354		312,350	2,971,049		1,673,810	7,405,500	99,047,697
Santa Cruz	9,375			293,359	215,239				54,211	180,068		17,061	769,312	13,526,676
Shasta	7,154			294,593	617	2,325,443	13,015	52,468	449,674	102,670	2,150	16,881	3,264,664	15,646,581
Sierra	463					25,734				5,270		22,438	53,906	626,983
Siskiyou	4,258			69,141	724	278,015		5,263	2,756	4,134		88	364,379	4,691,665
Solano	16,231			562,275	13,442			0	318,609	27,039		10,688	948,279	22,796,853
Sonoma	21,883			267,588		1,451,017		6,699	36,959	283,124		1,882	2,069,153	27,363,109
Stanislaus	15,610			746,394		499,721		-26,113	164,820	358,572		3,561	1,762,565	22,765,756
Sutter	16,545			141,024		231,545		106,453	6,279	1,641		62,517	566,004	5,668,431
Tehama	5,369			14,854		120,248				8,968		3,807	153,247	3,989,016
Trinity	361			9,349						65,203		184	75,097	1,718,021
Tulare	8,808			739,333	255,266	2,027,339	70	-2,180	137,992	1,040,507		234,786	4,441,922	23,519,683
Tuolumne	1,490			52,831		66,278			42,464	42,749		12	205,825	3,711,288

**FY 2013-2014 Total Revenues - All Funds**

Source: FY 2013-2014 Quarterly Financial Statement (4th Quarter)

Court	Interest Income	Investment Income	Donations	Local Fees	Non-Fee Revenues	Enhanced Collections	Escheatment	Prior Year Revenue	County Program - Restricted	Reimbursement Other	Sale of Fixed Assets	Other Financing Sources Other Miscellaneous	Total Other Financing Sources	Total
Ventura	26,107			1,245,566	1,506,129	5,746,374		7,053	50,000	61,465		18,859	8,661,552	43,958,758
Yolo	8,650		3,150	274,362	175,972	692,080		-15,988		53,690		1,628	1,193,543	11,413,920
Yuba	3,041			146,255	9,464	413,822		136,651	10,000	955		5,326	725,515	5,142,167
<b>Total</b>	<b>2,165,619</b>	<b>0</b>	<b>404,428</b>	<b>56,935,698</b>	<b>12,503,010</b>	<b>55,538,498</b>	<b>1,008,130</b>	<b>132,759</b>	<b>17,876,540</b>	<b>23,045,312</b>	<b>13,585</b>	<b>11,634,296</b>	<b>181,257,877</b>	<b>2,261,847,297</b>

## FY 2013-2014 Total Expenditures by Component or Element - All Funds

Source: FY 2013-2014 Quarterly Financial Statement (4th Quarter)

Court	Court Operations Program									Non-Court Operations Program		
	Judges and Courtroom Support	Criminal	Civil	Family and Children	Other Support Operations	Court Interpreters	Jury Services	Security	Total Court Operations Program	Enhanced Collections	Other Non-Court Operations	Total Non-Court Operations Program
Alameda	29,015,056	12,879,009	5,656,798	11,959,607	3,381,186	4,234,782	2,106,581	3,045,027	72,278,046	3,386,480	982,945	4,369,426
Alpine	248,432			9,080	5,877	294		33,479	297,162	27,634		27,634
Amador	634,018	352,739	255,845	205,234	53,883	20,702	51,754	2,133	1,576,309	57,801		57,801
Butte	2,892,561	1,459,053	385,953	2,082,874	677,096	143,657	198,296	492,814	8,332,302	460,649	422,767	883,416
Calaveras	757,820	373,778	179,778	444,398	278,908	40,645	31,614	41,598	2,148,539	159,126	3	159,129
Colusa	252,537	261,368	40,539	323,256	442,484	111,769	23,222	5,480	1,460,654	229,082		229,082
Contra Costa	12,774,086	4,940,220	3,988,464	9,753,011	3,457,979	1,841,995	1,589,328	539,806	38,884,888	3,109,098	146,786	3,255,885
Del Norte	609,258	466,092	132,143	936,553	360,682	34,926	27,409	12,788	2,579,852	165,185		165,185
El Dorado	2,138,889	713,152	354,184	1,550,497	346,941	158,183	202,877	28,696	5,493,419	156,074	305,628	461,702
Fresno	14,234,570	8,855,341	3,805,362	11,588,386	2,627,581	2,060,696	1,094,141	591,430	44,857,506	1,232,262	129,599	1,361,861
Glenn	454,594	512,250	58,529	664,239	115,006	107,581	55,566	10,845	1,978,611	459,737	417	460,153
Humboldt	2,759,161	1,149,574	590,393	1,621,177	182	83,022	290,654	129,695	6,623,858			-
Imperial	3,122,012	2,243,668	903,122	777,305	685,812	473,396	261,916	363,378	8,830,610	1,036,713	124,955	1,161,669
Inyo	440,211	295,663	56,004	552,183	244,750	79,437	190,033	135,105	1,993,386	79,866	76,462	156,328
Kern	13,303,000	4,886,925	2,716,819	8,548,950	2,912,787	2,192,029	1,162,356	345,380	36,068,247	3,177,066	7,258,723	10,435,789
Kings	2,258,781	1,015,582	680,921	1,248,001	222,489	274,863	215,218	502,492	6,418,347	418,045	8,593	426,639
Lake	427,946	305,902	87,408	550,812	1,018,205	81,040	30,391	184,152	2,685,855		2,598	2,598
Lassen	275,674	291,040	135,729	670,787	293,653	8,649	55,664	296,631	2,027,826	223,529	337	223,867
Los Angeles	259,815,603	74,250,395	32,726,014	50,241,558	27,833,175	33,814,928	19,141,499	11,173,676	508,996,849			-
Madera	3,089,526	1,194,312	424,985	1,624,109	120,734	555,984	375,764	271,582	7,656,996			-
Marin	4,438,293	1,603,357	1,820,990	1,219,498	233,962	575,416	286,961	12,848	10,191,326			-
Mariposa	224,830	153,649	56,405	159,767	69,048	36,775	20,660	644	721,777	140,443		140,443
Mendocino	1,260,095	686,718	273,368	1,057,471	1,270,868	250,758	215,195	273,536	5,288,008			-
Merced	3,416,556	1,478,055	668,656	1,579,116	161,715	815,538	314,464	13,466	8,447,567	153,974	166	154,140
Modoc	235,396	303,892	108,854	204,828	486	5,899	5,897		865,252	65,720	3,150	68,870
Mono	320,323	494,770	168,895	151,327		34,841	30,648	(4,024)	1,196,780	12,150	160	12,310
Monterey	6,187,346	4,290,939	1,248,542	2,618,308	550,212	957,470	638,630	635,618	17,127,065	68,876	42,979	111,855
Napa	3,138,362	1,228,954	569,628	1,328,774	32,528	497,770	182,578	237,822	7,216,416	18,683	15,555	34,238
Nevada	1,119,258	1,118,229	524,819	1,666,628	10,509	76,193	94,122	374,999	4,984,758	243,734		243,734
Orange	66,592,478	18,751,185	8,014,508	26,705,030	17,911,820	8,880,412	3,525,305	3,860,938	154,241,676	4,333,408	1,869,214	6,202,622
Placer	4,426,740	2,290,827	731,876	3,140,401	514,200	363,861	318,988	26,783	11,813,677		160	160
Plumas	525,515	325,848	70,775	399,166	324,602	21,636	57,849	5,509	1,730,899		(267)	(267)
Riverside	40,388,719	18,715,178	7,947,046	19,996,104	500	3,604,404	2,418,737	2,513,240	95,583,929	7,502,135	54,420	7,556,555
Sacramento	31,323,319	8,034,659	4,931,091	11,710,764	4,375,258	3,823,965	1,668,577	1,961,646	67,829,278	1,391,054	180,790	1,571,844
San Benito	266,954	792,816	243,869	770,849		94,730	13,004	100,473	2,282,695		2,800	2,800
San Bernardino	31,004,536	9,401,528	6,253,458	18,383,707	11,361,169	4,513,204	2,213,954	2,818,603	85,950,158		572,051	572,051
San Diego	57,714,171	24,965,744	8,023,295	22,473,647	2,576,566	5,792,343	3,033,761	772,534	125,352,061	9,296,446	1,435,989	10,732,435
San Francisco	23,586,476	8,008,234	4,258,391	10,493,902	4,617,914	2,398,560	2,580,639	123,657	56,067,774	2,664,790	61,383	2,726,173
San Joaquin	9,022,076	6,003,621	2,176,095	4,447,726	1,629,639	1,327,447	800,066	681,440	26,088,111	380,781	293,023	673,804
San Luis Obispo	5,366,484	2,995,037	1,250,762	2,140,593	334,263	424,032	417,179	5,924	12,934,274	348,157	2,298	350,455
San Mateo	13,254,455	4,781,465	3,603,488	4,590,100	393,160	1,678,311	955,374	480,254	29,736,605	1,378	760	2,138
Santa Barbara	8,100,831	3,485,147	1,803,922	2,045,418	3,289,329	1,311,804	769,954	826,202	21,632,607	904,473	917,389	1,821,862
Santa Clara	28,268,697	17,789,986	9,264,610	17,116,897	489,694	4,600,099	1,414,835	553,323	79,498,141		2,082,783	2,082,783
Santa Cruz	4,544,872	1,391,837	888,179	1,421,228	575,916	834,044	371,933	11,185	10,039,194	215,239	855,291	1,070,529
Shasta	3,512,792	1,489,616	1,022,745	2,482,925	741,752	403,331	272,394	2,397,974	12,323,528	1,708,712	773,241	2,481,953
Sierra	58,654	105,175	110,017	88,826	62,920	2,239	23,208		451,038	74,292	1,652	75,944
Siskiyou	688,379	695,723	(53,551)	1,251,387	226,577	75,992	125,875	4,154	3,014,537	611,419		611,419
Solano	9,529,198	4,473,001	1,448,370	3,320,210		426,186	695,306	564	19,892,835			-
Sonoma	10,477,711	2,076,921	1,041,242	3,185,125	2,681,236	1,398,747	614,806	389,891	21,865,678	1,451,017	12,000	1,463,017
Stanislaus	5,738,380	3,706,250	1,788,673	4,820,475	362,052	691,747	445,774	54,628	17,607,980	456,563	59,410	515,974
Sutter	745,828	1,091,113	446,059	931,612	237,957	248,241	107,597	304,926	4,113,333	205,910	4,072	209,982
Tehama	1,120,208	246	(68,749)	407,373	1,526,677	294,972	163,986	699	3,445,411	39,875	420	40,295
Trinity	337,527	113,241	42,065	245,142	159,802	16,395	28,783	447,933	1,390,888		80,239	80,239
Tulare	7,019,989	2,357,189	1,007,549	3,050,069	2,544,026	1,617,726	719,469	118,127	18,434,143	2,027,339	84,237	2,111,576
Tuolumne	1,150,016	481,310	182,245	582,117	91,461	30,782	85,852	150,203	2,753,986	66,278	50,768	117,046

**FY 2013-2014 Total Expenditures by Component or Element - All Funds**

Source: FY 2013-2014 Quarterly Financial Statement (4th Quarter)

Court	Judges and Courtroom Support	Criminal	Civil	Family and Children	Other Support Operations	Court Interpreters	Jury Services	Security	Total Court Operations Program	Enhanced Collections	Other Non-Court Operations	Total Non-Court Operations Program
Ventura	13,274,216	1,977,633	1,500,056	5,286,520	3,701,915	1,637,678	1,042,817	1,671,802	<b>30,092,636</b>	5,801,597		<b>5,801,597</b>
Yolo	3,495,286	1,060,233	314,379	1,093,261	514,846	543,637	348,446	409,123	<b>7,779,212</b>	692,080	78,435	<b>770,516</b>
Yuba	1,199,785	677,349	157,155	1,262,965	131,209	40,310	113,225	104,347	<b>3,686,345</b>	453,406	10,000	<b>463,406</b>
<b>Total</b>	<b>752,578,486</b>	<b>275,842,742</b>	<b>127,018,767</b>	<b>289,181,271</b>	<b>108,785,198</b>	<b>96,666,072</b>	<b>54,241,129</b>	<b>40,547,175</b>	<b>1,744,860,838</b>	<b>55,708,278</b>	<b>19,004,383</b>	<b>74,712,662</b>



## FY 2013-2014 Total Expenditures by Component or Element - All Funds

Source: FY 2013-2014 Quarterly Financial Statement (4th Quarter)

Court	Court Administration Program						Total Court Administration Program	Total
	Executive Office	Fiscal Services	Human Resources	Business & Facilities Services	Information Technology			
Alameda	1,671,941	3,891,732	4,830,845	5,430,094	7,854,907	23,679,519	100,326,991	
Alpine		60,985	29,623	76,306	37,406	204,320	529,115	
Amador	395,030	213,646	56,024	294,546	137,575	1,096,821	2,730,931	
Butte	340,321	478,798	698,296	355,330	665,134	2,537,880	11,753,598	
Calaveras	231,734	197,321	83,961	105,746	260,837	879,599	3,187,267	
Colusa	170,646	112,632	87,055	161,709	196,831	728,874	2,418,610	
Contra Costa	931,793	6,909,896	3,665,314	2,182,671	4,790,718	18,480,392	60,621,164	
Del Norte	201,384	297,131	175,184	47,372	343,618	1,064,689	3,809,726	
El Dorado	376,378	280,025	652,426	271,797	914,757	2,495,382	8,450,503	
Fresno	600,411	1,832,135	1,651,324	2,376,862	8,171,508	14,632,240	60,851,608	
Glenn	59,693	161,213	71,128	227,810	80,932	600,776	3,039,541	
Humboldt	264,133	367,007	208,461	400,450	553,055	1,793,106	8,416,964	
Imperial	421,136	1,180,298	523,712	605,759	564,496	3,295,401	13,287,680	
Inyo	180,207	111,551	525,711	147,588	336,646	1,301,703	3,451,417	
Kern	1,709,637	1,074,153	701,075	4,258,989	5,387,786	13,131,639	59,635,675	
Kings	446,738	327,442	320,846	879,120	798,263	2,772,409	9,617,394	
Lake	178,085	140,440	42,479	218,942	589,296	1,169,242	3,857,695	
Lassen	156,444	99,859	218,156	127,905	133,110	735,474	2,987,167	
Los Angeles	19,915,519	19,279,524	6,889,886	39,226,006	70,076,862	155,387,797	664,384,645	
Madera	435,937	305,545	220,387	557,309	545,422	2,064,602	9,721,598	
Marin	433,409	2,887,512	1,010,953	388,621	2,423,196	7,143,690	17,335,016	
Mariposa	68,924	128,227	23,018	404,595	151,439	776,203	1,638,422	
Mendocino	354,861	359,144	89,421	54,686	438,360	1,296,473	6,584,480	
Merced	292,689	328,483	1,525,126	1,772,280	3,145,848	7,064,426	15,666,132	
Modoc	52,307	74,625	9,058	15,147	172,951	324,087	1,258,209	
Mono	246,566	232,595	41,748	57,989	194,264	773,162	1,982,252	
Monterey	776,938	1,089,584	461,729	370,545	2,090,127	4,788,923	22,027,842	
Napa	522,565	406,407	259,684	180,945	1,599,807	2,969,408	10,220,062	
Nevada	267,091	268,563	364,248	138,868	415,753	1,454,523	6,683,015	
Orange	588,941	12,510,521	5,477,530	15,610,732	14,980,128	49,167,852	209,612,151	
Placer	621,395	534,418	327,153	3,005,976	1,177,586	5,666,527	17,480,364	
Plumas	248,693	62,551	34,061	19,874	141,492	506,671	2,237,303	
Riverside	2,310,056	3,831,632	5,698,802	6,607,822	9,207,209	27,655,520	130,796,004	
Sacramento	1,852,160	7,769,450	1,539,775	4,018,407	10,370,121	25,549,913	94,951,035	
San Benito	612,818	496,626	105,285		477,569	1,692,298	3,977,793	
San Bernardino	2,076,510	2,001,342	1,580,007	3,461,803	9,107,791	18,227,453	104,749,662	
San Diego	2,982,453	4,852,104	2,073,922	5,886,018	16,942,300	32,736,797	168,821,294	
San Francisco	530,003	2,146,592	9,897,386	2,582,419	7,483,187	22,639,587	81,433,534	
San Joaquin	651,686	751,030	565,719	795,975	2,737,001	5,501,411	32,263,325	
San Luis Obispo	729,512	509,445	317,815	688,125	2,869,632	5,114,529	18,399,258	
San Mateo	3,036,282	1,479,653	398,867	1,071,795	3,881,126	9,867,722	39,606,466	
Santa Barbara	600,820	1,341,267	651,365	18,501	2,591,090	5,203,043	28,657,511	
Santa Clara	3,207,586	5,833,830	1,750,027	7,019,201	7,051,508	24,862,152	106,443,077	
Santa Cruz	310,037	665,270	365,969	1,096,375	1,264,212	3,701,862	14,811,585	
Shasta	703,551	569,708	291,013	44,203	644,400	2,252,875	17,058,356	
Sierra	94,370	11,078	8,462		6,924	120,833	647,816	
Siskiyou	486,379	206,858	140,203	670,932	641,459	2,145,830	5,771,786	
Solano	622,387	794,974	678,070	814,942	1,370,746	4,281,119	24,173,953	
Sonoma	636,871	588,541	2,046,782	412,290	1,327,651	5,012,134	28,340,830	
Stanislaus	306,205	781,737	611,293	1,946,652	2,339,058	5,984,945	24,108,898	
Sutter	229,687	334,973	102,001	113,432	739,140	1,519,233	5,842,548	
Tehama	186,853	113,648	43,046		551,312	894,859	4,380,565	
Trinity	89,675	183,392	62,170	56,649	70,404	462,289	1,933,416	
Tulare	517,253	665,579	571,723	110,232	1,297,208	3,161,995	23,707,714	
Tuolumne	181,764	228,228	329,453	208,944	262,592	1,210,981	4,082,013	

**FY 2013-2014 Total Expenditures by Component or Element - All Funds**

Source: FY 2013-2014 Quarterly Financial Statement (4th Quarter)

Court	Executive Office	Fiscal Services	Human Resources	Business & Facilities Services	Information Technology	Total Court Administration Program	Total
Ventura	1,483,688	2,410,656	1,115,354	1,802,128	3,547,221	10,359,047	46,253,280
Yolo	1,280,579	465,880	355,045	930,586	1,323,803	4,355,891	12,905,619
Yuba	210,521	312,786	29,292	127,482	378,401	1,058,482	5,208,233
<b>Total</b>	<b>59,091,249</b>	<b>95,550,237</b>	<b>62,604,470</b>	<b>120,457,483</b>	<b>217,853,171</b>	<b>555,556,610</b>	<b>2,375,130,109</b>

**FY 2013-2014 Total Expenditures by Object - All Funds**  
**Source: FY 2013-2014 Quarterly Financial Statement (4th Quarter)**

**Attachment 3**

Court	Personal Services	Operating Expenses and Equipment	Special Items of Expense	Capital Costs	Prior Year Expense Adjustment	Total
Alameda	80,296,799	19,351,260	705,951		-27,020	100,326,991
Alpine	291,289	239,182			-1,356	529,115
Amador	2,111,064	609,155	10,712			2,730,931
Butte	8,087,299	3,148,232	508,168		9,900	11,753,598
Calaveras	2,435,751	749,538	1,978			3,187,267
Colusa	1,341,126	1,073,922	3,562			2,418,610
Contra Costa	40,382,918	14,937,047	5,301,199		0	60,621,164
Del Norte	2,674,517	1,133,672	2,247		-710	3,809,726
El Dorado	6,052,007	2,105,302	320,524		-27,330	8,450,503
Fresno	44,760,409	15,705,016	386,183			60,851,608
Glenn	1,976,632	1,054,423	6,895		1,591	3,039,541
Humboldt	6,065,964	2,269,383	84,637		-3,020	8,416,964
Imperial	8,737,883	3,846,539	703,257			13,287,680
Inyo	1,978,588	1,281,471	190,937		420	3,451,417
Kern	40,395,300	15,318,009	6,425,077		-2,502,710	59,635,675
Kings	5,850,978	3,736,776	29,640			9,617,394
Lake	2,242,107	1,590,874	26,083		-1,369	3,857,695
Lassen	1,899,922	1,032,271	54,974			2,987,167
Los Angeles	545,411,871	113,919,000	5,053,853		-78	664,384,645
Madera	7,250,352	2,357,697	113,548			9,721,598
Marin	12,694,775	2,485,138	2,155,104			17,335,016
Mariposa	1,074,799	406,486	157,137			1,638,422
Mendocino	5,080,820	1,450,451	53,209			6,584,480
Merced	9,997,654	4,852,245	564,906		251,327	15,666,132
Modoc	827,260	428,071	3,058		-180	1,258,209
Mono	1,433,777	544,196	4,679		-400	1,982,252
Monterey	16,847,372	5,052,635	182,773		-54,937	22,027,842
Napa	7,623,649	2,521,338	75,075			10,220,062
Nevada	5,339,722	1,329,002	14,291		0	6,683,015
Orange	161,693,739	43,512,507	2,377,646		2,028,259	209,612,151
Placer	12,304,473	3,750,683	1,429,320		-4,112	17,480,364
Plumas	1,266,335	682,854	306,812		-18,698	2,237,303
Riverside	99,417,548	28,829,899	2,548,558		0	130,796,004
Sacramento	74,461,842	16,194,908	4,294,285			94,951,035
San Benito	2,643,763	1,327,826	6,920		-716	3,977,793
San Bernardino	80,923,667	23,240,630	696,386		-111,022	104,749,662
San Diego	137,023,223	30,779,847	1,046,973		-28,749	168,821,294
San Francisco	58,168,117	17,362,795	5,952,884		-50,262	81,433,534
San Joaquin	25,485,917	6,358,558	426,122		-7,271	32,263,325
San Luis Obispo	14,281,238	4,029,145	88,876			18,399,258
San Mateo	31,421,794	7,025,051	1,158,778		844	39,606,466
Santa Barbara	23,430,067	5,021,627	206,961		-1,144	28,657,511
Santa Clara	88,360,134	13,855,185	727,758	3,500,000		106,443,077
Santa Cruz	12,553,535	2,123,979	134,072			14,811,585
Shasta	13,593,760	3,371,171	93,426			17,058,356
Sierra	368,682	215,973	72,619		-9,458	647,816
Siskiyou	3,852,459	1,455,852	463,319		157	5,771,786
Solano	19,924,417	4,009,350	240,187		0	24,173,953
Sonoma	21,344,471	5,198,232	1,798,127			28,340,830
Stanislaus	18,321,217	5,689,855	156,346		-58,519	24,108,898
Sutter	4,293,909	1,497,511	12,617		38,510	5,842,548
Tehama	3,264,232	1,112,170	4,163		0	4,380,565
Trinity	1,385,200	511,113	37,104			1,933,416
Tulare	17,383,856	6,153,566	173,166		-2,874	23,707,714
Tuolumne	2,935,520	1,124,263	22,230			4,082,013
Ventura	34,074,624	11,795,360	421,186		-37,891	46,253,280

**FY 2013-2014 Total Expenditures by Object - All Funds**  
Source: FY 2013-2014 Quarterly Financial Statement (4th Quarter)

**Attachment 3**

Yolo	8,361,305	4,078,287	466,027			<b>12,905,619</b>
Yuba	3,759,905	1,415,467	32,725		136	<b>5,208,233</b>
<b>Total</b>	<b>1,847,461,552</b>	<b>476,251,992</b>	<b>48,535,246</b>	<b>3,500,000</b>	<b>-618,681</b>	<b>2,375,130,109</b>

**Constraints on Ending FY 2013-2014 Total Fund Balances All Funds**

Attachment 4

Source: FY 2013-2014 Quarterly Financial Statement (4th Quarter)

Court	Nonspendable	Restricted	Committed	Assigned	Unassigned	Total
Alameda		22,548,632		7,221,096		29,769,728
Alpine	35,000	3,917	50,632	32,112	618,871	740,532
Amador						0
Butte	43,920	256,204	1,111,427	128,650		1,540,201
Calaveras		102,962	299,565			402,527
Colusa		176,288		256,940		433,229
Contra Costa		2,432,534	3,007,685	344,059		5,784,278
Del Norte		539,158	364,105	471,393		1,374,657
El Dorado		453,150	264,361		84,736	802,247
Fresno	360,000	835,101	1,533,007	623,846		3,351,954
Glenn	150,000	92,431	156,000	51,185		449,616
Humboldt		126,303	445,154	618		572,076
Imperial	67,480	688,104	1,979,557	124,376		2,859,517
Inyo	1,650	536,540	67,199	32,931		638,320
Kern	373,970	2,153,260	5,539,517	571,354		8,638,101
Kings			79,516		15,365	94,881
Lake		83,986	193,267	35,094		312,347
Lassen	13,344	74,586	426,070	68,808		582,808
Los Angeles		7,540,317	27,400,000	5,577,119		40,517,436
Madera		552,397	479,983	81,665		1,114,045
Marin		389,729	10,850			400,579
Mariposa	6,367	14,092		15,076		35,535
Mendocino	7	48,009	459,046	572,342		1,079,404
Merced		2,711,797	1,316,151	161,660		4,189,608
Modoc		12,284		28,701		40,985
Mono		24,915		10		24,926
Monterey		475,144	585,333	140,478		1,200,955
Napa		391,196	573,176	930		965,302
Nevada	30,900	61,180				92,080
Orange		3,489,946	4,736,831	2,130,792		10,357,569
Placer		225,961	420,016	179,842		825,819
Plumas		17,675	40,586		22,664	80,925
Riverside	1,616,265	2,304,668	4,900,390	1,356,964		10,178,287
Sacramento		530,159	6,202,343	1,009,926		7,742,428
San Benito	24,422	29,411	253,797	40,637		348,267
San Bernardino	2,110,876	1,150,621	8,383,003			11,644,500
San Diego	404,605	10,084,055	4,439,996	202,123		15,130,779
San Francisco	22,000	477,250	9,150,788	835,213		10,485,251
San Joaquin	341,134	827,195	1,777,122	253,171		3,198,623
San Luis Obispo		1,148,003	363,929		88,570	1,600,502
San Mateo		1,945,882	2,754,118	54,843		4,754,844
Santa Barbara		2,316,014	2,027,820	306,853		4,650,687
Santa Clara	15,120	3,342,015	1,495,774	853,875		5,706,784
Santa Cruz		235,028	1,343,430			1,578,458
Shasta		154,893	178,827	31,942		365,662
Sierra		3,526		22,414		25,940
Siskiyou		27,839	426,040	76,035		529,914
Solano		805,389	473,139	179,454		1,457,982
Sonoma		1,234,010	2,808,833			4,042,843
Stanislaus		1,243,006	668,036			1,911,042
Sutter	109,957	252,026	598,962	72,007		1,032,952
Tehama		68,467	386,559			455,026
Trinity	1,729	30,590	75,857	16,127		124,302
Tulare		707,013	118,000	406,335		1,231,348
Tuolumne		40,918		42,938		83,856
Ventura		69,301	1,071,039	306,644		1,446,984
Yolo	272	368,477	693,664	112,867		1,175,280
Yuba		190,232	306,383			496,615
<b>Total</b>	<b>5,729,019</b>	<b>76,643,786</b>	<b>102,436,883</b>	<b>25,031,448</b>	<b>830,206</b>	<b>210,671,341</b>



## JUDICIAL COUNCIL OF CALIFORNIA

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# REPORT TO THE JUDICIAL COUNCIL

For business meeting on: January 22, 2015

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**Title**

Judicial Council Report to the Legislature:  
Fee Revenue and Expenditures for Court  
Reporter Services in Superior Court Civil  
Proceedings for Fiscal Year 2013–2014

**Agenda Item Type**

Action Required

**Effective Date**

January 22, 2015

**Rules, Forms, Standards, or Statutes Affected**

None

**Date of Report**

December 30, 2014

**Recommended by**

Judicial Council Staff  
Zlatko Theodorovic, Director  
Finance

**Contact**

Colin Simpson, 415-865-4566  
colin.simpson@jud.ca.gov

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### Executive Summary

Judicial Council staff recommends that the Judicial Council approve the *Report of Court Reporter Fees Collected and Expenditures for Court Reporter Services in Superior Court Civil Proceedings for Fiscal Year 2013–2014*. Government Code section 68086(f) requires that the Judicial Council report to the Joint Legislative Budget Committee, on an annual basis, information concerning court reporter fees collected under Government Code sections 68086(a)(1), 68086(a)(2) and 68086.1 and expenditures on court reporter services in superior court civil proceedings statewide.

### Recommendation

Judicial Council staff recommends that the Judicial Council:

1. Approve the *Report of Court Reporter Fees Collected and Expenditures for Court Reporter Services in Superior Court Civil Proceedings for Fiscal Year 2013–2014* (Attachment A);  
and

2. Direct Judicial Council staff to submit the report to the Joint Legislative Budget Committee.

### **Previous Council Action**

The report on trial court reporter fees collected and expenditures for court reporter services in superior court civil proceedings has been required and submitted under Government Code section 68086(f) since fiscal year 2003–2004. These reports are posted on the California Courts website on the “Legislative Reports” web page: <http://www.courts.ca.gov/7466.htm>.

### **Rationale for Recommendation**

Government Code section 68086(f) requires that the Judicial Council report to the Joint Legislative Budget Committee, on an annual basis, information concerning court reporter fees collected under Government Code sections 68086(a)(1), 68086(a)(2) and 68086.1 and expenditures on court reporter services in superior court civil proceedings statewide. The report must be submitted on or before February 1 after the end of each fiscal year.

### **Comments, Alternatives Considered, and Policy Implications**

Because this report is required by the above-referenced section of the Government Code, no alternatives were considered. This report is not required to circulate for public comment.

### **Implementation Requirements, Costs, and Operational Impacts**

Submission of this mandated report to the Legislature imposes no implementation requirements, costs, or operational impacts on the trial courts.

### **Attachments**

1. Attachment A: *Report of Court Reporter Fees Collected and Expenditures for Court Reporter Services in Superior Court Civil Proceedings for Fiscal Year 2013–2014*



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MR. MARTIN HOSHINO  
*Administrative Director,*  
*Judicial Council*

January 23, 2015

Hon. Mark Leno, Chair  
Joint Legislative Budget Committee  
Attn: Ms. Peggy Collins  
1020 N Street, Room 553  
Sacramento, California 95814

Re: *Report of Court Reporter Fees Collected and Expenditures for Court Reporter Services in Superior Court Civil Proceedings for Fiscal Year 2013–2014*, as required by Government Code section 68086(f)

Dear Senator Leno:

The Judicial Council respectfully submits this report, as required by Government Code section 68086(f), concerning court reporter fees collected under Government Code sections 68086(a)(1), 68086(a)(2), and 68086.1 and expenditures on court reporter services in superior court civil proceedings statewide in fiscal year (FY) 2013–2014.

In FY 2013–2014, \$24,232,496 was remitted to the Trial Court Trust Fund as required by Government Code sections 68086(a)(1), 68086(a)(2) and 68086.1. The breakdown of the remitted funds is as follows:

- Under Government Code section 68086(a)(1), \$4,568,811 came from fees paid by parties to civil proceedings for the services of an official court reporter in each proceeding lasting one hour or less.
- Under Government Code section 68086(a)(2), \$4,513,542 came from fees paid by parties to civil proceedings for the services of an official court reporter in proceedings lasting more than one hour on the first day and each succeeding judicial day the services are provided.
- The amount of \$15,150,144 is attributable to the fee required to be deposited in the Trial Court Trust Fund by Government Code section 68086.1 from the following: first paper filings and responses for civil proceedings, other than proceedings under the Probate Code, in the superior court where the amount demanded is more than \$10,000; family



Hon. Mark Leno  
January 23, 2015  
Page 2

law filings and responses; and marriage dissolution filings and responses. This amount reflects the distribution to the Trial Court Trust Fund from total revenues collected for first paper, family law, and marriage dissolution filings and responses from July 1, 2013, to June 30, 2014.<sup>1</sup>

In FY 2013–2014, the estimated amount spent for the services of court reporters in superior court civil proceedings was \$69,809,060. The expenditure amount is an estimate because most courts do not track the time court reporters spend in proceedings by case categories. The estimate of \$69,809,060 was made by taking the sum of total FY 2013–2014 budgeted salaries and benefits for all filled court reporter employee positions as of July 1, 2013 (\$195,775,307), and total FY 2013–2014 expenditures on contract court reporters (\$6,566,793), and multiplying by the estimated proportion of time court reporters spend on civil cases (civil, probate, mental health, guardianship, and family) versus all cases, 34.5 percent. The time percentage estimate is based on the most recent time study survey, which was conducted by the National Center for State Courts in September 2003 and involved nine California superior courts—Amador, Calaveras, Los Angeles, Sacramento, San Bernardino, San Joaquin, San Mateo, Shasta, and Stanislaus Counties—representing about 49 percent of statewide authorized court reporter positions.<sup>2</sup>

If you have any questions related to this report, please contact Mr. Zlatko Theodorovic, Director, Judicial Council of California Finance, at 415-865-7584.

Sincerely,

Martin Hoshino  
Administrative Director  
Judicial Council of California

MH/CS

cc: Members, Joint Legislative Budget Committee  
Members of the Judicial Council

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<sup>1</sup> Of the amount collected, \$8,650,144 was available to be used for services of an official court reporter in civil proceedings, because a \$6.5 million ongoing redirection of this revenue to offset trial court funding reductions was approved by the Judicial Council at its July 22, 2011, business meeting as authorized by Government Code section 68086.1(c).

<sup>2</sup> Per FY 2012–2013 Schedule 7As, as submitted by the courts, 892 of 1,744 authorized court reporter full-time equivalent positions as of July 1, 2012.

Hon. Mark Leno  
January 23, 2015  
Page 3

Diane F. Boyer-Vine, Legislative Counsel  
Danny Alvarez, Secretary of the Senate  
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Margie Estrada, Policy Consultant, Office of Senate President pro Tempore Kevin de León  
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Zlatko Theodorovic, Director, Finance, Judicial Council  
Peter Allen, Senior Manager, Communications, Judicial Council  
Steven Chang, Manager, Finance, Judicial Council  
Colin Simpson, Senior Budget Analyst, Finance, Judicial Council  
Andi Liebenbaum, Senior Governmental Affairs Analyst, Governmental Affairs, Judicial  
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Yvette Casillas-Sarcos, Administrative Coordinator, Governmental Affairs, Judicial  
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MR. MARTIN HOSHINO  
*Administrative Director,*  
*Judicial Council*

**Report Title:** *Report of Court Reporter Fees Collected and Expenditures for Court Reporter Services in Superior Court Civil Proceedings for Fiscal Year 2013–2014*

**Statutory Citation:** Assem. Bill 1759 (Stats. 2003, ch. 159)  
**Code Section:** Gov. Code, § 68086(f)

**Date of Report:** January 23, 2015

The Judicial Council has submitted a report to the Legislature in accordance with Government Code section 68086(f), which requires the Judicial Council to report concerning court reporter fees collected under Government Code sections 68086(a)(1), 68086(a)(2) and 68086.1 and expenditures on court reporter services in superior court civil proceedings statewide in each fiscal year.

The following summary of the report is provided per the requirements of Government Code section 9795.

This report provides information concerning court reporter fees collected under Government Code sections 68086(a)(1), 68086(a)(2), and 68086.1 and expenditures on court reporter services in superior court civil proceedings statewide in fiscal year (FY) 2013–2014. Trial courts reported collecting \$24,232,496 for the period July 1, 2013, to June 30, 2014. Because most courts do not track the amount of time court reporters spend in proceedings by case categories, statewide expenditures related to civil proceedings must be estimated. Expenditures on court reporter services in civil proceedings in FY 2013–2014 are estimated to have been \$69,809,060.

The full report is available at <http://www.courts.ca.gov/7466.htm>. A printed copy of the report may be obtained by calling 415-865-7966.



## JUDICIAL COUNCIL OF CALIFORNIA

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# REPORT TO THE JUDICIAL COUNCIL

For business meeting on: January 22, 2015

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**Title**

Judicial Branch Report to the Legislature:  
State Trial Court Improvement and  
Modernization Fund Expenditures for Fiscal  
Year 2013–2014

**Agenda Item Type**

Action Required

**Date of Report**

December 30, 2014

**Submitted by**

Judicial Council Staff  
Zlatko Theodorovic, Director  
Finance

**Contact**

Steven Chang, 415-865-7195  
steven.chang@jud.ca.gov

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**Executive Summary**

The Judicial Council staff recommends that the Judicial Council approve the *Annual Report of State Trial Court Improvement and Modernization Fund Expenditures for Fiscal Year 2013–2014*, as required by Government Code section 77209(i), to be sent to the Legislature.

**Recommendation**

The Judicial Council staff recommends that the Judicial Council:

1. Approve the *Annual Report of State Trial Court Improvement and Modernization Fund Expenditures for Fiscal Year 2013–2014*, and
2. Direct the Judicial Council staff to submit the report to the Legislature.

**Previous Council Action**

Government Code section 77209 was amended by SB 1021 (Stats. 2012, ch. 41) reflecting the creation of a successor fund, the State Trial Court Improvement and Modernization Fund, to the Trial Court Improvement Fund and the Judicial Administration Efficiency and Modernization

Fund. Previous reports on the Trial Court Improvement Fund have been required and submitted pursuant to Government Code section 77209 since fiscal year (FY) 2002–2003.

### **Rationale for Recommendation**

Government Code section 77209(i) requires that the Judicial Council annually report to the Legislature regarding use of the State Trial Court Improvement and Modernization Fund.

### **Comments, Alternatives Considered, and Policy Implications**

Since this report is required by the above referenced section of the Government Code, no alternatives were considered. This report is not required to circulate for public comment.

### **Implementation Requirements, Costs, and Operational Impacts**

Submission of this mandated report to the Legislature does not involve any implementation requirements, costs, or operational impacts for the trial courts.

### **Attachments**

1. Attachment A: *Annual Report of State Trial Court Improvement and Modernization Fund Expenditures for Fiscal Year 2013–2014*



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Hon. Joan P. Weber

MR. MARTIN HOSHINO  
Administrative Director,  
Judicial Council

January 23, 2015

Hon. Mark Leno  
Chair, Senate Budget and Fiscal Review Committee  
State Capitol, Room 5019  
Sacramento, California 95814

and

Chair, Joint Legislative Budget Committee  
State Capitol, Room 5100  
Sacramento, California 95814

Hon. Nancy Skinner  
Chair, Assembly Committee on Budget  
State Capitol, Room 6026  
Sacramento, California 95814

Re: *Report of State Trial Court Improvement and Modernization Fund Expenditures for Fiscal Year 2013–2014*, as required under Government Code section 77209(i)

Dear Senator Leno and Assembly Member Skinner:

The Judicial Council respectfully submits the attached *Report of State Trial Court Improvement and Modernization Fund Expenditures for Fiscal Year 2013–2014* under the reporting requirements stated in Government Code section 77209(i).

The State Trial Court Improvement and Modernization Fund is an important component of the judicial branch budget, supporting statewide services for the trial courts, ongoing technology programs and infrastructure initiatives, and educational and development programs, as well as innovative and model programs, pilot projects, and other special projects. The programs and initiatives detailed in this report highlight many of the judicial branch's efforts to ensure that all Californians are treated in a fair and just manner and have equal access to the courts.

Hon. Mark Leno  
Hon. Nancy Skinner  
January 23, 2015  
Page 2

If you have any questions related to this report, please contact Zlatko Theodorovic, Director  
Judicial Council staff Finance Office, at 916-263-1397.

Very truly yours,

Martin Hoshino  
Administrative Director of the Courts

MH/sc

Attachments

cc: Members, Joint Legislative Budget Committee  
Members of the Judicial Council  
Diane F. Boyer-Vine, Legislative Counsel  
Danny Alvarez, Secretary of the Senate  
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Hon. Mark Leno  
Hon. Nancy Skinner  
January 23, 2015  
Page 3

Peter Allen, Senior Manager, Communications, Judicial Council  
Steven Chang, Manager, Finance, Judicial Council  
Colin Simpson, Senior Budget Analyst, Finance, Judicial Council  
Andi Liebenbaum, Senior Governmental Affairs Analyst, Governmental Affairs, Judicial  
Council  
Yvette Casillas-Sarcos, Administrative Coordinator, Governmental Affairs, Judicial  
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DRAFT





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Hon. Charles D. Wachob  
Hon. Joan P. Weber

MR. MARTIN HOSHINO  
*Administrative Director,*  
*Judicial Council*

**Report Title:** *Report of State Trial Court Improvement and Modernization Fund Expenditures for Fiscal Year 2013–2014*

**Statutory Citation:** Ass. Bill 1700 (Stats. 2001, ch. 824)  
**Code Section:** Gov. Code, § 77209(i)

**Date of Report:** January 23, 2015

The Judicial Council has submitted a report to the Legislature in accordance with Government Code section 77209(i) regarding the use of the State Trial Court Improvement and Modernization Fund.

The following summary of the report is provided per the requirements of Government Code section 9795.

The State Trial Court Improvement and Modernization Fund is an important component of the judicial branch budget, supporting statewide services for the trial courts, ongoing technology programs and infrastructure initiatives, and educational and development programs, as well as innovative and model programs, pilot projects, and other special projects. The programs and initiatives detailed in this report highlight many of the judicial branch's efforts to ensure that all Californians are treated in a fair and just manner and have equal access to the courts.

In fiscal year 2013–2014, as of June 30, 2014, \$69.9 million was expended or encumbered from the State Trial Court Improvement and Modernization Fund for various programs and projects, including information technology services, legal services, education programs, and families and children programs.

The full report is available at <http://www.courts.ca.gov/7466.htm>. A printed copy of the report may be obtained by calling 415-865-7966.

**JUDICIAL COUNCIL OF CALIFORNIA**

**Hon. Tani G. Cantil-Sakauye**  
*Chief Justice of California and  
Chair of the Judicial Council*

**Martin Hoshino**  
*Administrative Director of the Courts*

**Mr. Curt Soderlund**  
*Chief Administrative Officer*

**ADMINISTRATIVE DIVISION**

**FINANCE**  
**Zlatko Theodorovic**  
*Director*

**Steven Chang**  
*Manager / Primary Author of Report*

# Annual Report of State Trial Court Improvement and Modernization Fund Expenditures for Fiscal Year 2013–2014

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JANUARY 2015



JUDICIAL COUNCIL  
OF CALIFORNIA

## Recommendations Regarding the IMF

Government Code section 77209 requires the Judicial Council to make “appropriate recommendations” to the Legislature concerning the State Trial Court Improvement and Modernization Fund (IMF) in the annual report. The council does not have recommendations at this time, but in the near future will be considering recommendations from the Trial Court Budget Advisory Committee and the council’s Technology Committee. The council will submit any recommendations in the next expenditure report or, if they require more immediate attention by the Legislature, in a separate communication.

## Resources, Expenditures, and Fund Balance Overview

In fiscal year (FY) 2013–2014, the IMF was supported by a variety of funding sources, including the 50/50 excess fees, fines, and forfeitures split revenue under Government Code (GC) section 77205(a), the 2 percent automation fund under GC section 68090.8(b), interest from the Surplus Money Investment Fund, royalties from publication of jury instructions under GC section 77209(h), and a transfer from the State General Fund. Including prior year adjustments and a transfer to Trial Court Trust Fund, the total available resources was \$96.7 million (see Attachment 1).

As of June 30, 2014, from allocations approved by the council for FY 2013–2014, \$69.9 million was expended and encumbered for various programs and projects, such as trial court security grants, self-help centers, education programs for judicial officers and trial court personnel, the litigation management program, complex civil litigation program, enhanced collections, information technology, and Phoenix financial and human resources services, all of which were managed by the Judicial Council staff (see Attachment 2). Of the \$69.9 million expended and encumbered, \$56.5 million was related to local assistance (distributions to trial courts or payments to vendors in support of trial courts), and \$13.4 million was related to administrative support provided by the Judicial Council staff.

Given the resources that were available for the fiscal year and the resulting expenditures and encumbrances, the fund ended the year with a positive balance of \$26.2 million (see Attachment 3).

## Use of IMF Resources for Trial Courts during FY 2013–2014

For FY 2013–2014 the council approved allocations of funding from IMF resources for various programs and projects that seek to improve trial court administration, increase access to justice and the provision of justice throughout the state, and improve court management, efficiency, case processing, and timeliness of trials. A description of how each project and program used its allocation of funding is included below.

## **Families and Children Programs**

### ***Self-Represented Litigants – Statewide Support***

\$99,999 was expended and/or encumbered to support statewide services available to court self-help centers in all of California's 58 trial courts. The California Online Self-Help Center has over 4,000 pages of content in English, also available in Spanish, as well as hundreds of links to other free legal resources. Over 4 million users view the self-help website annually. The self-help site also provides local courts with information that they can use to research, translate, and post local court information on their own. In a time when many courts have suffered staff reductions, the site enables California's courts to provide information and avoid duplicative work by making a wide range of resources available to them at one single location.

Updates to the California Courts Online Self-Help Center were also supported by this allocation. Instructional materials and forms to be used by self-help centers and the public, as well as translations for the self-help website and support staff that review Spanish language translations for accuracy, contributed to updating out-dated content on videos, editing to make them more "web-friendly," and added local content to make it available statewide.

The allocation supported professional educational content for self-help center staff on legal updates, and contributed to the maintenance of an extensive bank of resources for self-help and legal services programs to share such as sample instructions, translations, and other materials.

### ***Domestic Violence – Family Law Interpreter Program (Translation)***

\$20,167 was expended and/or encumbered to pay for the translation of domestic violence forms and instructions into Spanish, Chinese, Korean and Vietnamese, and to make them available to all courts. It is critical to keep these forms updated to reflect legislative changes.

### ***Self-Help Centers***

\$4,999,831 was distributed directly to the courts for public self-help center programs and operations. All 58 trial courts receive funding for their Self-Help Centers. The minimum allocation per court was \$34,000, with the remainder distributed according to population. Ninety-two percent of the funds distributed are used by the courts for staffing.

Reducing self-help services would increase court's other costs. When self-help staff are decreased, the number and complexity of questions and issues at the public counter increases substantially, thereby increasing line lengths and wait times. Likewise, self-help services improve the quality of documents filed, thereby reducing follow-up and clean-up work in the clerks' offices.

Evaluations show that court-based assistance to self-represented litigants is operationally effective and carries measurable short- and long-term cost benefits to the court. One study found that self-help center workshops save \$1.00 for every \$0.23 spent. When the court provides one-on-one individual assistance to self-represented litigants, savings of \$1.00 can be achieved from expenditures ranging from \$0.36 to \$0.55. If the self-help center also provides assistance to self-represented litigants to bring their cases to disposition at the first court appearance, the court saves \$1.00 for every \$0.45 spent. Demand for self-help services is strong. Courts indicate that they are not able to keep up with increasing public demand for self-help services and need additional staff. In a 2007 survey, the courts identified a need of \$44 million in additional funds to fully support self-help. Currently, the judicial branch has been able to allocate roughly a quarter of that amount, \$11.2 million annually from this fund and the Trial Court Trust Fund, assisting over 900,000 persons.

### ***Interactive Software – Self-Represented Electronic Forms***

\$60,069 was expended and/or encumbered to develop document assembly software programs that simplify the process of completing Judicial Council forms and other pleadings. Using a “Turbo-Tax” model, litigants enter information only once; the program automatically fills in the information on the rest of the form. This saves substantial time, and assists self-represented litigants in preparing understandable and legible pleadings. Self-help centers report that these programs can significantly enhance their efficiency and effectiveness. The time of clerks and judicial officers is similarly saved by having legible and fully completed documents.

### ***Educational Programs***

\$89,716 was expended and/or encumbered to support the biannual Beyond the Bench Conference, providing 70 educational workshops and 4 plenary sessions for 1400 attendees (judicial officers, attorneys, law enforcements, social workers, probation officers, and other professionals who deal with family and juvenile law proceedings). Conference content included legal updates, emerging issues, and best practices, and met continuing education requirements for attorneys, court administrators, mental health professionals, and probation officers.

The allocation further supported technical support to court-based Family Court Services programs as well as education for approximately 450 mediators, child custody recommending counselors, evaluators, and management staff to fulfill FC1850 and CRC mandates. Also funded were regional trainings, distance learning webinars, and videoconference programs, as well as a statewide program held in conjunction with CJER’s Family Law Institute. The statewide program included joint educational sessions for judicial officers, child custody mediators, recommending counselors, evaluators, and management staff. The statewide program also provided mandated training specifically designed for child custody mediators and recommending counselors hired within 6 months of the program, and provided continuing education for Family Court Services management staff.

The Youth Court Summit provided a statewide training program for approximately 150 youth court participants, judges, and staff. The funding was used for youth scholarships, lodging/meal costs, and speakers. This event was also partially funded by other outside sources and was a collaborative effort between the California Association of Youth Courts and the Judicial Council's Collaborative Justice Courts Advisory Committee.

### ***Publications***

\$20,000 was expended and/or encumbered to support the California Dependency Online Guide (CalDOG). The number of court professionals using CalDOG continues to grow. The website currently has 4,165 subscribers, a 34 percent increase compared to this time last year. Subscribers encompass most of the categories of judicial branch dependency stakeholders, including 268 judicial officers, 2,329 attorneys, 702 child welfare agency social workers, and 852 other child welfare professionals including educators, probation officers, tribal representatives, and psychologists. CalDOG provides subscribers with a bi-monthly email summary of new cases and other current information. Resources on the website include a comprehensive case law page with summaries and case text for California dependency and related state and federal cases, distance-learning courses including for-credit online courses that meet the eight-hour training requirement for new dependency attorneys; educational content, such as the curriculum and materials for AB 12/212 training, handouts from recent Beyond the Bench conferences and other events; and articles, brochures, videos, reference charts, and publications. CalDOG page views averaged 21,408 in June 2014.

## **Education Programs**

### ***Mandated, Essential & Other Education for Judicial Officers***

#### **New Judge Education and Primary Assignment Orientation Courses**

The allocation was expended and/or encumbered to pay for trial court participant lodging and business meals, meeting room rental, AV equipment and other program-related rentals, as well as participant materials production expenses for the New Judge Orientation, B.E. Witkin Judicial College, and Primary Assignment and Overview Courses.

All newly elected and appointed judges and subordinate judicial officers are required by Rule of Court 10.462 (c)(1) to complete new judge education offered by CJER by attending the New Judge Orientation Program within 6 months of taking the oath of office, attending an orientation course in their primary assignment within one year of taking the oath of office, and attending the B.E. Witkin Judicial College within two years of taking the oath of office. By rule of court, CJER is the sole provider for these audiences. These three programs which comprise the new judge education required under Rule 10.162(c)(1) have been determined by the CJER Governing Committee to be essential for new judges and subordinate judicial officers, and are specifically

designed for that audience. The content of each program has been developed by the various curriculum committees appointed by the CJER Governing Committee.

1. New Judge Orientation Program

\$83,480 was expended and/or encumbered to pay for the week-long New Judge Orientation (NJO) program that is designed to assist new judges and subordinate judicial officers in making the transition from attorney advocates to judicial officers and includes the subject areas of judicial ethics, fairness, and trial management. Program participants focus on ethics, including demeanor (demeanor issues are the number one cause of discipline by the Commission on Judicial Performance), fairness, and courtroom control in this highly interactive program, as well as learning about the judicial branch, Judicial Council, and the courts. The concept at NJO is to give the new judge the opportunity, as they begin their careers, to focus on the core of what it means to be a judge and to come away with a commitment to maintaining high standards in their work. The number of programs required depends on the number of judicial appointments in a given year. There are four highly experienced faculty members for the entire week.

2. B.E Witkin Judicial College

\$143,990 was expended and/or encumbered to pay for the two-week Judicial College that offers new judges and subordinate judicial officers a broader educational experience than the orientation courses while still emphasizing their current position as new bench officers. Extensive courses in evidence and other basic civil and criminal courses are offered as well as a multitude of relevant elective courses, including mental health and the courts, self-represented litigants, and domestic violence. The college class is divided into seminar groups which meet frequently during the college to provide participants an opportunity to discuss the courses, and answer questions that arise during the program. The college design is premised on the belief that working professionals learn best from each other. The small group design of the college, as well as the presence of trained seminar leaders, is a means to encourage this type of learning. This also allows participants to bring sensitive issues with them which they might be reluctant to raise at their local courts. The statewide program provides an early opportunity for new judges to see a variety of approaches within different courts. The number of Judicial College participants varies based on the number of judicial appointments. In the past, participation has ranged from approximately fifty-five to one hundred and forty judges and subordinate judicial officers.

3. Primary Assignment Orientation and Overview Courses

\$256,686 was expended and/or encumbered to pay for the Primary Assignment Orientation (PAO) courses that provides new judges and subordinate judicial officers with an intense immersion in their primary assignment (civil, criminal, probate, family, juvenile, traffic, probate) with a heavy emphasis on the nuts and bolts of the assignment, detailed procedures



and protocols, as well as classroom exercises designed to test their skills in the assignment. The courses are typically offered at one of three venues throughout the year, but some of the courses are offered multiple times throughout the year. These courses are also available to experienced judges who are moving into a new assignment for the very first time in their career and to judges returning to an assignment after a period of time.

In addition to the PAO courses, CJER offers advanced courses for experienced judges who are moving into new assignments which are substantively more complex than those covered by the PAO above (e.g., felony sentencing, homicide trials, and capital cases). These programs are designed for experienced judges who are expected by the education rule to take a course in their new primary assignment or to fulfill other statutory or case-law-based education requirements. There are also a number of courses developed by CFCC dealing specifically with domestic violence issues that CJER supports by augmenting the grant funds used for the programs and offering the programs at CJER venues. The funds are used to pay for participant meal costs that the grants cannot fund. By attending the domestic violence programming, judges and subordinate judicial officers also meet the provisions of California Rules of Court, Rule 10.464 which sets forth the education requirements and expectations for judges and subordinate judicial officers on domestic violence issues. Planned courses can accommodate approximately 680 participants per year.

All of the PAO courses are taught by judicial faculty who have been specifically trained for this education program and who are acknowledged experts in these assignments. Because these programs focus deeply on all of the major bench assignments, the Assigned Judges Program relies heavily on the PAO to provide its judges with the education and training they need to be able to take on assignments which these retired judges may never have had during their active careers. These PAO courses are statewide programs, offered throughout the year, that provide judges and subordinate judicial officers from all over the state the opportunity to network with their colleagues and learn the different ways various courts do the work of judging. This ensures cohesiveness of the bench, as well as the fair administration of justice statewide. Educating judges to understand the rules and issues of ethics and fairness enhances public confidence in the judiciary, and ensures access to justice.

The structure of NJO as well as the college also provides two staggered opportunities for new judges to develop relationships that last throughout a judicial officer's career. Many of the NJO exercises require new judges to reveal themselves in a very personal way. Bringing the newly assigned judges together also allows them to ask the faculty questions and discuss issues with them as well as with their colleagues. Uniformity in judicial practice and procedure is promoted by the sharing of ideas and best practices. The benefits to the individual judge, who is able to feel confident in his or her practice on the bench, and to courts, most of whom are unable to provide a systematic training program for judges, are

great. Moreover, providing a well educated judiciary enhances the administration of justice, increases the public's confidence in the judicial branch, and promotes support for the branch.

#### Continuing Judicial Education – Leadership Training

\$40,507 was expended and/or encumbered to pay for participant lodging and business meals, meeting room rental, AV equipment and other such program related rentals, and participant materials production expenses for the Presiding Judge/Court Executive Officer Court Management Program and Supervising Judges Program that offered educational opportunities for trial court judicial leadership.

These programs offer participants a chance to learn management techniques, strategies, and best practices designed for the unique environment of the courts. The ability to bring court leaders together to focus on the specific and special nature of their responsibilities is essential to the smooth, efficient, and fair operations of the court. These programs enable judges to fulfill continuing education hours and expectations under rules 10.462 (c) (2) and 10.462 (c) (2) (a-c).

#### Continuing Judicial Education – Statewide Judicial Institutes

\$95,919 was expended and/or encumbered to cover lodging and group meals for judges and subordinate judicial officers participating at the Criminal Law, Probate and Mental Health Law, and Cow County Institute programs. Additional costs covered include materials production, meeting room rental and AV equipment rental.

CJER offers institutes in all of the major trial court bench assignments (civil, criminal, family, juvenile, probate) as well as specific programs for appellate justices, rural court judges, appellate court attorneys, and trial court attorneys. The bench assignment institutes are designed primarily for experienced judicial officers, but judges new to the assignment also benefit from attending. These two-day programs typically offer between 12 and 20 courses covering topics of current interest, legal updates, and other current material. Participants frequently comment that the learning environment is greatly enhanced by meeting statewide with their colleagues, because it provides an opportunity to learn about different strategies for dealing with the many challenges faced by judges in the same assignment or by the specific audiences attending the institute. By attending these programs, judges and subordinate judicial officers achieve education hours towards the continuing education expectations and requirements of California Rules of Court. Attendance numbers at the institutes range from 70 to 140 attendees. Essential content is identified by Curriculum Committees appointed by the CJER Governing Committee and then more specifically developed by workgroups. This content can include in-depth coverage of common, yet complex, issues which are not covered in sufficient detail at the Primary Assignment Orientations. In addition, there are many course offerings on advanced topics as well as courses on recent developments in the law. The primary benefit to the courts, and the branch as a whole, is that statewide programming for experienced judges provides uniformity in

the administration of justice and the opportunity for judicial officers to learn from their more experienced peers. Additionally, some sessions may be videotaped by staff and posted online, where they are available to all judicial officers. In FY 2012–2013, the Education Plan developed by the CJER Governing Committee included the Institutes for Criminal Law, Probate & Mental Health Law and Cow County judges (judges in small, often rural courts who hear all assignments).

Continuing Judicial Education – Advanced Education for Experienced Judges

\$32,473 was expended and/or encumbered to pay for trial court participant lodging and business meals, meeting room rental, AV equipment and other such program related rentals, and participant materials production expenses.

CJER develops and provides a small number of advanced courses for experienced judges. These are continuing education courses designed to address advanced judging issues, and include such topics as Advanced Capital Case Issues, Complex Civil Litigation, and Civil and Criminal Evidence. CJER also supports the delivery of specialized courses in domestic violence and sexual assault offered by the Center for Families, Children and the Courts. CJER funds participant meal costs that CFCC's grant money cannot fund. As with the New Judge Orientation and Primary Assignment Orientation courses, these are statewide programs providing judges and subordinate judicial officers from all over the state the opportunity to work with and learn from their colleagues and exchange techniques and strategies. This enhances cohesiveness of the bench, as well as the fair and consistent administration of justice statewide. Planned courses can typically accommodate approximately 210 participants per year.

Continuing Judicial Education – Regional and Local Education Courses

\$3,150 was expended and/or encumbered to pay for trial court participant business meals and materials production expenses.

Statewide budget reductions over the past few years have necessitated that CJER develop and expand both local and regional programs because they offer a far less expensive alternative to statewide programming while preserving the quality of education. The content and courses that lend themselves to both regional and local programming are considered and identified by the Governing Committee's curriculum committees and are taught by experienced CJER judicial faculty.

***Essential and Other Education for Court Executives, Managers, and Supervisors***

Manager and Supervisor Training

\$26,551 was expended and/or encumbered to pay for business meals, meeting room rental, AV equipment and other program related rentals, as well as participant materials production

expenses and trial court participant lodging for the Core 40 Courses but not the Institute for Court Management (ICM) courses, for which the courts pick up the cost of participant lodging.

1. CORE 40

The CORE 40 course is an intensive one-week program for new and experienced trial court supervisors and managers. It contains valuable and practical information that can be used to improve leadership skills that result in the overall improvement in performance of staff. Classes are limited to 28 participants who are selected from applications received online. Topics include group development, employment law, and performance management, and experienced court personnel serve as the faculty.

2. Institute for Court Management (ICM)

ICM courses lead to certification by the National Center for State Courts in a number of national curriculum areas related to court management. The courses serve a dual purpose: (a) to provide relevant education courses for court leaders based on the core competencies identified by the National Association for Court Managers, and (b) to provide this education locally at a significantly reduced cost to courts and participants as compared to the national programs. This program grew out of a multi-state consortium formed in 2008 between the California Judicial Council ICM, and six other states interested in enhancing the existing ICM certification program and preparing court leaders with the skills and knowledge they need to effectively manage the courts. This effort resulted in the ability of CJER to provide education and certification for court managers and supervisors. In the past, the courts had to pay ICM to bring these courses to their location, or to send their staff to NCSC headquarters in Williamsburg, Virginia, the cost for which was prohibitive for most courts. CJER's ability to offer these courses at the regional offices using California faculty has allowed all courts – small, medium, and large – to reap the benefits of this program.

The initial capital investment has yielded extremely positive results in advancing judicial branch education for court leaders. Since June 2009, over 90 court leaders have achieved the Certified Court Manager or Certified Court Executive certification from ICM, and there have been approximately 900 course participants who have taken one or more courses. The ICM courses are taught and held within California, making attendance affordable and convenient.

***Essential and Other Education for Court Personnel***

Court Personnel Institutes

\$122,895 was expended and/or encumbered to pay for trial court participant lodging and business meals, meeting room rental, AV equipment and other such program related rentals, and participant materials production expenses for the Court Clerk Training Institute (CCTI) and Trial Court Judicial Attorneys Institute (TCJAI).

### Court Clerk Training Institute (CCTI)

The week-long Court Clerk Training Institute (CCTI) offers courtroom and court legal process clerks education in each substantive area of the court (civil, traffic, criminal, probate, family, juvenile). The institute provides training in Rules of Court, changes in the law, customer service, and other aspects of performance that impact court operations “behind the scenes”.

CCTI has a special relationship with the smaller courts, although all 58 courts have accessed this education for their staff. Smaller courts do not typically have training departments and rely on CJER to provide a statewide perspective on the duties and responsibilities of courtroom and counter staff. The larger courts often provide faculty for this program. CCTI has been an essential education program for courts for more than 25 years and continues to prepare court staff for the essential functions of their jobs consistent with the law and statewide practices. In addition to legal process and procedure, classes stress statewide consistency, ethical performance, and efficient use of public funds.

### Trial Court Judicial Attorney Institute (TCJAI)

This multi-day biennial statewide education program is designed to meet the educational needs of trial court judicial attorneys. This program includes education in dealing with the issues currently dominating in the trial courts, such as criminal realignment, anti-SLAPP litigation, elder abuse, and so forth in addition to the traditional areas of civil, criminal, family, juvenile, and probate. Courses dealing with ethics and related topics are also included. Trial court attorneys from across the state attend this program. This institute provides much needed education, especially for the smaller courts that do not have local education for this critical audience. This program typically serves nearly 200 trial court attorneys. It should also be noted that trial court attorneys, unlike other government employed attorneys, are not exempt from the MCLE requirements of the California State Bar and as such, this education program provides an essential education venue for them.

### Regional and Local Court Staff Courses

\$8,258 was expended and/or encumbered to pay for trial court participant business meals, meeting room rental, AV equipment and other such program related rentals, and participant materials production expenses for the Regional and Local Court Staff Courses and Core Leadership and Training Skills.

#### 1. Regional and Local Court Staff Courses

Regional and local court staff courses allow CJER to provide high-quality education to trial court personnel at a greatly reduced cost and with greatly enhanced convenience to the courts. The courses and programs included in both the regional and local programming are considered and identified by the Governing Committee’s curriculum committees, and are taught by experienced CJER faculty. Courses cover a wide array of topics including human

resources, traffic court, and case processing in the major court assignments of civil, criminal, probate, family, and juvenile, as well as broad topics relevant to all court staff, such as preventing sexual harassment.

## 2. Core Leadership and Training Skills Course

This course is designed for lead/senior clerks and assistant supervisors. Among other things, this two-day course teaches participants skills that contribute to effective leadership, discusses challenges to leading friends and former peers, and identifies strategies to meet those challenges, and identifies approaches to building successful and effective work relationships at all levels of the organization.

### ***Faculty and Curriculum Development***

#### Trial Court Faculty Expenses – Statewide Education Programs

\$231,803 was expended and/or encumbered to cover lodging, group meals, and travel for pro bono faculty teaching at trial court courses and programs. The amount needed directly correlates with the amount of statewide, regional and local trial court programs and products developed and provided. Enabling expert judges, court executives, managers and staff to share their knowledge and experience by teaching their peers is the core mechanism by which CJER leverages otherwise local resources for the good of all California courts. All courts benefit from this resource, and all Californians who rely on the courts benefit from an educated judiciary. Faculty members who are asked to serve as volunteers are not likely to be able to offer their services for statewide benefit if their expenses are not paid for by CJER.

#### Faculty Development Expenses

\$41,806 was expended and/or encumbered to cover the cost of lodging, group meals, and travel for trial court participants at train the trainer and faculty development programs, some of which are foundational for new faculty and some of which are designed to support specific courses or programs. It may also have been used for meeting room rental, AV equipment and other such program related rentals, and participant materials production expenses.

Current CJER faculty development programs include such programs as a) critical course and/or program specific faculty development (e.g. New Judge Orientation, the B.E. Witkin Judicial College, and Institute of Court Management); b) Design Workshops for new or updated courses in development such as, regional one-day and orientation/institute courses; c) advanced faculty development courses (offered this year as webinars) which allow faculty to work on more complex faculty skills; and d) short lunchtime webinars for advanced faculty on discrete faculty development topics. As a result of the Faculty Development Fundamentals course provided in previous years, many new courses have been developed by the participants and those courses are now offered statewide under the local court training initiative.

### Curriculum Committees and Education Plan Development Expenses

\$435 was expended and/or encumbered to pay for business meal costs of judges and court staff that serve on the committees involved in curriculum development work.

### ***Distance Learning***

#### Distance Education – Satellite Broadcast

\$137,560 was expended and/or encumbered to pay for transmission of statewide educational satellite broadcasts for trial court audiences, new satellite downlink site installation work in trial court facilities, and maintenance and repair work and fees associated with existing trial court satellite downlink sites.

The development of alternative methods for delivery of education was established by the CJER Governing Committee as a strategic goal in the mid 1990s. The intent of the Governing Committee was to meet an increasing need for education by judges, managers and staff by establishing cost effective delivery mechanisms that were an alternative to traditional statewide programs and written publications. Staff was directed to identify or research new technologies to increase education for judges, enable new educational services for court staff and manager audiences, and provide mechanisms for continuing delivery of education even during tight budgetary times.

CJER has met the goal of providing distance education to all judicial branch audiences, and much of it is delivered via the educational satellite broadcast network. The satellite network serves as the core delivery method for staff and manager/supervisor education, providing a comprehensive and timely statewide mechanism to high-quality staff education that is, for many courts, the only source of staff education. Many of the broadcasts are also recorded and available online or as DVDs to serve as resources for local training throughout the year. Training that is required statewide, including sexual harassment prevention training, is delivered regularly by satellite broadcast, and time sensitive training has been provided for judges on a number of occasions in response to new legislation such as mental health records or criminal justice realignment legislation.

Education is delivered via satellite to court staff and includes such topics as:

- Updates to the ADA
- The jury process
- Felony and misdemeanor appeals
- Certifying copies
- Customer service

Education is delivered via satellite for court managers and supervisors and includes such topics as:

- Handling disasters
- Coaching and communication
- Technology management
- Change Management
- Stress Management
- Preventing and Responding Sexual Harassment

Education is delivered via satellite for presiding judges and court executive officers and includes such topics as:

- ADA issues for Court Leaders
- Court Security
- Ethical Excellence

Education delivered via satellite for trial court judicial officers includes such topics as:

- Assembly Bill 939 Family Law Proceedings Overview
- Judicial Canons Updates
- How a child enters the Juvenile Dependency system

#### Distance Education – Online Video, Webinars, and Videoconferences

\$7,448 was expended and/or encumbered to pay for storage, encoding, and transmission of trial court statewide educational video products delivered online, for captioning of videos and broadcasts if needed, and for some webinar-based education costs.

A natural evolution of the Satellite Broadcast initiative has been the development of online instructional videos, videoconferences, and webinars. These three lines of educational products leverage the distance learning technologies employed by the Judicial Council over the past ten years, and enable CJER to develop multiple product lines to meet the educational needs of virtually every judicial branch audience it serves. The broadcast video production studio, which was originally created for the purpose of developing and transmitting broadcasts, is now used frequently to create instructional videos which are immediately uploaded to the judicial and administrative web sites. Funding was needed to enable streaming of judicial education videos to mobile devices like iPads as well as desktop computers, and to improve video quality to a standard that users have come to expect.

## **Special Services for Court Operations**

### ***Trial Court Performance and Accountability***

\$9,124 was expended and/or encumbered to pay for meeting expenses of the Workload Assessment Advisory Committee (WAAC), a standing Judicial Council advisory committee consists of court administrators and judges from fifteen courts, which is charged with, among



other things, updating the court staff and judicial workload models. In FY 13-14, WAAC members oversaw updates to the Resource Assessment Study (RAS) model, updates to the methodology used to prioritize new judgeships that may be authorized and funded by the Legislature, updates to subordinate judicial officer conversions using more recent workload data, and the submission of two mandated legislative reports.

The allocation was used to reimburse travel expenses for WAAC members. Additionally, funds were used to reimburse travel expenses for the WAAC chair to present a report from WAAC to the Judicial Council in December 2013. The funds were also used to provide a phone line for meetings held via conference call.

***JusticeCorps (Court Access and Education)***

\$331,000 was expended and/or encumbered to support the California JusticeCorps program, an AmeriCorps national service program now in its 10th year. JusticeCorps operated in 7 superior courts throughout the state. In FY 2013-2014, JusticeCorps was funded with an AmeriCorps grant (federal funding administered through a California Executive Branch agency) of \$850,000. Required matching funds for the grant are provided by the participating courts and the State Trial Court Improvement and Modernization Fund.

The JusticeCorps program trains and places college students at court-based self-help centers to assist self-represented litigants. Working under the supervision of attorneys or other court staff, JusticeCorps members help litigants by identifying appropriate forms, helping litigants complete and file the forms properly, and providing information and referrals to related services. In this past program year, the program recruited, trained, and placed 238 undergraduate university students (each completing 300 hours of service) and 24 post-graduate members (each completing 1,700 hours of service) in court-based legal access self-help centers in 7 counties throughout the state.

The allocation supported the tenth year of JusticeCorps program operations at 7 courts (Superior Courts of Alameda, Los Angeles, San Diego, Contra Costa, San Francisco, San Mateo, and Santa Clara Counties). In the FY 2013-2014 program year JusticeCorps' 262 members provided assistance to more than 100,000 litigants at these court sites.

All of the funding was distributed via intrabranch agreements directly to JusticeCorps lead courts—Los Angeles, Alameda, and San Diego—to ensure their established, successful program operations could continue and grow. Allocations were as follows:

- Superior Court of Los Angeles County: \$169,000
- Superior Court of Alameda County: \$122,000
- Superior Court of San Diego County: \$40,000

The allocation was used by these courts to support program operating expenses—including staff salaries, training expenses, and other member support costs—all of which count toward the grant “match” required to fully leverage the annual federal grant funding from the Corporation on Community and National Service (CNCS) through our state funder, CaliforniaVolunteers (CV). CNCS oversees federal AmeriCorps grant funding and CV administers AmeriCorps programs in California. Final invoices on IMF funding are not due from the courts until January 31, 2015 but projections indicate that the allocation will be fully spent down.

The JusticeCorps program has a proven track record of measurable results. Quantifiable data on instances of and quality of assistance is collected and analyzed daily during the program year. Program impacts are detailed in semi-annual progress reports to the funder (CaliforniaVolunteers or “CV.”) which also regularly monitors fiscal and administrative operations to ensure the program is in compliance. In addition to serving nearly 700,000 people since the program began in 2005, the program has been through numerous fiscal and file reviews via CV, which yielded only minor findings—often none at all. The history, scope, and impact of the JusticeCorps program can be found at the [California Courts website](#) and about AmeriCorps at the [CNCS website](#).

***Court Interpreter Program (Testing, Development, Recruitment and Education)***

\$118,797 was expended and/or encumbered to pay for the testing, orientation, and recruitment of new interpreters and interpreter candidates, providing ethics training for newly enrolled interpreters, and statewide expansion of technological solutions for American Sign Language interpretation. Funds were also expended for activities and resources required for the Judicial Council approved Joint Working Group for California’s Language Access Plan, which include all members of the Court Interpreters Advisory Panel, to develop a comprehensive statewide language access plan. The allocation was specifically used as follows:

- Contractual administration of court interpreter certification and registration exams (written and oral exams administered to approximately 2,100 candidates per year), including a portion of the contractual cost for test administration provided by our test administrator, Prometric Inc.
- The National Center for State Courts (NCSC) formula-based fee assessment that supports and provides funding for the state court interpreter testing program. Cost effective benefits of participating in this program include, access to NCSC court interpreter test instruments, which are shared by other member states, providing consistency in testing standards nationwide. Other benefits include certification test rater training and development and upgrades of test instruments.
- Outreach and recruitment of potential future certified and registered court interpreters. Funds expended include registration and sponsorship fees for events and conferences

offered by the following organizations: California Healthcare Interpreters Association; National Association of Judiciary Interpreters and Translators; and, Registry of Interpreters for the Deaf, Region V.

- Three ethics workshops for all newly certified and registered interpreters. Ethics workshops are mandatory for all newly certified or registered interpreters, and meet educational and compliance requirements established by the Judicial Council. The funds expended include the contractual cost of the educators/trainers, and cost of producing and shipping materials.
- Further expansion of the use of video remote technology resources to leverage interpreter resources where American Sign Language interpreters are needed throughout the state, including the cost of purchasing video remote equipment, training on the use of equipment, and service/maintenance support for direct use by fourteen courts.
- Production of court interpreter badges (for approximately 250-300 interpreters per year), including the contractual production cost for the badges.
- Costs associated with the Joint Working Group for California's Language Access Plan (JWG). In line with the Judicial Council approved Court Interpreters Advisory Panel Annual Agenda, the JWG engaged in substantive work during fiscal year 2013-2014. The goal of the JWG is to develop a statewide language access plan that includes recommendations, guidance, and a consistent statewide approach to ensure language access throughout the courts. Funds used to support committee member participation in three public hearings throughout the state and two in person meetings of the JWG.

### ***2015 Language Needs Study***

\$293,347 was expended and/or encumbered to conduct the 2015 Language Use and Need Study as required every five years under Government Code §68563 which reads:

*The Judicial Council shall conduct a study of language and Interpreter use and need in court proceedings, with commentary, and shall report its findings and recommendations to the Governor and to the Legislature not later than July 1, 1995, and every five years thereafter. The study shall serve as a basis for (1) determining the need to establish interpreter programs and certification examinations, and (2) establishing these programs and examinations through the normal budgetary process. The study shall also serve as a basis for (1) determining ways in which the Judicial Council can make available to the public, through public service announcements and otherwise, information relating to opportunities, requirements, testing, application procedures, and employment opportunities for interpreters, and (2) establishing and evaluating these programs through the normal budgetary process*

### ***California Language Access Plan***

\$65,000 was expended and/or encumbered to retain the services of a consultant/attorney with considerable expertise on language access issues, to research, assess, and assist with the development of the Language Access Plan. The final plan is anticipated to be presented to the Judicial Council for review and approval early 2015.

### ***Trial Court Security Grants***

\$1,198,904 was expended and/or encumbered to use for trial court security enhancement projects. Statewide master agreements were used for the purchase, installation, and maintenance of video surveillance, access, and duress alarm systems in trial court facilities. Other security enhancement projects included ballistic window glazing and tinting for judge's chambers, and fencing for secured judicial officer parking. Funds were also used for the purchase of evacuation devices for the Los Angeles Court. The first group of devices was purchased in FY 2012–2013 as a pilot project to determine the effectiveness of evacuation devices in high-rise facilities. Positive feedback from both court and sheriff staff in the Los Angeles Court supported the purchase of additional equipment. This was the second of three purchases, the last of which will be funded in FY 2014–2015. In addition, funds were used to provide training to trial courts on the preparation and maintenance of their continuity-of-operations plans.

## **Legal Services**

### ***Litigation Management Program***

\$3,442,205 was expended and/or encumbered to pay the costs of defense—including fees for private counsel—and to pay settlements of civil claims and actions brought against covered entities and individuals. GC section 811.9 requires the Judicial Council to provide for the representation, defense, and indemnification of the state's trial courts, trial court judicial officers, and court employees.

### ***Judicial Performance Defense Insurance***

\$919,892 was expended and/or encumbered to pay for the portion of the CJP defense master insurance policy that covers claims by superior court judges and subordinate judicial officers. The Commission on Judicial Performance (CJP) Defense Insurance program was approved by the council as a comprehensive loss-prevention program in 1999. The program (1) covers defense costs in CJP proceedings related to CJP complaints, (2) protects judicial officers from exposure to excessive financial risk for acts committed within the scope of their judicial duties, and (3) lowers the risk of conduct that could lead to complaints through required ethics training for judicial officers.

### ***Subscription Costs – Judicial Conduct Reporter***

\$15,535 was expended and/or encumbered to cover the annual subscription cost for this publication. The *Judicial Conduct Reporter* is a quarterly newsletter published by the American Judicature Society. It reports on recent opinions and other issues involving judicial ethics and discipline. It is provided to all judicial officers as part of the Judicial Council ethics education program, which was implemented as a means of risk management when the council initiated the Commission on Judicial Performance Defense Insurance program.

### ***Trial Courts Transaction Assistance Program***

\$457,118 was expended and/or encumbered to pay attorney fees and related expenses to assist trial courts in numerous areas, including business transactions, labor and employment negotiations, finance and taxation matters, and real estate. The additional area in which legal assistance was provided reflects council actions to expand the scope of the program. The council established the Trial Court Transactional Assistance Program in July 2001 as a means by which the Office of the General Counsel (now the Legal Services Office) could provide transactional legal assistance to the trial courts through outside counsel selected and managed by the LSO.

### ***Jury System Improvement Projects***

\$13,410 was expended and/or encumbered to: (1) support the meeting expenses of the Judicial Council's Advisory Committees on Civil and Criminal Jury Instructions, and (2) cover the expense of obtaining copyright protection for the official CACI and CALCRIM publications. The Jury System Improvement Projects are supported by royalty revenue from the publication of the Judicial Council's civil (CACI) and criminal (CALCRIM) jury instructions. The Judicial Council's Advisory Committees on Civil and Criminal Jury Instructions prepare new and revised instructions and propose their adoption to the council. On approval, the instructions are then copyrighted and licensed to commercial publishers. The publishers pay royalties to the council based on sales of the instructions.

### ***Alternative Dispute Resolution Centers***

\$59,478 was expended and/or encumbered to support a contract for the development of a distance-learning course to help mediators in court-connected mediation programs for civil cases more effectively mediate cases with one or more self-represented litigants. This program helps courts meet the goal of standard 10.70(a) of the California Standards of Judicial Administration, which provides that all trial courts should implement mediation programs for civil cases as part of their core operations. The Alternative Dispute Resolution program also continued to implement the council's February 2004 directive that Judicial Council staff work with the trial courts to (1) assess their needs and available resources for developing, implementing, maintaining, and improving mediation and other settlement programs for civil cases; and (2) where existing resources are insufficient, develop plans for obtaining the necessary resources.

### ***Complex Civil Litigation Program***

\$4,001,074 was expended and/or encumbered to provide support for the Complex Civil Litigation Program, which began as a pilot program in January 2000 to improve the management of complex civil cases. In August 2003, the council made the program permanent. During this reporting period, all funds went directly to courts to support the operation of 17 courtrooms or departments exclusively handling complex cases in the Superior Courts of California, Alameda, Contra Costa, Los Angeles, Orange, San Francisco, and Santa Clara Counties.

### ***Regional Office Assistance Group***

\$1,218,654 was expended and/or encumbered to pay for six attorneys, one administrative coordinator and one secretary working primarily at three locations to establish and maintain effective working relationships with the trial courts and serve as liaisons, consultants, clearinghouses, advocates, and direct legal services providers to the trial courts in the areas of transactions, legal opinions, and labor and employment.

### **Audit Services**

\$628,068 was expended and/or encumbered for five staff auditor positions in the Audit Service unit, which conducts comprehensive audits (financial, operational, and compliance) at each of the 58 trial courts once every 3 or 4 years encompassing these primary areas, such as court administration, cash control, court revenues and expenditures, and general operations .

### **Fiscal Services**

#### ***Other Post-Employment Benefits (OPEB) Valuation Report***

\$600,079 was expended and/or encumbered to retain an actuarial firm to assist trial courts in meeting the requirements established in Governmental Accounting Standards Board (GASB) Statements 43 and 45, which require government entities to disclose their accrued liability for OPEB and related information at least once every other year.

Post-employment benefits may be provided through a county retirement system, CalPERS, or directly through benefit providers. Each trial court offers its own benefits package, and some may offer more than one package depending on the provisions of their collective bargaining agreements. Due to the specialized terminology associated with the complex rules and regulations for collecting the required information, as well as the specialized calculations involved in determining the valuations of these post-employment plans, these reports must be developed by a licensed actuary. Completed valuation reports are submitted to the State Controller's Office so that the required data can be included in the state's comprehensive annual financial report. In FY 2013-14, this reporting process included secondary reviews and

subsequent revisions of completed valuations due to the establishment of OPEB trusts by numerous courts. These contributions often affect the liability obligations, thereby reducing future liabilities in certain instances and requiring revised valuations.

### ***Budget-Focused Training and Meetings***

\$45,527 was expended and/or encumbered to support meetings of the Trial Court Budget Advisory Committee and associated subcommittees that deal with trial court funding policies and issues. The allocation was also used to support budget related meetings and conference calls in support of branch budget advocacy efforts, as well as to support budget training for trial court staff, including annual training on various fiscal related schedules.

### ***Treasury Services – Cash Management***

\$160,649 was expended and/or encumbered to pay for the compensation, operating expenses and equipment costs for two accounting staff. Staff are engaged in the accounting and distribution of all uniform civil fees (UCF) collected by the trial courts. Responsibilities include receiving cash deposits and monthly collection reporting of UCF for all 58 trial courts, entering UCF reporting into a web-based application that calculates the statutory distributions, executing the monthly cash distributions when due to state and local agency recipients, and completing the financial accounting for the function. Staff performed other cash management and treasury duties as needed for the trial courts.

### ***Trial Court Procurement***

\$25,812 was expended and/or encumbered to pay for phone services and rent allocation for one position in Business Services that provided procurement and contract related services at a statewide level to save trial courts resources by not having to perform the same services.

### ***Enhanced Collections***

\$595,699 was expended and/or encumbered to support four positions, three court services analysts and one administrative coordinator, working for the Enhanced Collections Unit. The unit provides professional support and technical assistance to court and county collections programs to improve collections of court-ordered debt statewide. The unit assists programs with the development and modification of operations to help meet the performance measures, benchmarks, and best practices established and adopted by the Judicial Council. In collaboration with the California State Association of Counties, California Revenue Officers Association, Probation Business Managers Association, Victims Compensation and Government Claims Board, and other stakeholders, the unit identifies statutory changes needed to improve the collection of delinquent fines, fees, forfeitures, penalties, and assessments.

The unit also provides ongoing professional and technical support to justice partners to improve the effectiveness of the statewide collection of delinquent court-ordered debt. Enhancement

activities include collaboration with the Franchise Tax Board's Court-Ordered Debt and Interagency Intercept programs, assistance with the implementation of memoranda of understanding between the collaborative court and county collection programs, and the development of statewide master agreements with collections vendors. Staff also provide annual training on collections data reporting requirements set forth in statute and council policy.

## **Human Resources Services**

### ***Employee Assistance Program for Bench Officers***

\$29,158 was expended and/or encumbered to maintain mental health referral services for judges throughout the judicial branch for the period January 2014 through June 2014. These services were made available to the 1,579 superior court judges in California, as well as assigned judges and subordinate judicial officers. Utilization rates remained relatively low, consistent with industry standards.

The Judicial Council, at the recommendation of the Revenue and Expenditure Review Subcommittee and the Trial Court Budget Advisory Committee, approved the elimination of the Judicial Officers Assistance Program due to low utilization. As a result, the program was discontinued July 1, 2014.

### ***Workers' Compensation Reserve***

\$719,749 was expended and/or encumbered to pay for a tail claim that was settled with a county. SB 2140 established the courts as separate employers effective January 1, 2001, whereby court staff went from being county employees to court employees. However, since the state-administered Judicial Branch Workers' Compensation Program (JBWCP) only came into existence as of January 1, 2003, this created a "runoff" or "tail claim" situation for the files with dates of injury occurring from January 1, 2001, to the date the files were transferred from the counties to the JBWCP. The Judicial Council has been resolving the monies owed to the counties for claims payment and administration for those losses with dates of injury occurring between January 1, 2001 and the date the files were transferred to the JBWCP, in addition to transferring those tail claims to the JBWCP.

### ***Human Resources – Court Investigation***

\$100,000 was expended and/or encumbered to pay for invoices related to court investigations stemming from courts' personnel issues. The firms investigated ten matters at nine courts. Due to the sensitive and often complex nature of these investigations, some matters took a number of months to complete.

### ***Trial Court Labor Relations Academies and Forums***



\$34,127 was expended and/or encumbered to pay for conference room and lodging costs associated the Labor Relations Academies and Forums. Participation figures are as follows:

	# of Participants	# of Courts Represented
<b>Labor Relations Forum</b>		
Northern California	56	28
Southern California	33	10
<b>Labor Relations Academy I</b>		
Northern California	12	10
Southern California	30	11
<b>Labor Relations Academy II</b>		
Northern California	54	27
Southern California	24	10

The Academies and Forums are offered to court professionals who support or directly participate in labor relations and negotiations. Academy I is a two-day program, which includes a basic introduction to labor relations and provides participants with the experience of engaging with others in a bargaining role-playing exercise. Academy II is a two-day program, where participants discuss current topics and trends, strategies for resolving complex labor issues and best practice recommendations from subject matter experts in labor relations. The one-day Forum serves as an interactive platform for problem solving, information sharing, education, and discussion of issues.

## **Information Technology Services**

### ***Telecommunication Support***

\$15,579,291 was expended and/or encumbered to provide a program for the trial courts to develop and support a standardized level of local network infrastructure for the California superior courts. This infrastructure provides a foundation for local court systems and enterprise applications such as Phoenix, and hosted case management systems via shared services at the California Courts Technology Center, which eases deployment, provides operational efficiencies, and secures valuable court information resources. Activities that were funded included network maintenance, which provides the trial courts with critical vendor support coverage for all network and security infrastructure; and network security services, which maintain network system security and data integrity of court information by offering three managed security services: managed firewall and intrusion prevention; vulnerability scanning; and web browser security and network technology training for court IT staff.

***Statewide Planning and Development Support***

\$5,091,094 was expended and/or encumbered to support delivery of a number of technology initiatives. These initiatives include the Judicial Branch Enterprise Licensing and Policy budget, which funds the Oracle Branchwide License Agreement (BWLA) and the Enterprise Architecture (EA) program. The Oracle BWLA frees up local courts from having to manage complex software asset management and costly annual maintenance renewals. Local courts may access and install these Oracle products at no charge in any environment. Enterprise architects provide support to guide the development and implementation of statewide applications and ensure compatibility with California Court Technology Center infrastructure, communications, and security protocols.

***Interim Case Management Systems***

\$1,052,564 was expended and/or encumbered to provide program management support to 15 courts using the Sustain Justice Edition (SJE) case management system. Nine of the 15 SJE courts are hosted and supported from the CCTC. The allocation also was used to provide maintenance and operations support, such as implementation of legislative updates, application upgrades, production support, disaster recovery services, CCTC infrastructure upgrades, and patch management. Six locally hosted SJE courts use ICMS program resources for legislative updates and SJE support as needed. The program supports SJE interfaces to the Department of Motor Vehicles, Department of Justice, and Judicial Branch Statistical Information System, as well as custom interfaces with Franchise Tax Board Court-Ordered Debt Collections program, interactive voice / interactive web response processing, issuance of warrants, traffic collections, failure-to-appear / failure-to-pay collections, and web portal interfaces.

***Data Integration***

\$3,314,047 was expended and/or encumbered to continue work with trial courts to develop and implement a statewide approach to data exchange standards and the integrated service backbone—a leveraged, enterprise-class platform for exchanging information within the judicial branch and between the judicial branch and its integration partners. The Data Integration program worked with California Department of Justice (CA DOJ) and the Santa Clara Superior Court on a grant-funded California Disposition Reporting Improvement Project to exchange data between the trial courts and the CA DOJ. Work was also done developing a successful proof-of-concept for a cost-saving web service-based alternative means of accessing California Department of Motor Vehicle data for the courts.

***California Courts Technology Center (CCTC)***

\$9,453,348 was expended and/or encumbered to provide ongoing technology center hosting or shared services to the trial courts, as well as a full disaster recovery program. Applications hosted at the CCTC include Microsoft Exchange, Microsoft Active Directory, Computer-Aided Facilities Management, Integration Services Backbone, and local court desktop/remote server

support. The CCTC continued to host the Phoenix Financial System (serving all 58 courts) and the Phoenix Human Resources/Payroll System (serving nine courts). Three case management systems (CMSs) operate out of CCTC: Sustain (SJE); the criminal and traffic CMS (V2); and civil, small claims, mental health and probate CMS (V3). Some courts leverage the third party contract to also receive full IT services for their local court including desktop support, helpdesk, file server management, and email.

### ***Jury Management System***

\$600,000 was expended and/or encumbered to provide grant funding to the trial courts. In FY 2013–2014, all twenty two courts that submitted jury grant funding requests received some level of funding for their jury management system projects. All courts are eligible to apply for jury funding. The number of courts receiving grants varies according to number and size of grant requests submitted, as well as the available funding. All 58 trial courts have an opportunity to participate and take advantage of this program. To date, 55 of 58 courts have received some level of funding.

### ***California Law Enforcement Telecommunications System (CLETS) Services***

\$470,718 was expended and/or encumbered to provide support for the program, ongoing maintenance, to refresh servers and upgrade software applications. Eight superior courts use the CLETS access program, with one additional court in the deployment phase and a second court in the process of applying to the California Department of Justice (CA DOJ) for access. CLETS access, as provided by the CA DOJ, was enabled during FY 2006–2007 through the California Courts Technology Center, with the implementation of hardware, software, and telecommunications services.

### ***California Courts Protective Order Registry (CCPOR)***

\$444,559 was expended and/or encumbered to provide a statewide protective order repository that provides complete, accessible information on restraining and protective orders to the 37 counties currently participating (40 by December 31st). The allocation was used to cover the hosting costs of the CCPOR application at the California Courts Technology Center, maintain the application code, and provide user support to the court and local law enforcement agency users of the system. CCPOR was also provided with read-only access to 13 tribal courts and 35 Orange County Superior Court judicial officers and their clerks.

### ***Testing Tools – Enterprise Test Management Suite (ETMS)***

\$437,586 was expended and/or encumbered to support the use of ETMS (IBM Rational testing suite) for applications, including maintenance for the civil, small claims, mental health, and probate case management system (V3) and the California Courts Protective Order Registry (CCPOR). The ETMS records and tracks progress for software enhancement requests, defects and is used to improve the quality management of the applications. These tools ensure that mission-

critical applications are delivered with a consistent high quality, maximizing function and minimizing defects.

### ***Uniform Civil Fees System (UCFS)***

\$350,858 was expended and/or encumbered to pay for staffing and operating expenses to support the UCFS that automates centralized reporting and distribution of UCF cash collections. Funding supported the refresh and upgrade of the technical infrastructure on which UCFS operates in order to keep UCFS secure, technically viable, and vendor supportable.

### ***Justice Partner Outreach and e-Services***

\$234,637 was expended and/or encumbered to maintain staffing for the program. This program promotes the Judicial Council's objectives for court e-services and e-filing initiatives by supporting the planning and implementation of electronic filing of court documents, as well as electronic service of court documents, to all 58 California superior courts and local and state justice/integration partners. This program also provides representation for the judicial branch at key partner justice forums. Justice Partner Outreach and e-Services continues to participate in local, state and national task forces and committees regarding information sharing, disposition reporting, and e-filing standards and systems, including e-filing document management and self-represented litigant access to electronic filing.

### ***Adobe Lifecycle Reader Services Extension***

\$129,780 was expended and/or encumbered to continue the ongoing software maintenance for Adobe Forms. There are nearly one thousand state-wide forms and over two thousand local forms that are used in the trial courts. A PDF form can be "fillable" but it can also be savable for later updates with this Adobe license agreement. Other than the ability to save the form for later updates, the other innovations are data validation, auto-population of data fields, XML tagging of data fields, file embedding and E-Filing.

## **Trial Court Administrative Services**

### ***Phoenix Program – Financial Management Systems***

\$11,074,899 was expended and/or encumbered to pay for the program. Of this amount, \$3.3 million was used for required licensing, hardware, maintenance and operations (M&O), technology center support costs, and end-user training in direct support of the trial courts. Staff in the Phoenix Program's Enterprise Resource Planning Unit and Shared Services Center was supported by the remaining \$7.8 million.

The Phoenix Program was established in response to the Judicial Council's directive for statewide fiscal accountability and human resources support as part of the council's strategic plan. The program's purpose is to provide daily centralized administrative services to the trial

courts including accounting and financial services, trust accounting services, purchasing services, a centralized treasury system, human capital management services, and core business analysis, training and support. Program staff design, test, deploy, maintain, and manage the Phoenix System, which enables the courts to produce a standardized set of monthly, quarterly, and annual financial statements that comply with existing statutes, rules, and regulations. The branch benefits from an integrated, state-administered program promoting statewide consistency in court administrative practices. The financial component of the Phoenix System has been implemented in all 58 courts and allows for uniform process, accounting, and reporting. The human capital management component of the Phoenix System has been implemented in 10 courts to date, providing human resources management and payroll services.

***Judicial Council's Court-Ordered Debt Task Force***

\$1,440 was expended and/or encumbered to cover the travel and meal expenses associated with the activities of the Judicial Council's Court-Ordered Debt Task Force members, as well as the costs associated with the bi-annual statewide revenue distribution training conducted in partnership with the State Controller's Office. The task force was established in conjunction with Penal Code section 1463.02 and its composition requires inclusion of state, county, and city representatives. The task force's objective is to evaluate the effectiveness of the criminal and traffic-related fine/fee structure and attempt to simplify the administration of this system for the benefit of the citizens and the criminal justice participants.

**State Trial Court Improvement and Modernization Fund**  
**FY 2013-14**  
**Resources**

<b>Description</b>	<b>Amount</b>
<b>Beginning Fund Balance</b>	<b>\$ 44,827,741</b>
Prior Year Adjustments <sup>1</sup>	4,410,172
<b>Adjusted Beginning Fund Balance</b>	<b>49,237,913</b>
<b>Revenues and Transfers</b>	
50/50 Excess Fees, Fines, and Forfeitures Split	26,873,351
2% Automation Fund	15,242,700
Interest from Surplus Money Investment Fund	124,878
Royalties from Publications of Jury Instructions	445,365
Miscellaneous Revenue and Adjustments	24,476
Transfer from State General Fund	38,709,000
Transfer to Trial Court Trust Fund	(33,991,000)
<b>Subtotal, Revenues and Transfers</b>	<b>47,428,770</b>
<b>Total Resources</b>	<b>\$ 96,666,683</b>

<sup>1</sup> Adjustments include under-accrued revenues and liquidation of prior years' encumbrances.

**State Trial Court Improvement and Modernization Fund  
FY 2013-14 Expenditures and Encumbrances by Program and Project**

<b>Description</b>	<b>Amount</b>
<b><i>Families and Children Programs</i></b>	
Self-Represented Litigants - Statewide Support	99,999
Domestic Violence - Family Law Interpreter Program	20,167
Self-Help Centers	4,999,831
Interactive Software - Self-Reprinted Electronic Forms	60,009
Educational Programs	89,716
Publications	20,000
<b><i>Education Programs</i></b>	
Orientation for New Trial Court Judges	83,480
B.E. Witkin Judicial College of CA	143,990
Primary Assignment Orientation and Overviews	256,686
Leadership Training	40,507
Judicial Institutes	95,919
Advance Education for Experienced Judges	32,473
Regional and Local Judicial Education Courses	3,150
Manager and Supervisor Training	26,551
Court Personnel Institutes	122,895
Regional and Local Court Staff Education Courses	8,258
Trial Court Faculty - Statewide Education Program	231,803
Faculty Development	41,806
Curriculum Committee - Statewide Education Plan Development	435
Distance Education - Satellite Broadcast	137,560
Distance Education - Online Video, Webinars and Videoconferences	7,448
<b><i>Special Services for Court Operations</i></b>	
Trial Court Performance and Accountability	9,124
JusticeCorps (Court Access and Education)	331,000
Court Interpreter Program (Testing, Development, Recruitment and Education)	118,797
2015 Language Needs Study	293,347
California Language Access Plan	65,000
Trial Court Security Grants	1,198,904
<b><i>Legal Services</i></b>	
Litigation Management Program	3,442,205
Judicial Performance Defense Insurance	919,892
Subscription Costs - Judicial Conduct Reporter	15,535
Trial Courts Transactional Assistance Program	457,118
Jury System Improvement Projects	13,410
Alternative Dispute Resolution Centers	59,478
Complex Civil Litigation Program	4,001,074
Regional Office Assistance Group <sup>1</sup>	1,218,654

**State Trial Court Improvement and Modernization Fund  
FY 2013-14 Expenditures and Encumbrances by Program and Project**

<b>Description</b>	<b>Amount</b>
<b><i>Audit Services</i></b>	
Audit Services <sup>1</sup>	666,857
<b><i>Fiscal Services</i></b>	
Other Post-Employment Benefits (OPEB) Valuation Report	600,079
Budget Focused Training and Meetings	45,527
Treasury Services - Cash Management <sup>1</sup>	160,649
Trial Court Procurement <sup>1</sup>	25,812
Enhanced Collections <sup>1</sup>	595,699
<b><i>Human Resources Services</i></b>	
Employee Assistance Program for Bench Officers	29,158
Workers' Compensation Reserve	719,749
Human Resources - Court Investigation	100,000
Trial Court Labor Relations Academies and Forums	34,127
<b><i>Information Technology Services</i></b>	
Telecommunications Support	15,579,291
Statewide Planning and Development Support <sup>2</sup>	5,091,094
Interim Case Management Systems	1,052,564
Data Integration <sup>2</sup>	3,314,047
California Courts Technology Center (CCTC) <sup>2</sup>	9,453,348
Jury Management System	600,000
California Law Enforcement Telecomm System (CLETS) Services <sup>2</sup>	470,718
California Courts Protective Order Registry (CCPOR) - ROM <sup>2</sup>	444,559
Testing Tools - Enterprise Test Management Suite	437,586
Uniform Civil Fees System (UCFS) <sup>2</sup>	350,858
Justice Partner Outreach / e-Services <sup>2</sup>	234,637
Adobe LiveCycle Reader Service Extension	129,780
<b><i>Trial Court Administrative Services</i></b>	
Phoenix Program - Financial Management System <sup>2</sup>	11,074,899
Judicial Council's Court-Ordered Debt Task Force	1,440
<b>Total Expenditures and Encumbrances</b>	<b>\$ 69,878,695</b>

<sup>1</sup> All expenditure is for administrative support services provided by the Judicial Council staff.

<sup>2</sup> Expenditures include the costs for local assistance and administrative support services provided by the Judicial Council staff.



**State Trial Court Improvement and Modernization Fund  
FY 2013-14  
Fund Condition Summary**

<b>Description</b>	<b>Amount</b>
<b>Total Resources</b>	<b>\$ 96,666,683</b>
<b>Program/Project Area</b>	
Families and Children Programs	5,289,722
Education Programs	1,232,958
Court Operations Services	2,016,172
Legal Services	10,127,365
Audit Services	666,857
Finance	1,427,767
Human Resources	883,034
Information Technology	37,158,482
Trial Court Administrative Services	11,076,339
<b>Subtotal, Expenditures and Encumbrances</b>	<b>69,878,695</b>
Pro-rata, Statewide General Administrative Services	580,982
<b>Total Expenditures, Encumbrances, and Pro-Rata</b>	<b>70,459,677</b>
<b>Fund Balance</b>	<b>\$ 26,207,006</b>



## Judicial Council of California

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# REPORT TO THE JUDICIAL COUNCIL

For business meeting on January 22, 2015

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**Title**

Budget: Fiscal Year 2015–2016 Budget  
Request for the Trial Courts

**Agenda Item Type**

Action Required

**Effective Date**

January 22, 2015

**Rules, Forms, Standards, or Statutes Affected**

None

**Date of Report**

January 5, 2015

**Recommended by**

Trial Court Budget Advisory Committee  
Hon. Laurie M. Earl, Chair

**Contact**

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### Executive Summary

The Trial Court Budget Advisory Committee (TCBAC) recommends that the Judicial Council approve a proposed fiscal year (FY) 2015–2016 budget request for court-provided security and request a growth percentage increase starting in 2016–2017. Submittal of budget change proposals (BCPs) is the standard process for proposing funding adjustments in the State Budget. Spring BCPs are to be submitted to the State Department of Finance by the second week of February.

### Recommendation

The TCBAC recommends that the Judicial Council, effective January 22, 2015, approve the preparation and submission of a fiscal year (FY) 2015–2016 spring budget change proposal to the state Department of Finance for trial court-provided security. The TCBAC recommends that a BCP should be submitted for the maintenance of funding at 2010–2011 court-provided security levels, and include a request for a growth percentage increase starting in 2016–2017.

## **Previous Council Action**

The Judicial Council has statutory authority to approve budget requests on behalf of the trial courts. The recommendation in this report is consistent with the council's past practice under this authority.

## **Rationale for Recommendation**

When Criminal Justice Realignment occurred in 2011, funding for sheriff-provided security was transferred to the counties. As a result, in July of 2011 trial court base budgets were reduced by the total amount for sheriff-provided security – \$484.6 million – while a total of \$41.0 million remained in the base budgets for the 39 courts with court-provided security costs (private security contracts, court attendants, marshals, and other costs such as alarm systems). Currently, county-provided sheriff security receives growth funding from the Trial Court Security Growth Special Account, however, courts have not received any funding for increased costs for private security contracts since 2010–2011. Courts do, however, receive funding for benefit adjustments for marshal and court security staff through the benefit funding process.

In May 2014, Judge Earl appointed a Security Growth Funding Working Group to determine a) whether the affected courts should receive growth funding and at what rate, and b) what is the best source(s) for any such funding.

## **BCP recommendation for Judicial Council Approval**

At the TCBAC meeting on September 26, 2014, the committee voted unanimously to approve the Security Growth Funding Working Group's recommendation to send a security survey to the courts that have court-provided security and to develop a costing justification and/or methodology to support a spring BCP, based on the data received. A survey was sent out on October 22, 2014, on behalf of the TCBAC to the 39 courts with court-provided security. Based on the results of the survey, the working group presented options at the TCBAC meeting on December 9, 2014. Each option reviewed by the committee is provided below.

- Option 1: No submission of a Spring BCP in 2015 for courts with court-provided security cost increases.
- Option 2: Submit a Spring BCP in 2015 to maintain funding at 2010–2011 security levels currently estimated to be \$2.7 million.
- Option 3: Submit a Spring BCP to maintain funding at 2010–2011 security levels with the current cost estimated to be \$2.7 million and request a growth percentage increase starting in 2016–2017. The working group would provide a recommendation to the TCBAC in January 2015 that defines the growth factor, and determine whether the baseline amount for any growth factor should be restricted in the future to be used only for court-provided security. The option also includes more follow up with courts on the information provided in the security survey in regards to the \$2.7 million current estimate.

**Discussion.** The TCBAC considered all the options and voted unanimously to approve option 3. The committee made this recommendation because the 2014–2015 cost increases for some courts are based on reduced security levels from 2010–2011 and a growth factor needs to be included to address future cost increases.

### **Comments, Alternatives Considered, and Policy Implications**

This item was not circulated for comment. Options were considered by the TCBAC and are discussed in the Rationale for Recommendation section of the report.

### **Implementation Requirements, Costs, and Operational Impacts**

Not applicable.

### **Relevant Strategic Plan Goals and Operational Plan Objectives**

The recommendation to submit a BCP for court-provided security will address the strategic plan goals of Access, Fairness, and Diversity (Goal I); Independence and Accountability (Goal II); Modernization of Management and Administration (Goal III); Quality of Justice and Service to the Public (Goal IV); and Branchwide Infrastructure for Service Excellence (Goal VI).

### **Attachments**

None





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# REPORT TO THE JUDICIAL COUNCIL

For business meeting on: January 22, 2015

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**Title**

Juvenile Dependency: Court Appointed  
Counsel Funding Reallocation

**Agenda Item Type**

Action Required

**Effective Date**

January 22, 2015

**Rules, Forms, Standards, or Statutes Affected**

N/A

**Date of Report**

December 17, 2014

**Recommended by**

Trial Court Budget Advisory Committee  
Hon. Laurie M. Earl, Judge of the Superior  
Court of Sacramento County, and Chair of  
the Trial Court Budget Advisory  
Committee

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Zlatko Theodorovic, Director and Chief  
Financial Officer, Judicial Council  
Finance

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### Executive Summary

The Trial Court Budget Advisory Committee recommends that the Judicial Council approves a process to reallocate the dependency court appointed counsel funds which are estimated to remain unspent in FY 2014–2015. The reallocation will be based on the funding need of courts, as calculated by the caseload funding model approved by the council in 2008.

### Recommendations

1. That the Judicial Council approves a process to reallocate the dependency court appointed counsel funds which are estimated to remain unspent in FY 2014–2015.

2. That the courts eligible for the reallocation will be those courts whose base dependency counsel funding allocation is less than 90 percent of their funding need, as calculated by the dependency counsel caseload funding model.
3. That the formula used to reallocate funding to those eligible courts be based on each eligible court's proportion of actual need. Actual dollars of need is calculated by subtracting funding need from base funding.
4. That a reallocation be made in January 2015 which will consist of 50 percent of the unencumbered funding in the DRAFT budget, or approximately \$550,000.
5. That the reallocation process also be carried out by staff in April 2015, and if necessary in June 2015 based on unspent funding from all courts.
6. That the recommendations approved today apply only to fiscal year 2014–2015.

### **Previous Council Action**

The Judicial Council approved a methodology for determining the funding need by court for court-appointed counsel in dependency cases (“Caseload Funding Model”) at its October 25, 2007 meeting.<sup>1</sup>

### **Rationale for Recommendation**

#### **Need for process to reallocate funding**

The \$103.7 million annual base funding for court-appointed juvenile dependency counsel represents approximately 75 percent of the \$136.8 million needed by the courts to achieve the council's caseload standard for dependency counsel of 188 cases per attorney. Individual court allocations for dependency counsel vary widely when the court's juvenile dependency caseload is taken into account: from as little as 10 percent of calculated need to over 150 percent.

Although there is a net funding need statewide, within a fiscal year not all courts are able to spend their entire funding allocation. This is a function of changing dependency caseloads in counties, contract negotiations, and fluctuating needs for conflict counsel and extraordinary expenses such as expert witnesses. The committee determined that in FY 2013–2014 the courts did not expend approximately \$1.2 million of the \$103.7 million allocated for court appointed counsel, or 1 percent of the total. These unspent allocations remained in the Trial Court Trust Fund. At the same time, 18 courts augmented their dependency counsel allocation with a total of \$1.8 million in funds from other sources.

### **Funding available for reallocation**

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<sup>1</sup> Report to the Judicial Council, October 25, 2007, <http://www.courts.ca.gov/documents/102607itemF.pdf>.

In fiscal year 2014–2015, approximately \$1.1 million is currently not encumbered for the 20 courts participating in the Dependency Representation, Administration, Funding and Training (DRAFT) program. A portion of this unencumbered funding needs to be reserved for unbudgeted costs for conflict counsel and extraordinary expenses. Of the 38 courts that manage their dependency counsel expenditures directly, several did not request their full allocation through reimbursement in FY 2013–2014, and left \$603,000 unexpended.

Reallocating 50 percent of the unencumbered DRAFT budget funding, or \$550,000, at mid-year will leave the program a reserve for conflict counsel and extraordinary expenses of \$550,000, or 0.8 percent of total DRAFT contract costs. This does not preclude reallocating any remaining unencumbered funds later in the year.

An additional reallocation of unspent funds should be made in April 2015 and if necessary again in June 2015. JC staff will estimate year-end expenditures for all courts to determine if there are any anticipated unspent funds. Reallocations to courts in the DRAFT program will be made through the contracting process. Reallocations to courts using the reimbursement should be made by informing those courts that their base allocation has been supplemented for the current fiscal year.

#### **Method for reallocation**

Two methods have been approved by the Judicial Council or by the Executive and Planning Committee for use in determining eligibility for reallocation of dependency counsel funding. In 2008 a method was used to determine potential allocation of funds from the Statewide Appropriation Limit process. Courts eligible for allocations were defined as “those whose baseline funding level totals 90 percent or less of the identified funding need, as determined by application of the compensation model.”<sup>2</sup> A second method was approved in 2013 for the purposes of determining eligibility for courts to receive a share of the juvenile dependency counsel collections revenues. A court is eligible if its proportion of total need exceeds its proportion of the funding base.<sup>3</sup>

When the two definitions of eligible courts are compared, only two courts, Butte and Modoc, were eligible under the first method and not eligible under the second method. No courts were eligible under the second method but ineligible under the first method. The committee recommends using the 2008 model: that those courts receiving less than 90 percent of the need as calculated by the caseload funding model receive any reallocation.

Three formulas for determining the distribution of reallocated funding were reviewed by the committee. The formula approved in the 2008 report to the Executive and Planning Committee

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<sup>2</sup> Report to the Executive and Planning Committee, June 10, 2008: Court-Appointed Counsel Compensation Model and Workload-Based Funding Methodology.

<sup>3</sup> Report to the Judicial Council, August 23, 2013, Juvenile Dependency Counsel Collections Program Guidelines <http://www.courts.ca.gov/documents/jc-20130823-itemF.pdf>



allocated increases to courts eligible for an allocation in proportion to a court’s share of the base funding of all the eligible courts. The formula approved in the 2013 report to the council allocated increases to courts eligible for an allocation in proportion to a court’s share of the estimated total need of all the eligible courts.

The drawback to both these formulas is that an allocation based on proportion of total base, or total need, does not take into account relative need. The first method is not weighted at all to relative need; it simply uses the base funding. The second method does account somewhat for relative need. This is illustrated in Table 1:

<b>Table 1</b>					
	Base funding	Estimated need	Percent of need met	Formula 1 \$1,000 allocated proportional to base	Formula 2 \$1,000 allocated proportional to estimated need
Court A	1,000	1,000	100%		
Court B	1,000	1,500	67%	455	390
Court C	1,000	2,000	50%	455	519
Court D	100	150	67%	45	39
Court E	100	200	50%	45	52
Totals	3,200	4,850			
Total courts under 90%	2,200	3,850		1,000	1,000

The formula recommended by the committee controls more rigorously for relative need among the courts and allocates funds based on the actual dollars of need represented by the eligible courts. Actual dollars of need is calculated by subtracting estimated funding need from base funding. This is illustrated in Table 2:

Table 2					
	Base funding	Estimated need	Percent of need met	Net of estimated need and base ("dollars of need")	Formula 3 \$1,000 allocated proportional dollars of need
Court A	1,000	1,000	100%		
Court B	1,000	1,500	67%	500	303
Court C	1,000	2,000	50%	1,000	606
Court D	100	150	67%	50	30
Court E	100	200	50%	100	61
Totals	3,200	4,850			
Total courts under 100%	2,200	3,850		1,650	1,000

To compare the three methods, in all scenarios Court B needs \$500 to reach the estimated funding need, and Court C needs \$1,000. Under the method of distribution proportional to base, Court B receives 91% of its needed dollars and Court C receives 46% of those dollars. Under the second scenario, distributing proportional to estimated funding need, Court B receives 78% of its needed dollars and Court C receives 52% of those dollars. Under the third scenario, distributing proportional to net dollars needed, Court B receives 61% of the dollars needed and Court C receives 61% of dollars needed.

### **Comments, Alternatives Considered, and Policy Implications**

None.

### **Implementation Requirements, Costs, and Operational Impacts**

None.

### **Attachments and Links**

1. Attachment A: Recommended Court Appointed Dependency Counsel Mid-Year Funding Reallocations for FY 2014–2015

## STATEWIDE COMPENSATION STANDARD IMPLEMENTATION COSTS

Court Appointed Dependency Counsel Mid-Year Funding Reallocation: FY 2014-2015							
Court	CFM Estimated Funding Need	Base CAC Funding Level	Base/CFM	Eligible for reallocation: base <= 90% of need	Formula 3 Net of need and actual	Formula 3 Share of net	\$550,000 allocated proportional to share of net \$ needed
	A	B	C	D	E	F	G
Alameda	\$3,450,971	\$4,171,032	121%				
Alpine*	\$0	\$0		YES	\$0	0.00%	\$0
Amador	\$85,337	\$120,147	141%				
Butte	\$833,637	\$664,759	80%	YES	\$168,878	0.39%	\$2,157
Calaveras	\$226,027	\$76,519	34%	YES	\$149,508	0.35%	\$1,910
Colusa†	\$50,570	\$0	0%	YES	\$50,570	0.12%	\$646
Contra Costa	\$2,716,648	\$3,120,151	115%				
Del Norte	\$168,567	\$223,090	132%				
El Dorado	\$614,079	\$819,765	133%				
Fresno	\$2,937,651	\$2,958,296	101%				
Glenn	\$166,061	\$55,250	33%	YES	\$110,811	0.26%	\$1,416
Humboldt	\$458,194	\$562,460	123%				
Imperial	\$545,032	\$607,371	111%				
Inyo	\$34,019	\$76,990	226%				
Kern	\$3,108,448	\$2,023,943	65%	YES	\$1,084,505	2.52%	\$13,854
Kings	\$686,525	\$199,672	29%	YES	\$486,852	1.13%	\$6,219
Lake	\$239,289	\$307,076	128%				
Lassen	\$115,953	\$108,374	93%				
Los Angeles	\$57,151,312	\$32,782,704	57%	YES	\$24,368,608	56.60%	\$311,296
Madera	\$586,978	\$53,031	9%	YES	\$533,948	1.24%	\$6,821
Marin	\$247,454	\$408,419	165%				
Mariposa	\$51,592	\$32,243	62%	YES	\$19,349	0.04%	\$247
Mendocino	\$518,940	\$742,022	143%				
Merced	\$1,064,522	\$593,861	56%	YES	\$470,660	1.09%	\$6,012
Modoc	\$20,432	\$16,064	79%	YES	\$4,368	0.01%	\$56
Mono	\$17,875	\$12,329	69%	YES	\$5,546	0.01%	\$71
Monterey	\$667,373	\$329,570	49%	YES	\$337,803	0.78%	\$4,315
Napa	\$294,547	\$176,430	60%	YES	\$118,117	0.27%	\$1,509
Nevada	\$202,963	\$232,799	115%				
Orange	\$6,056,115	\$6,583,082	109%				
Placer	\$743,664	\$418,422	56%	YES	\$325,242	0.76%	\$4,155
Plumas	\$82,240	\$163,291	199%				
Riverside	\$10,235,491	\$4,171,898	41%	YES	\$6,063,594	14.08%	\$77,459
Sacramento	\$4,443,854	\$5,378,190	121%				
San Benito	\$209,882	\$31,885	15%	YES	\$177,998	0.41%	\$2,274
San Bernardino	\$7,983,596	\$3,587,297	45%	YES	\$4,396,299	10.21%	\$56,160
San Diego	\$7,678,775	\$9,749,950	127%				
San Francisco	\$2,951,118	\$3,907,633	132%				
San Joaquin	\$2,542,228	\$3,081,901	121%				
San Luis Obispo	\$781,869	\$707,000	90%				
San Mateo	\$1,050,916	\$323,022	31%	YES	\$727,894	1.69%	\$9,298
Santa Barbara	\$1,318,162	\$1,610,017	122%				
Santa Clara	\$3,340,629	\$4,700,131	141%				
Santa Cruz	\$703,197	\$894,765	127%				
Shasta	\$940,396	\$569,416	61%	YES	\$370,980	0.86%	\$4,739
Sierra	\$3,576	\$14,898	417%				
Siskiyou	\$173,164	\$256,552	148%				
Solano	\$847,816	\$896,319	106%				
Sonoma	\$1,274,378	\$1,150,195	90%				
Stanislaus	\$1,100,152	\$1,130,986	103%				
Sutter	\$272,155	\$84,083	31%	YES	\$188,072	0.44%	\$2,403
Tehama	\$313,635	\$93,909	30%	YES	\$219,726	0.51%	\$2,807
Trinity	\$119,529	\$83,204	70%	YES	\$36,325	0.08%	\$464
Tulare	\$1,598,826	\$658,892	41%	YES	\$939,934	2.18%	\$12,007
Tuolumne	\$210,459	\$63,981	30%	YES	\$146,478	0.34%	\$1,871
Ventura	\$2,010,744	\$755,357	38%	YES	\$1,255,387	2.92%	\$16,037
Yolo	\$565,644	\$333,430	59%	YES	\$232,214	0.54%	\$2,966
Yuba	\$264,659	\$199,732	75%	YES	\$64,927	0.15%	\$829
Unallocated		\$651,641					
<b>Total</b>	<b>\$137,077,862</b>	<b>\$103,725,444</b>			<b>\$43,054,591</b>		<b>\$550,000</b>



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# REPORT TO THE JUDICIAL COUNCIL

For business meeting on: January 22, 2015

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**Title**

California's Language Access Plan: *Strategic Plan for Language Access in the California Courts*

**Agenda Item Type**

Action Required

**Effective Date**

January 22, 2015

**Rules, Forms, Standards, or Statutes Affected**

N/A

**Date of Report**

January 6, 2015

**Recommended by**

Joint Working Group for California's  
Language Access Plan  
Hon. Maria P. Rivera, Cochair, and Member  
of the Advisory Committee on Providing  
Access and Fairness  
Hon. Manuel J. Covarrubias, Cochair, and  
Member of the Court Interpreters  
Advisory Panel

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### Executive Summary

The Joint Working Group for California's Language Access Plan recommends that the Judicial Council adopt the *Strategic Plan for Language Access in the California Courts* (Language Access Plan). The plan is the result of an 18-month effort that included public hearings and public comment, including a 60-day period for submission of formal public comments on a draft plan. The final plan provides recommendations, guidance, and a consistent statewide approach to ensure language access to all limited English proficient (LEP) court users in California. Having completed its task, the Joint Working Group also recommends immediate formation of two groups that would report to the Judicial Council's Executive and Planning Committee: (1) a Language Access Implementation Task Force, which would develop and recommend the methods and means for implementing the Language Access Plan in all 58 counties, as well as coordinate with related advisory groups and Judicial Council staff on implementation efforts; and

(2) a translation committee, which would oversee translation protocols for Judicial Council forms, written materials, and audiovisual tools.

## **Recommendation**

The Joint Working Group for California's Language Access Plan recommends that the Judicial Council, effective January 22, 2015:

1. Adopt the *Strategic Plan for Language Access in the California Courts*;
2. Recommend to the Chief Justice the composition and establishment of a Language Access Implementation Task Force, to be overseen by the Executive and Planning Committee; and
3. Direct staff to report to the Executive and Planning Committee regarding the establishment of a translation committee to oversee translation protocols for Judicial Council forms, written materials, and audiovisual tools.

## **Previous Council Action**

The Joint Working Group for California's Language Access Plan includes members of both the Court Interpreters Advisory Panel (CIAP) and the Advisory Committee on Providing Access and Fairness, along with other stakeholders. In June 2013, the Chief Justice appointed the working group to develop a comprehensive statewide language access plan that will serve California's LEP court users. In October 2013, the Joint Working Group provided an informational presentation to the council to update members on the working group's goals, timeline, and anticipated steps in the development of a comprehensive Language Access Plan (LAP).<sup>1</sup> In August 2014, the Joint Working Group provided an additional informational presentation<sup>2</sup> to the council regarding the formation of a draft plan. The status update in August included a description of the formal public comment process (from July 31 to September 29, 2014) that was then underway, and the Joint Working Group's intent to prepare and submit a final plan following the formal public comment process.

## **Rationale for Recommendation**

California is the most diverse state in the country, with approximately 7 million LEP residents and potential court users dispersed over a vast geographic area and speaking more than 200 languages. Without proper language assistance, LEP court users may be excluded from meaningful participation in the judicial process. Many LEP litigants appear without an attorney and without a qualified interpreter, and courts have had to rely on friends and/or family members

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<sup>1</sup> California's Language Access Plan: Status Report, Item J for the October 25, 2013 Judicial Council business meeting, available at [www.courts.ca.gov/documents/jc-20131025-itemJ.pdf](http://www.courts.ca.gov/documents/jc-20131025-itemJ.pdf).

<sup>2</sup> California's Language Access Plan: Update on Development of the *Strategic Plan for Language Access in the California Courts*, Item G for the August 22, 2014 Judicial Council business meeting, available at [www.courts.ca.gov/documents/jc-20140822-itemG.pdf](http://www.courts.ca.gov/documents/jc-20140822-itemG.pdf).

of the court user—individuals who generally do not understand legal terminology or court procedures—to act as the court interpreter. Further, LEP court users’ language needs are not limited to the courtroom; the need for language assistance extends to all points of contact with the public, including clerks’ offices, self-help centers, court-connected clinics, and beyond.

The California judicial branch has long supported the need for language access services in the courts. However, the branch has not adopted a comprehensive plan that provides recommendations, guidance, and a consistent statewide approach to ensure language access to *all* LEP court users. The *Strategic Plan for Language Access in the California Courts* (Language Access Plan) achieves this goal and aligns with the U.S. Department of Justice’s recommendations for California to expand its language access efforts. It also aligns with recent legislation in California (Assem. Bill 1657; Stats. 2014, ch. 721) that sets out priorities for the provision of court interpreters in civil proceedings. Extensive language assistance has been and continues to be a priority in the state’s courts, including providing court interpreters for many types of cases.<sup>3</sup>

In August 2013, the Chief Justice announced her vision for improving access to justice for Californians through an effort called “Access 3D” that involves physical, remote, and equal access to the justice system. Efforts to enhance language access for LEP court users are a critical component of this vision.

The Joint Working Group’s objective for the Language Access Plan is to provide a comprehensive set of recommendations that create a branchwide approach to providing language access services to court users throughout the state while accommodating an individual court’s need for flexibility in implementing the plan recommendations. A primary goal of the plan is to develop and support a culture in which language access is considered a core court service in every courthouse.

This report recommends that the Judicial Council recommend to the Chief Justice the composition and establishment of a Language Access Implementation Task Force, which will have a three- to five-year charge and be overseen by the Executive and Planning Committee. As part of its charge, the Implementation Task Force will develop an implementation plan for presentation to the Judicial Council and identify the costs associated with implementing the plan’s recommendations. The Task Force will coordinate with related advisory groups and Judicial Council staff on plan implementation and have the flexibility to monitor and adjust

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<sup>3</sup> The Legislature provides funding to the courts for interpreter services in a special item of the judicial branch budget (Program 45.45 of the Trial Court Trust Fund). At its public meeting on January 23, 2014, the Judicial Council approved recommendations that explicitly allow expenses for court interpreter funds from 45.45 to include costs for all appearances in domestic violence cases, family law cases in which there is a domestic violence issue, and elder abuse cases, as well as interpreters for indigent parties in civil cases. At its public meeting on December 12, 2014, the council modified the action, approving expenditure of these funds consistent with the priorities and preferences set forth in AB 1657. (For the full text of AB 1657, see [http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201320140AB1657&search\\_keywords=.](http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140AB1657&search_keywords=))

implementation plans based on feasibility and available resources. The Task Force will also establish the necessary systems for monitoring compliance with the plan, and develop a single form, available statewide, on which court users may register a complaint about the provision of, or the failure to provide, language access (see Recommendations #60–62).

This report further recommends that the Judicial Council direct staff to report to the Executive and Planning Committee regarding the establishment of a translation committee to oversee translation protocols for Judicial Council forms, written materials, and audiovisual tools. The responsibilities of the translation committee will be to develop and formalize a translation protocol for Judicial Council translation of forms, written materials, and audiovisual tools, and will also include identifying qualifications for translators, and the prioritization, coordination, and oversight of the translation of materials (see Recommendation #36).

### **Comments, Alternatives Considered, and Policy Implications**

In February and March 2014, the Joint Working Group held three public hearings across the state.<sup>4</sup> Major themes that emerged during the public hearing process are summarized in the Joint Working Group's August 2014 status report to the council.<sup>5</sup> Following the public hearing process, the Joint Working Group prepared a draft Language Access Plan, which was posted from July 31 through September 29, 2014, on the California Courts website for public comment.

#### **Formal public comments**

Twenty-one separate public comments, consisting of 195 pages, were submitted regarding the draft Language Access Plan during the formal public comment period. Commentators included:

- 41 legal services and community organizations;
- ACLU of California and other community organizations;
- California Association of Family Court Services Directors;
- California Commission on Access to Justice;
- California Federation of Interpreters;
- California Rural Legal Assistance;
- California State Bar's Standing Committee on the Delivery of Legal Services;
- Indigenous language interpreters and community organizations;
- Individual superior courts (Alameda, Fresno, Los Angeles, Orange, Placer, and Ventura)
- Legal Aid Association of California; and
- Two attorneys, one court commissioner, and one court interpreter.

All formal public comments received were posted in their entirety to the LAP Joint Working Group's web page. One commentator expressed the position that she did not agree with the

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<sup>4</sup> After the hearings, oral and written comments, as well as prepared presentations from panelists, were posted to the Joint Working Group's web page, located at [www.courts.ca.gov/LAP.htm](http://www.courts.ca.gov/LAP.htm).

<sup>5</sup> California's Language Access Plan: Update on Development of the *Strategic Plan for Language Access in the California Courts*, available at [www.courts.ca.gov/documents/jc-20140822-itemG.pdf](http://www.courts.ca.gov/documents/jc-20140822-itemG.pdf).

proposed plan. Two commentators agreed with the proposed plan, one did not express an opinion, and the remainder agreed with the plan if modified.

Major themes that emerged from the formal public comments are summarized below:

- Some individuals commented that greater specificity is needed for certain terms used in the Language Access Plan; for example, what constitutes “court-ordered, court-operated” programs, services, or events.
- Commentators, including individual courts, expressed concern that courts may not have an adequate (or any) case management system that is currently able to collect and track data on LEP court users.
- Legal services providers and others raised concerns about the phasing-in of civil case types for which qualified interpreters would be provided, including a request that indigency be a factor for prioritization. Reference to recent legislation, not yet in place at the time of release of the draft plan, was also made.
- Many suggested that the use of family and friends to interpret, especially minors, should be avoided because those individuals are not qualified to interpret court proceedings, do not understand legal terminology, and are not trained in necessary interpreter ethics and the need to be impartial.
- Groups, including the California Federation of Interpreters and ACLU, proposed that the California judicial branch should establish clear guidelines and standards for the use of video remote interpreting (VRI) to ensure due process and proper application. A number of courts, and other stakeholders, were positive about VRI and supportive of its role in expanding language access, particularly in languages other than Spanish.
- Practitioners expressed the view that Family Court Services mediation is an essential and mandatory court service in all child custody disputes and should be included in the initial phase-in of civil expansion to provide court interpreters in civil matters.
- Legal services organizations requested that specific recommendations addressing compliance with the Language Access Plan—such as the implementation committee establishing necessary systems for monitoring compliance, and the development of a complaint process for language access services—be prioritized for more immediate implementation. They also asked that the body charged with implementation of the plan include key language access stakeholders.
- Some commentators, including court administrators, expressed concern that a population threshold that would require translations of written or audiovisual materials into a community’s top five languages would be overly burdensome on courts. Other commentators, such as legal services agencies and community groups, requested a more expansive threshold that would increase the number of languages for translations.
- Court administrators in particular provided comments on the critical need for increased funding for the judicial branch, concerned that, without additional funds, compliance with the language access plan would present difficulties or lead to a reduction of court services in other areas.



Attachment 2 to this report is a public comment chart including the Joint Working Group's responses to individual comments.<sup>6</sup> As described in the comment chart and below in this report, the Joint Working Group reviewed all public comment and incorporated numerous suggested changes into the final plan.

### **Alternatives considered**

The Joint Working Group met in person on October 21 and 22, 2014, to discuss public comment and revisions to the draft Language Access Plan. Several of the suggestions made by commentators were included in the final plan. The working group then held a final meeting by teleconference on December 5, 2014, to discuss final changes to the plan and approved the attached plan for submission to the Judicial Council. The major areas that the Joint Working Group discussed at these meetings, along with subsequent changes made to the plan, are summarized below:

- *Tone* — The Joint Working Group agreed that the tone of the Language Access Plan needed to be revised to not focus so much on challenges or constraints experienced by the courts, but to instead focus on future opportunities and the need to make language access a part of core court services.
- *Implementation* — The Joint Working Group added language to the front of the plan regarding the formation of a Language Access Implementation Task Force (see also discussion below in the section regarding Implementation Requirements), and clarified that the membership of the task force should include language access stakeholders from both inside and outside the court (including, but not limited to, judicial officers, court administrators, court interpreters, legal services providers, and attorneys that commonly work with LEP court users). The working group also agreed with commentators that specific recommendations addressing compliance with the plan, such as establishing necessary systems for monitoring compliance, and development of a complaint process for language access services, should be prioritized and were moved to Phase 1.
- *Definitions/Concepts* — The Joint Working Group agreed with commentators that more clarity was needed for concepts utilized throughout the plan, and a section identifying and explaining major plan concepts was added to the front of the document.
- *Civil expansion* — The Joint Working Group agreed that Recommendation #8 regarding civil expansion should conform to language in Evidence Code section 756, which is effective January 1, 2015,<sup>7</sup> and further, that the goal should be to provide court interpreters in all civil matters by the end of Phase 2 (i.e., by the end of 2017). Family Court Services mediation was also added to Recommendation #8 as a priority for providing court interpreters (also within Phases 1 and 2).

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<sup>6</sup> For ease of understanding, all commentators who submitted formal public comment on the draft Language Access Plan are listed alphabetically in the first four pages of Attachment 2, and then each commentator's specific comments on plan provisions are broken up and listed in the order that the provisions appeared in the draft plan (e.g., Goal 1, Goal 2, etc.).

<sup>7</sup> Evidence Code section 756 provides a prioritization for civil case types in the event that a court does not have access to sufficient resources to handle all civil matters (see Attachment 1, Appendix H).

- *Use of friends and family to interpret* — The Joint Working Group agreed with commentators that the use of family and friends, especially minors, to provide court interpretation should be avoided for the reasons cited above. The consensus was to delete former Recommendation #17 regarding use of family and friends to interpret, since it was duplicative of the provisional qualification process. The recommendation prohibiting the use of minors to interpret for court proceedings (#23) was also clarified.
- *Court-ordered programs* — The Joint Working Group added Recommendation #11 to clarify that LEP court users should not be ordered to any court-ordered programs that cannot provide appropriate language accessible services, and that courts must work with LEP court users, including, if applicable, alternative and language accessible programs, to ensure their ability to meet the requirements of court orders.
- *Video remote interpreting (VRI)* — The Joint Working Group discussed VRI and agreed it was important to add language to the plan stating that the quality of interpretation is of paramount importance and should never be compromised. Two new recommendations were added: Recommendation #14 states that the Implementation Task Force will establish minimum technology requirements for remote interpreting; and Recommendation #16 states that the Judicial Council should conduct a VRI pilot project, in alignment with the judicial branch’s Tactical Plan for Technology 2014–2016, to collect data on the impacts of VRI usage and provide a cost-benefit analysis.
- *Phasing* — A number of the recommendations were discussed as being of greater priority and were moved to an earlier phase. For example, Recommendation #61 (former #63), which requires the Implementation Task Force to establish systems to monitor compliance and provide plan oversight, was moved up to Phase 1.
- *Waiver* — The working group also clarified the recommendation regarding waiver (Recommendation #75) to help the Implementation Task Force with development of appropriate standards for waiver (including that the policy shall reflect the expectation that waivers will rarely be invoked in light of access to free interpreter services).

### **Policy implications**

The Language Access Plan proposes a measured, incremental approach to expand and enhance language access in the California courts for California’s 7 million LEP residents and potential court users. California has over 1,800 highly trained certified and registered court interpreters, significantly more than any other state, who provide 215,000 interpreter service days annually at a cost of over \$92 million each year.<sup>8</sup> Expansion of language access services will by necessity require creative solutions and securing additional court funding.

The plan includes eight goals and 75 recommendations designed to address and meet the various language access needs of LEP court users at all points of contact with the courts. In preparing the final plan, the Joint Working Group was very deliberate in its use of the terms “will,” “must,” and “should” throughout the recommendations of the plan, and has made further revisions to

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<sup>8</sup> Total statewide court interpreter expenditures incurred during 2013–2014 that are eligible to be reimbursed from the Trial Court Trust Fund (TCTF) Program 45.45 (court interpreter) totaled \$92,471,280.

clarify the wording of individual recommendations. Where the recommendations addressed policy statements on language access, or addressed activities that are required by law or are under the power and control of the Judicial Council, the terms “must” and “will” were generally used. Where the Joint Working Group made recommendations for local courts to take certain actions to expand language access at the local level, the term “should” was utilized.

Each LAP goal has an issue description, which captures the concerns heard at listening sessions conducted at the beginning of 2014, at the public hearings, or through public comment, followed by recommendations that outline strategies for providing language accessibility.

**Goals:**

1. Improve Early Identification of and Data Collection on Language Needs
2. Provide Qualified Language Access Services in All Judicial Proceedings
3. Provide Language Access Services at All Points of Contact Outside Judicial Proceedings
4. Provide High Quality Multilingual Translation and Signage
5. Expand High Quality Language Access Through the Recruitment and Training of Language Access Providers
6. Provide Judicial Branch Training on Language Access Policies and Procedures
7. Conduct Outreach to Communities Regarding Language Access Services
8. Identify Systems, Funding, and Legislation Necessary for Plan Implementation and Language Access Management

One of the plan’s key goals (Goal 2) is to ensure that, “By 2017, and beginning immediately where resources permit, qualified interpreters will be provided in the California courts to LEP court users in all courtroom proceedings and, by 2020, in all court-ordered, court-operated events.” Many civil cases such as evictions, guardianships, conservatorships, and family matters involving custody of children and termination of parental rights are critical to the lives of Californians. Court-ordered and court-operated programs, services and events, such as settlement conferences or mandatory mediation, are also essential to the fair resolution of disputes. It is therefore the intent of the Language Access Plan that the phase-in of interpreter services in civil proceedings and court-ordered, court-operated events be instituted immediately and be ongoing throughout the process of implementation of full language access.

The plan recommends a strategy for courts to gradually phase in the expansion of spoken language interpreter services in all court matters, as well as the creation of scheduling protocols to ensure the most efficient use of interpreters. The plan also proposes the thoughtful and responsible deployment of technological solutions, such as appropriate use of video remote technology and multilingual audiovisual tools, which provide language access while ensuring due process and high quality language services. The recommendations in the plan also set the framework for seeking the additional funding that will be needed to enable the courts to meet the increased demand on court resources that will arise from the branch’s commitment to language access, without sacrificing any other court services.

## **Implementation Requirements, Costs, and Operational Impacts**

The most significant operational impact for courts will be the expansion of court interpreters in all civil matters, which should already be underway in many courts. The Language Access Plan also identifies and advocates for the use of cost-effective methods to enhance language access throughout the courthouse, such as early identification of LEP court users, enhanced data collection, appropriate notice of language access services, multilingual self-help services and brochures, multilingual information on court websites (both audio recordings and written information), remote language services for interactions with court staff, and translated court signage and Judicial Council and local court forms. The plan places a significant focus on the appropriate qualification and use of a broad spectrum of language access providers, from court interpreters to bilingual employees to volunteers at the various points of contact that LEP court users have with the courts. The Language Access Implementation Task Force will need to provide guidance for courts on all of these issues, from proper qualification of providers, to best or existing practices and innovative approaches regarding operational changes suggested in the plan, to the implementation of expansion of interpreters in civil proceedings.

The plan also identifies categories of training for judicial officers, court administrators, and court staff on how to understand and address the needs of LEP court users. Training and education will include education in cultural competence, the optimal methods of managing a court proceeding in which interpreting services are being provided, the provision of language access services throughout the court system, and state and local language access policies.

Other subjects addressed in the plan include the recruitment and training of bilingual court staff and interpreters, the formation of partnerships with community organizations serving LEP populations, and the need for an infrastructure to address implementation, monitoring, and quality control of all language access services.

The 75 recommendations in the plan enumerate the policies and operational changes that will need to take place to make comprehensive language access a reality in the California courts. To turn these recommendations and policies into a practical roadmap for courts, the plan recommends that the Judicial Council immediately form a Language Access Implementation Task Force, which would report to the Judicial Council's Executive and Planning Committee. The Implementation Task Force would develop and recommend the methods and means to fully implement the Language Access Plan in all 58 counties, and would coordinate with related advisory groups and Judicial Council staff on implementation efforts, as appropriate. The Implementation Task Force would also make best estimates of the costs of implementation and the feasibility of the phasing process based upon resources available. The implementation process would include the monitoring and updating of the LAP, in particular, as the trial courts provide information, feedback, suggestions, and innovative solutions. The Joint Working Group also recommends that the Judicial Council direct staff to report to the Executive and Planning Committee regarding the establishment of a translation committee to oversee translation protocols for Judicial Council forms, written materials, and audiovisual tools.

## **Relevant Strategic Plan Goals and Operational Plan Objectives**

The *Strategic Plan for Language Access* supports Goal I of the Judicial Council’s 2006–2012 strategic plan—Access, Fairness, and Diversity—which sets forth that:

- All persons will have equal access to the courts and court proceedings and programs;
- Court procedures will be fair and understandable to court users; and
- Members of the judicial branch community will strive to understand and be responsive to the needs of court users from diverse cultural backgrounds.

The plan also aligns with the 2008–2011 operational plan for the judicial branch, which identifies additional objectives, including:

- Increase qualified interpreter services in mandated court proceedings and seek to expand services to additional court venues; and
- Increase the availability of language access services to all court users.

The plan also aligns with the Chief Justice’s Access 3D framework and enhances equal access by serving people of all languages, abilities, and needs, in keeping with California’s diversity.

## **Attachments**

1. *Strategic Plan for Language Access in the California Courts*
2. Chart of comments on Proposal SP14-05 [the draft plan posted 7/31/2014]

# **CALIFORNIA JUDICIAL BRANCH**

## **Strategic Plan for Language Access in the California Courts**

**January 6, 2015**

## Table of Contents

Letter from the Chief Justice of California	5
Membership of the Joint Working Group for California’s Language Access Plan	6
Acknowledgements	8
I. Introduction	9
a. Fundamental Issues for the Judicial Branch	10
b. Summary of the Plan	15
c. Timeline of Recommendations	17
d. The Planning Process	19
e. Relevant Judicial Branch Goals	25
f. Structure of the Language Access Plan	25
g. Concepts Utilized Throughout the Language Access Plan	26
II. STRATEGIC GOALS AND POLICIES	
<b>Goal 1: Improve Early Identification of and Data Collection on Language Needs</b>	29
<i>Goal Statement</i>	29
<i>Issue Description</i>	29
<i>Recommendations, with Issue Descriptions</i>	
a. Early Identification of Language Needs	30
b. Data Collection	33
<b>Goal 2: Provide Qualified Language Access Services in All Judicial Proceedings</b>	36
<i>Goal Statement</i>	36
<i>Recommendations, with Issue Descriptions</i>	
a. Provision of Qualified Interpreters in Court Proceedings	36
b. Provision of Court Interpreters in Court-Ordered, Court-Operated Programs, Services, or Events	41
c. Use of Technology for Providing Access in Courtroom Proceedings	43
d. Other Considerations When Appointing Interpreters	49
<b>Goal 3: Provide Language Access Services at All Points of Contact Outside Judicial Proceedings</b>	54
<i>Goal Statement</i>	54
<i>Issue Description</i>	54
<i>Recommendations</i>	57

<b>Goal 4: Provide High Quality Multilingual Translation and Signage</b>	61
<i>Goal Statement</i>	61
<i>Issue Description</i>	61
<i>Recommendations</i>	64
<b>Goal 5: Expand High Quality Language Access Through the Recruitment and Training of Language Access Providers</b>	67
<i>Goal Statement</i>	67
<i>Issue Description</i>	67
<i>Recommendations</i>	73
<b>Goal 6: Provide Judicial Branch Training on Language Access Policies and Procedures</b>	76
<i>Goal Statement</i>	76
<i>Issue Description</i>	76
<i>Recommendations</i>	78
<b>Goal 7: Conduct Outreach to Communities Regarding Language Access Services</b>	80
<i>Goal Statement</i>	80
<i>Issue Description</i>	80
<i>Recommendations</i>	82
<b>Goal 8: Identify Systems, Funding and Legislation Necessary for Plan Implementation and Language Access Management</b>	84
<i>Goal Statement</i>	84
<i>Recommendations, with Issue Descriptions</i>	
a. Increased Funding	84
b. Language Access Plan Management	87
c. Necessary Court Rules, Forms, and Legislation for Plan Implementation	92



<b>III. Appendices</b>	
Appendix A: Phase-In of Recommendations	96
Appendix B: Prerequisites, Considerations and Guidelines for Remote Interpreting in Court Proceedings	109
Appendix C: Suggested Language for the Judicial Officer When Considering Objections Related to Video Remote Interpreting	112
Appendix D: Visual/Auditory Issues, Confidentiality, and Modes of Interpreting	113
Appendix E: Top 17 Languages Accounting for 98.5% of All Service Days for 2004–2008	114
Appendix F: Minimum Proficiency Level for Designation of Staff as Bilingual	115
Appendix G: Resource List	118
Appendix H: Evid. Code, § 756 and Gov. Code, § 68092.1	122

## **Letter from the Chief Justice of California**

California’s incredible diversity is one of its greatest assets—it also presents great challenges—but challenges as significant as these also provide opportunities to thoughtfully consider the issues and craft an effective plan to address them.

The numbers tell the story of the access challenges facing Californians: approximately 40 percent of us speak a non-English language at home; there are more than 200 languages and dialects spoken; roughly 20 percent of us (nearly 7 million) have English language limitations.

To address this enormous linguistic challenge for our court system, the Joint Working Group for California’s Language Access Plan’s charge is to develop a comprehensive, statewide language access plan that will provide recommendations, guidance, and a consistent statewide approach to ensure language access for all of California’s limited English proficient (LEP) court users.

The Working Group is addressing one of my highest priorities for the judicial branch by looking at how we can provide full, meaningful, fair, and equal access to justice for all Californians. If individuals cannot understand what is happening in court, how to fill out legal forms, or how to find their way around the courthouse, there is no meaningful access. We need to identify the language barriers that litigants face every day in our courts and how we can better address those needs.

In August 2013, I announced my vision for improving access to justice for Californians, “Access 3D.” Access to our justice system must be examined through a framework that looks at equal access, physical access, and remote access. We ensure physical access by keeping courthouses and courtrooms open, well-maintained and accessible to persons with disabilities; we ensure remote access by providing online resources and electronic access to our court system; and we ensure equal access by making judicial proceedings and all related court contacts available and comprehensible to all. Efforts to enhance language access for LEP court users are a critical component of this Access 3D framework.

Access to the courts for all LEP individuals is critical not just to guarantee access to justice in our state, but to ensure the legitimacy of our system of justice and the trust and confidence of Californians in our court system.

Tani G. Cantil-Sakauye  
Chief Justice of California

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**The Joint Working Group for California’s Language Access Plan affirms that equal access to justice for all is the cornerstone of our judicial process.**

## **I. Introduction**

Access to the courts for all Californians is critical to ensure the legitimacy of our system of justice and the trust and confidence of Californians in our courts. Without meaningful language access, Californians who speak limited English are effectively denied access to the very laws created to protect them.

The Strategic Plan for Language Access in the California Courts (“Language Access Plan”) is a foundational component of the judicial branch’s commitment to addressing language access. It is the product of more than a year of research and policy development, and the gathering of critical input from stakeholders and justice partners. The plan sets forth (1) an extensive discussion of the multifaceted issues related to the expansion of language access, and (2) a comprehensive set of goals and recommendations delineating a consistent yet flexible statewide approach to the provision of language access, at no cost to court users.

The 75 recommendations in the plan enumerate the policies and operational changes that will need to take place to make comprehensive language access a reality in the California courts. In order to turn these recommendations and policies into a practical roadmap for courts, the plan recommends the immediate formation of a Language Access Implementation Task Force (name TBD, but referred to herein as “Implementation Task Force”). The Implementation Task Force

would develop and recommend the methods and means for fully—and realistically—implementing the Language Access Plan in all 58 counties, and would coordinate with related advisory groups and Judicial Council Staff on implementation efforts, as appropriate. The Implementation Task Force would also make best estimates as to the costs of implementation and the feasibility of the phasing process based upon resources available. The implementation process would include the monitoring and updating of the plan, in particular, as the trial courts provide information, feedback, suggestions and innovative solutions.

**a. Fundamental Issues for the Judicial Branch**

California is home to the most diverse population in the country. There are approximately 7 million limited English proficient (LEP) residents and potential court users speaking more than 200 languages and dispersed over a vast geographic area. The most commonly spoken languages vary widely both within and among counties; indigenous languages<sup>1</sup> have become more common and also more visible, particularly in rural areas; and the influx of new immigrants brings with it emerging languages<sup>2</sup> throughout the state. This richly diverse and dynamic population is one of our greatest assets, and a significant driver of the state’s

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<sup>1</sup> Throughout this language access plan, the term “indigenous languages” is used for minority languages that are native to a region and spoken by indigenous peoples. Many of these languages have limited or no written components. These indigenous languages present unique language access challenges because it is often difficult to find interpreters and language access providers who are able to speak both the indigenous language and English with enough proficiency for meaningful communication. Therefore, it is often necessary to provide relay interpreting, where the first interpreter renders the indigenous language into a more common foreign language (e.g., from one form of Mixteco to Spanish) and another interprets from the more common language to English (in our example, Spanish to English).

<sup>2</sup> “Emerging languages” are those that are spoken by newly arrived immigrants who have not yet established themselves in significant enough numbers or for long enough periods of time to be as visible to service providers, census trackers, or other data collectors. They are varied and ever changing, as migration patterns shift.

economic and social growth and progress. It also means that the state's institutions, including the judicial branch, must continually adapt to meet the needs of its constituents.

The diversity of California's population is matched by the diversity among, and within, its 58 counties. California has urban counties and rural counties, large and small, and counties with big cities, small towns, and scarcely populated land each with its own superior court. Alpine County has 2 judges and 1 courthouse location, with no staff interpreters, and a total population of about 1,200. Los Angeles County, by contrast, has 477 authorized judges, 91 commissioners, and 26 referees.<sup>3</sup> The Los Angeles court employs over 300 staff interpreters spread among its 600 courtrooms in 38 courthouses; they serve 10 million residents, spread across 4,800 square miles. In addition to the vast county differences, the state is split into four regions for purposes of collective bargaining with the interpreters' union. This often results in variations in agreed-upon work rules and conditions for employee interpreters.

To meet the needs and demands created by this diversity, the California trial courts have a long history of developing creative solutions to address language access needs, particularly in the provision of highly-trained certified and registered court interpreters. Currently there are more than 1,800 of these interpreters, providing 215,000 interpreter service days annually at a cost of over \$92 million each year.<sup>4</sup> In addition, courts have employed hundreds of highly skilled bilingual employees, utilized dozens of bilingual JusticeCorps volunteers in several courthouses,

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<sup>3</sup> Data as of June 2013.

<sup>4</sup> Total statewide court interpreter expenditures incurred during 2013–2014 that are eligible to be reimbursed from the Trial Court Trust Fund (TCTF) Program 45.45 (court interpreter) amounts to \$92,471,280.



and provided self-help assistance and other informational court services in multiple languages.<sup>5</sup> Individual courts have also developed their own innovative programs to increase the provision of services in languages other than English.<sup>6</sup> Many court forms have been translated, multilingual informational videos created, and collaborations with local community organizations formed to address language and cultural barriers.

While the efforts made to date have been substantial, many Californians still face significant obstacles to meaningful access to our justice system. The California courts also face unique challenges every day, particularly in courtrooms with high volume calendars in which the vast majority of litigants are self-represented (such as traffic, family law, and, of course, small claims, where parties must represent themselves). Courts must confront these challenges with limited resources, having endured severe budget cuts during the past several years that have crippled their ability to maintain adequate levels of service. Although some funding has been restored to the courts, the branch is not funded to the levels it was just a few years ago, much less to the level it must be to be able to provide all the services Californians need and expect in the resolution of their legal disputes.

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<sup>5</sup> See, for example, the California Courts Online Self-Help Center in English at [www.courts.ca.gov/selfhelp.htm](http://www.courts.ca.gov/selfhelp.htm) and in Spanish at [www.sucorte.ca.gov](http://www.sucorte.ca.gov); the JusticeCorps program detailed at [www.courts.ca.gov/justicecorps.htm](http://www.courts.ca.gov/justicecorps.htm).

<sup>6</sup> Depending on local resources and regional bargaining agreements, court interpreters in California currently provide a variety of interpreter services for LEP court users, including simultaneous or consecutive interpretation of court proceedings, court-ordered programs for which an interpreter is required such as court-ordered: psychiatric evaluations; interviews with defendants and witnesses; sight translation of court documents; probate investigations; mediations sessions and child-custody evaluations, or other interpreter services as may be required by the court. See also the University of California Hastings College of the Law's study on *Enhancing Language Access Services for LEP Court Users* (2013), found at [www.courts.ca.gov/documents/jc-20130426-info3.pdf](http://www.courts.ca.gov/documents/jc-20130426-info3.pdf), discussing the various approaches by local courts throughout the state to providing language access.

While the provision of comprehensive language access across our system of justice will undoubtedly require additional resources and funding, the branch also understands that fundamental and systemic changes in our approach to language access, at the statewide and local levels, are both necessary and feasible. The Chief Justice recognized that developing a comprehensive statewide language access plan was a critical first step in addressing the needs of the state's LEP population in a more systematic fashion. In June 2013, the Chief Justice appointed a Joint Working Group to develop this California courts' Language Access Plan, with the intent that it set forth useable standards for the provision of language access services across the superior courts statewide, while allowing local courts to retain control over the allocation of their internal resources.

This plan acknowledges, through some of the recommendations, that many beneficial practices are already in place in courts around the state. These successful practices are being included as recommendations in this plan to show appreciation for emerging best practices and to highlight effective approaches that local trial courts have taken, on their own, to promote language accessibility. The intent of these recommendations is to provide, as much as possible, a blueprint for trial courts to follow and use as guidance as they expand language access to the public they serve. The plan also recommends that the California Courts of Appeal and Supreme Court of California discuss and adopt applicable parts of the plan with any necessary modifications. This strategic plan is not, however, an operational or implementation plan. If this plan is approved, implementation, planning and oversight will begin in 2015.

Fundamental to California's Language Access Plan is the principle that the plan's implementation will be adequately funded so the expansion of language access services will take place without impairing other court services. The Language Access Plan recognizes that where resources are limited, where additional funding will take time to secure, or where implementing one recommendation can only occur after another is completed, the plan needs to provide for a phasing-in of its recommendations over time. The Implementation Task Force will be responsible for calculating implementation costs, creating implementation recommendations for the Judicial Council, and adjusting implementation based on feasibility assessments over time including the financial resources available.

In addition, is the intent of this plan that all of its recommendations be applied consistently across all 58 trial courts. To the extent that provisions in local bargaining agreements are in conflict with any recommendations contained in this plan, it is recommended that local agreements be modified or renegotiated as soon as practicable to be consistent with plan recommendations and to ensure that, at a general level, courts provide language access services for LEP persons that are consistent statewide. However, the drafters of the plan recognize that differences in local demographics, court operations and individual memoranda of understanding with court employees may constrain individual courts' abilities to fully implement certain of the plan's recommendations on the timeline proposed.

## **b. Summary of the Plan**

California's Language Access Plan proposes a comprehensive and systematic approach to expand and enhance language access in the California courts. While the plan allows for a large degree of flexibility for the state's diverse courts and communities, it also provides baseline standards to ensure statewide consistency with federal and state law<sup>7</sup> so that all Californians can expect language access services regardless of where they live within the state's borders.<sup>8</sup>

The Language Access Plan includes an assessment and prioritization of all of the points of contact between LEP court users and the courts. In this way, a greater level of skill and resources can be targeted at the most complex and important events, such as hearings, trials, and other court proceedings, while more flexible services can be provided at other points of contact, such as self-help centers and the clerk's office. The plan also considers and addresses points of contact before LEP court users even arrive at the courthouse, since they may be discouraged from accessing the judicial system if they perceive, accurately or not, that their

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<sup>7</sup> Relevant authority includes Title VI of the Civil Rights Act of 1964 and its implementing regulations (42 U.S.C. section 2000d et seq; 28 C.F.R. Part 42, Subpart C), the California Constitution, California Evidence Code section 756 (eff. 01/01/15), and California Government Code sections 68092.1 (eff. 01/01/15; see Appendix H for new statutes), 68560(e), and 7290 et seq. The plan also addresses issues identified by the U.S. Department of Justice in its investigation of the Judicial Council for compliance with Title VI regarding the provision of language access services in the California state courts.

<sup>8</sup> The legal requirements relating to access for deaf or hard of hearing court users are governed by the Americans with Disabilities Act (ADA) and other relevant statutes. However, deaf or hard of hearing court users and their interpreters should be considered as part of any language access plan implementation whenever appropriate, by, for example, including deaf or hard of hearing court users and their interpreters on "I Speak" cards or in centralized pilots. Provision of standards related to language access for deaf or hard of hearing court users will not be included in this plan since courts are already legally mandated to provide deaf or hard of hearing court users with disability and related language access (see ADA and section 504 of the Rehabilitation Act of 1973). Where access may not be provided to deaf or hard of hearing court users under the ADA, the courts will provide access as part of their compliance with this plan.

language needs will not be met. Targeting resource allocation to the most critical points of contact will also require improved data collection on the languages spoken in each county.

The plan also identifies and advocates for the use of cost-effective methods to enhance language access throughout the courthouse, such as multilingual self-help services and brochures, multilingual information on court websites (both spoken and written), remote language services for interactions with court staff, and translated court signage and legal forms. A significant focus is placed on the appropriate qualification and utilization of a variety of language access providers, from court interpreters to bilingual employees to trained volunteers, at the various points of contact that LEP court users have with our courts.

Additionally, the plan identifies the kinds of training needed for judicial officers, court administrators, and court staff on how to understand and address the needs of LEP court users, including education in cultural competence, the optimal methods of managing a court proceeding in which interpreting services are being provided, the provision of language access services throughout the court system, and state and local language access policies. Other subjects addressed in the plan include the recruitment and training of bilingual staff and interpreters, and the formation of partnerships with community organizations serving LEP populations.

The branch is constantly aware of the need to build in efficiencies and cost savings. The plan therefore recommends a strategy for phasing in the expansion of spoken language interpreter

services in all court matters consistent with new [Evidence Code section 756](#), where existing resources prohibit immediate expansion to all cases; and it recommends the creation of scheduling protocols to ensure the most efficient use of interpreters. The plan also proposes the thoughtful and responsible deployment of technological solutions, such as appropriate use of video remote technology and multilingual audiovisual tools, which provide language access while ensuring due process and high quality language services. The recommendations in the plan also set the framework for identifying the additional funding that will be needed to enable the courts to meet the increased demand on court resources that will arise from the branch's commitment to language access without sacrificing any other court services.

### **c. Timeline of Recommendations**

This strategic plan outlines three phases of implementation. This is proposed because some of the recommendations in this Language Access Plan can be implemented immediately; others may require the creation of efficiencies in existing court operations and the more effective deployment of current resources. Other recommendations require changes in legislation and rules of court, or additional funding for the judicial branch. The Implementation Task Force will have the flexibility to adjust phasing of the recommendations based upon its on-going review and monitoring of the progress of implementation and available resources.

To assist courts and all interested persons in understanding how the various recommendations contained in the Language Access Plan can be gradually phased in for implementation by the courts and the Judicial Council during the next five years (2015–2020), Appendix A groups all of the plan's recommendations into one of three phases.

- **PHASE 1:** These recommendations are urgent or should already be in place. Implementation of these recommendations should begin in year 1 (2015).
- **PHASE 2:** These recommendations are critical, but less urgent or may require completion of Phase 1 tasks. Implementation of these recommendations may begin immediately, where practicable, and in any event should begin by years 2–3 (2016–2017).
- **PHASE 3:** These recommendations are critical, but not urgent, or are complex and will require significant foundational steps, time, and resources to be completed by 2020. Implementation of these recommendations should begin immediately, where practicable, or immediately after the necessary foundational steps are in place.

Regardless of which phase a recommendation falls under, every recommendation in this plan should be put in place as soon as the resources can be secured and the necessary actions are taken for implementation. The provision of meaningful language access to all Californians who need it, and equal access to justice, are and should be considered a core court function. Courts should continue to provide all existing language access services even if the particular service appears in a later phase of this plan. Similarly, the proposed phase-in must allow for flexibility if the Implementation Task Force determines that different phasing is more appropriate to achieve the goal of comprehensive language access.

**d. The Planning Process**

The Joint Working Group’s effort to develop a comprehensive statewide language access plan began with the review of a large body of information, including language access plans of other states, the American Bar Association (ABA) Standards for Language Access in Courts, the California Federation of Interpreter’s position paper on video remote interpreting, prior reports on language access needs and solutions in California courts, and the National Center for State Courts’ Call to Action. Additional reports and materials were received over the course of the planning process. A complete list of the background information considered and utilized by the working group can be found in Appendix G. The working group also held three in-person meetings and numerous conference calls to debate ideas.

To complete the information-gathering process, the working group held meetings with court leaders and other stakeholders, held public hearings, and invited and received both written and oral public comment. This input included:

- Listening sessions with language access stakeholders, namely:
  - Independent interpreter organizations;
  - Legal services providers representing various communities throughout the state;
  - The California Federation of Interpreters; and
  - Presiding judges and court executive officers.
- Three public hearings (in San Francisco, Los Angeles, and Sacramento) with comments from 29 panelists providing input from local, statewide, national, health-care, court, education, and legislative perspectives. Audio for the three hearings was broadcast on



the web and included closed captioning in English and Spanish. American Sign Language (ASL) and spoken language interpreters were provided for audience members and persons providing oral comment.

Panelists included:

- Court executive officers representing the diversity of needs and challenges faced by different courts throughout the state;
- Legal services organizations and community advocates representing client populations in large urban areas such as Los Angeles, in Asian-American Pacific Islander and Latino communities throughout California, and in rural communities with significant numbers of indigenous language speakers;
- The president of the California State Bar, Assembly Member Ed Chau, and a representative from the California Department of Education;
- The president and representatives of the largest organization representing court interpreters in California, the California Federation of Interpreters (CFI); and
- A national expert from the National Center for State Courts, the director of the New Mexico Administrative Office of the Courts, and the Senior Director of National Diversity and Inclusion for Kaiser Foundation Health Plan, Inc.

During the public comment portion of the public hearings the working group heard extensive oral comments and received a significant body of written comments and prepared statements,

including comments from LEP court users (some of whom spoke in their primary languages, with their comments interpreted into English), court interpreters, community representatives, legal services providers, and education providers.<sup>9</sup>

Additionally, there was a public comment period of 60 days following Judicial Council’s approval and release of the draft of the Language Access Plan.

The Joint Working Group would like to thank all commentators and also acknowledge that the U.S. Department of Justice, in conjunction with its investigation, has been extremely supportive and helpful throughout the working group’s planning process as it worked to develop the best possible Language Access Plan for the California courts.

**Key themes from stakeholder input:**

Stakeholders provided a wealth of information during the listening sessions and in the public hearing and comment process. In preparing this Language Access Plan, the Joint Working Group has studied and considered this thoughtful and invaluable information at length. Although the range of topics covered, the insights shared, and the experiences relayed were extensive, some salient themes surfaced throughout the planning process:

- Although California’s judicial branch is committed to providing full, meaningful, fair, and equal access to justice for all Californians, including limited English proficient litigants,

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<sup>9</sup> See [www.courts.ca.gov/LAP.htm](http://www.courts.ca.gov/LAP.htm) for links to written public comments and prepared testimonies for the three public hearings.

much remains to be done, especially in the civil arena, to ensure all court users have meaningful access to the state's courts.

- Any efforts to improve the provision of language access services must include a more comprehensive mechanism for collecting data on LEP communities and their potential need for court services. Traditional sources of demographic data underestimate the existing numbers of LEP residents in the state, in particular with regard to linguistically isolated communities, migrant workers, and speakers of indigenous languages. Similarly, these data sources do not adequately track emerging languages.
- LEP speakers who need to use the judicial system for a variety of civil issues—from child custody to restraining orders to evictions—are unable to meaningfully access court processes because of language barriers. In critical proceedings such as hearings and trials, LEP court users are often forced to resort to family members or friends to communicate with the court. These untrained interpreters are rarely equipped to relay the court's communication accurately and completely to the LEP litigant, and vice versa. Failure to ensure proper communication can lead to the loss by LEP court users of important legal rights, an inability to access remedies, or basic misunderstandings and confusion.
- Language access must be provided at all critical or significant points of contact that LEP persons have with the court system. LEP parties are often unable to handle even the very first steps in seeking legal recourse, such as knowing what remedies or legal protections may be available and where to seek them out, knowing what legal procedures to follow, and understanding how to fill out court forms as well as how and

where to file them. Language access must start before an LEP court user reaches the courthouse doors; it must begin with community outreach and education efforts, web-based access, and the utilization of ethnic media outlets to educate the public. And it must then be available upon entering the courthouse and throughout all components of court services, such as self-help centers, alternative dispute resolution services, and the clerks' counters.

- Projections about the cost of expanding language access throughout all court proceedings and points of contact vary widely but are by and large unknown. There are questions about whether the existing pool of court interpreters who are certified or registered by the Judicial Council and available to work throughout the state is sufficient to meet the possible demand as services are expanded, with differing views regarding the existing capacity. Although it is difficult at this stage to estimate the cost of expanded access when including all attendant costs, from technology to interpreter deployment to translation to training and qualification of staff to improved courthouse signage, information can and must be collected to make rational projections.
- Technologies such as video remote interpreting (VRI), telephonic interpretation, web-based access, multilingual audiovisual tools, and others have an important role to play in the statewide provision of language access. However, courts must exercise care to ensure that the use of technology is appropriate for the setting involved, that safeguards are in place for ensuring access without deprivation of due process rights, and that high quality is maintained.

- The California judicial branch has seen a drastic reduction in funding in recent years. Although some funding has been restored, due to various factors this has not resulted in any net increase in the total funding for the branch. Consequently, courts throughout the state are still struggling to provide the most basic level of service to their communities. Expansion of language access services, though supported by all stakeholders, poses fiscal demands that must be satisfied by efficiencies in the provision of language services and, most importantly, by additional funding appropriated for that purpose and not by shifting already scarce resources from other court services.
- Any effort to ensure meaningful language access to the court system for all Californians must include partnerships with stakeholders. These stakeholders include: community-based providers like social services organizations, domestic violence advocates, mental health providers, and substance abuse treatment programs; justice partners such as legal services organizations, court interpreter organizations, district attorneys, public defenders, law enforcement, jails, probation departments, and administrative agencies; and other language access experts.
- The judicial branch should become more proactive in recruiting potential interpreters at the earliest stages of their education, particularly in high schools and community colleges. Courts should create partnerships with educational providers to develop a pipeline of potential interpreters and bilingual court employees.
- There is a critical need for training of judicial officers, court staff, and security personnel in (1) identifying and addressing the needs of court users at all points of contact with the court, (2) understanding distinct characteristics of the various ethnic communities that

can ensure respectful treatment of LEP court users, (3) ensuring that interpreters are, in fact, certified or are properly provisionally qualified, and (4) conducting courtroom proceedings in a manner that facilitates the maximum quality of interpretation.

**e. Relevant Judicial Branch Goals**

California’s Language Access Plan effort supports Goal 1 of the Judicial Council’s most recent strategic plan—Access, Fairness, and Diversity—which sets forth that:

- All persons will have equal access to the courts and court proceedings and programs;
- Court procedures will be fair and understandable to court users; and
- Members of the judicial branch community will strive to understand and be responsive to the needs of court users from diverse cultural backgrounds.

The Language Access Plan also aligns with the most recent operational plan for the judicial branch, which identifies additional objectives in support of Goal 1, including:

- Increase qualified interpreter services in court-ordered/court-operated proceedings and seek to expand services to additional court venues; and
- Increase the availability of language access services to all court users.

**f. Structure of the Language Access Plan**

The Language Access Plan identifies eight major goals around which the plan is organized. Each goal includes an issue description to (1) provide background on the problem/issue that the goal is intended to address, (2) discuss the relevant input received by the Joint Working Group

during the public participation process, and (3) highlight California's unique opportunities and challenges. The issue descriptions contained within each of the eight goals inform the recommendations that are designed to help achieve that particular goal. The plan also includes appendices that provide more detailed information on plan components, such as guidelines for the provision of video remote interpreting and tools to assist in the delivery of language access services.

**g. Concepts Utilized Throughout the Language Access Plan**

The Language Access Plan uses certain terms or phrases with a very deliberate purpose and concrete meaning. To avoid confusion, here are the common concepts used throughout and the intended meaning for purposes of the Language Access Plan:

**Civil cases or proceedings:** Any non-criminal matter in the state courts, including civil limited and unlimited, family law, juvenile dependency, probate, small claims, mental competency, and others.

**Court proceedings:** Any civil or criminal proceedings presided over by a judicial officer, such as a judge, commissioner or temporary judge, or managed by officers of the court or their official designees, such as special masters, referees and arbitrators.

**Court-ordered, court-operated programs, services or events:** Any programs, services or events that are both ordered by the court AND operated or managed by the court. It does not include a program or activity that is operated or under the control of a third-party provider. It does

include programs, such as Family Court Services orientation and mediation, or any other event directed by the judicial officer and occurring in relation to a pending case (e.g., “day of court” mediations in Family Law or Unlawful Detainer matters, or settlement discussions directed to occur by the judicial officer).<sup>10</sup>

**Language threshold:** Several recommendations in the Language Access Plan provide for translation of written or audiovisual materials. Because the language needs and demographics vary significantly among California’s 58 counties, and within counties themselves, the Language Access Plan proposes a method for determining how many and which languages any materials should be translated into. The proposed general language threshold is: “In English and up to five other languages, based on local community needs assessed through collaboration with and information from justice partners, including legal services providers, community-based organizations and other entities working with LEP populations.” It is the Joint Working Group’s intent that the Implementation Task Force conduct a review of available data and, in consultation with experts, provide more specific guidelines to local courts regarding the number of languages, and population thresholds, for which they should provide translation.

**Provisional qualification:** The process courts must follow when no certified or registered interpreter is available to interpret, and the court needs to appoint someone else to interpret for a given proceeding. Provisional qualification is accomplished through a series of mandated

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<sup>10</sup> With respect to programs or services that may be court-ordered but are not operated or managed by the court (such as referrals to counseling or parenting classes), other court-related services (such as court-appointed guardians, custody evaluators who are not court staff, or forensic accountants), and non-mandatory programs such as voluntary mediation, this Language Access Plan recommends that judicial officers must determine that linguistically accessible services are available before LEP court users are ordered or referred to those services.



steps, including a finding of good cause, and the completion of a Judicial Council form, as laid out in [California Rule of Court 2.893](#), which delineates the procedure for provisionally qualifying someone to interpret in a criminal or juvenile proceeding.<sup>11</sup>

**Qualified interpreters:**

(1) Certified and registered interpreters as credentialed by the Judicial Council and who are in compliance with the [Professional Standards and Ethics for California Court Interpreters](#), and

(2) “Provisionally qualified” interpreters (non-certified and non-registered) who are determined to be qualified on a provisional basis.

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<sup>11</sup> Since no rule of court exists at this time for civil proceedings, this plan recommends amending the rule of court for provisional qualification in criminal and juvenile proceedings to include civil proceedings, as well as interim requirements until the rule is amended. The two parts of the current process for the court to appoint a noncertified or nonregistered interpreter are discussed in greater detail in Goal 2: (1) provisional qualifications of a noncertified or nonregistered interpreter, and (2) unavailability of a certified or registered interpreter.

## **II. STRATEGIC GOALS AND POLICIES**

### **Goal 1: Improve Early Identification of and Data Collection on Language Needs**

#### **Goal Statement**

The Judicial Council will identify statewide language access needs of limited English proficient (LEP) Californians, and the courts will identify the specific language access needs within local communities, doing so as early as possible in court interactions with LEP Californians.

#### **Issue Description**

Stakeholders unanimously agreed that the failure to identify the language needs of LEP court users early enough in the court process causes ripple effects throughout the system. When the need for a court interpreter is not identified in advance of a court appearance, courts and litigants may be forced to rely on untrained interpreters, often family or friends of the litigant, to provide language services. As discussed in more depth in Goal 2, the use of untrained interpreters can have serious and potentially dangerous consequences.

As language access services are expanded into more types of cases, early identification of LEP court users will become even more critical. Early identification makes it possible for courts to schedule qualified interpreters efficiently when calendaring cases in the various courtrooms where they are needed. It similarly allows courts to assign bilingual staff more efficiently to appropriate areas within the courthouse, and to share court interpreters across counties

through the cross-assignment process when staff interpreters are not available in one court but free in another. Early identification also reduces delays for the courts by minimizing the need to continue cases when the need for an interpreter becomes apparent too late in the process. Also, by allowing courts to address an LEP litigant's legal matters without unnecessary delays, early identification increases court user satisfaction.

**a. Early Identification of Language Needs**

*Issue Description*

The identification of the language needs of LEP court users should occur through a number of mechanisms, from an LEP person's self-identification to identification by court staff, justice partners, and judicial officers. While courts should encourage an individual's self-identification as LEP, courts should not rely on that exclusively. Some LEP court users may fail to request language access services because they may misjudge the level of proficiency required to communicate in court or be afraid of discrimination or bias.

Further, assessing the need for language services must occur throughout the life of the case.

While providing information about language access at the filing of a case is critical, it is important to recognize and provide for the fact that an LEP person's need for such services may precede the filing of a case or may arise after a court ruling. Ideally, courts should have a system for documenting the requests that are made and whether the request was met, including proceedings and events both in and out of court.

**Recommendations:**

1. Courts will identify the language access needs for each LEP court user, including parties, witnesses, or other persons with a significant interest,<sup>12</sup> at the earliest possible point of contact with the LEP person. The language needs will be clearly and consistently documented in the case management system and/or any other case record or file, as appropriate given a court’s existing case information record system, and this capability should be included in any future system upgrades or system development. (Phase 1)
2. A court’s provision or denial of language services must be tracked in the court’s case information system, however appropriate given a court’s capabilities. Where current tracking of provision or denial is not possible, courts must make reasonable efforts to modify or update their systems to capture relevant data as soon as feasible. (Phases 1, 2)
3. Courts should establish protocols by which justice partners<sup>13</sup> can indicate to the court that an individual requires a spoken language interpreter at the earliest possible point of contact with the court system.<sup>14</sup> (Phase 1)

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<sup>12</sup> “Persons with a significant interest” include persons with a significant interest or involvement in a case or with legal decision-making authority, or whose presence or participation in the matter is necessary or appropriate as determined by a judicial officer. Examples of persons who may have a significant interest include: victims; legal guardians or custodians of a minor involved in a case as a party, witness, or victim; and legal guardians or custodians of adults involved in a case as a party, witness, or victim.

<sup>13</sup> Justice partners include legal services providers, law enforcement agencies, public defenders, district attorneys, county and city jails, child protective services, domestic violence advocates and shelters, and others.

<sup>14</sup> Options to be explored by the Implementation Task Force may include development of a Judicial Council form, modifying all relevant Judicial Council forms, creating a form to be filed with all initial pleadings, or working with justice partners to develop the protocols.

4. Courts will establish mechanisms<sup>15</sup> that invite LEP persons to self-identify as needing language access services upon contact with any part of the court system (using, for example, “I speak” cards [see page 56 for a sample card]). In the absence of self-identification, judicial officers and court staff must proactively seek to ascertain a court user’s language needs. (Phase 1)
  
5. Courts will inform court users about the availability of language access services at the earliest points of contact between court users and the court. The notice must include, where accurate and appropriate, that language access services are free. Courts should take into account that the need for language access services may occur earlier or later in the court process, so information about language services must be available throughout the duration of a case. Notices should be in English and up to five other languages based on local community needs assessed through collaboration with and information from justice partners, including legal services providers, community-based organizations, and other entities working with LEP populations. Notice must be provided to the public, justice partners, legal services agencies, community-based organizations, and other entities working with LEP populations.<sup>16</sup> (Phase 1)

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<sup>15</sup> The Judicial Council’s Civil and Small Claims Advisory Committee is creating a fee waiver form for interpreter requests.

<sup>16</sup> For example, notices should be posted on the court’s website, on signage throughout the courthouse, at court information counters, in court brochures, in a document included with initial service of process, at court-community events, in public service notices and announcements in the media, including ethnic media, and in any embassies or consulates located in the county. To address low literacy populations and speakers of languages that do not have a written component, video and audio recordings should be developed to provide this notice.

## **b. Data Collection**

### *Issue Description*

Assessing the number of LEP persons likely to seek out court services, and the frequency of contact of these LEP persons with the courts, will help provide LEP court users with improved access to court services. In order to determine the language access needs both in any given court's community and statewide, the Judicial Council and individual courts should augment existing data collection methods. Currently, to plan for the provision of interpreter services, the Judicial Council is required to conduct a study of spoken language interpreter use in the trial courts, every five years. The next study is due to the Legislature in 2015.<sup>17</sup> Key findings from the study published in 2010 covering the years 2004 through 2008 include the following:

- Courts provided more than 1 million service days<sup>18</sup> of spoken language interpretation services in 147 languages;
- 17 languages accounted for 98.5% of all service days (see table, Appendix E);
- Spanish continued to be the most used language, representing 83% of all mandated service days in the state; and
- Statewide, the only significant changes in the number of service days by language were increases in Spanish (11%) and Mandarin (89%).

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<sup>17</sup> To better inform future decisions regarding interpreter use for limited English proficient (LEP) court users in civil proceedings, the *2015 Language Need and Interpreter Use Study* will also collect data and conduct analysis on interpretation needs in these areas. Findings and recommendations from this study will assist in the future designation of the languages to include in the certification program for court interpreters. An additional component of the study will explore use of interpreters in civil proceedings. Currently, there are court interpreter certification exams given for the following designated languages: American Sign Language, Arabic, Eastern Armenian, Cantonese, Khmer, Korean, Mandarin, Portuguese, Punjabi, Russian, Spanish, Tagalog, and Vietnamese. Farsi has been designated for certification, but is not yet certified. Even though Western Armenian and Japanese are certified languages, there is no bilingual interpreting exam presently available.

<sup>18</sup> Service days in the 2010 study are defined as the sum of interpreter assignments including full days, half-days, and night sessions.

When engaging in these data collection activities and projecting language needs, courts should not rely exclusively on the numbers provided by the U.S. Census and American Community Survey (ACS). The type of detailed, local information that courts need to identify the language needs of their constituents may not be adequately captured by these more traditional methods of demographic data collection. Further, many ethnic and linguistic minorities and emerging LEP communities are underreported in these sources of data, as was commented by community-based organizations during the public hearings.

Organizations working with specific populations have collected their own data to identify areas where census data may not accurately reflect our state's linguistic diversity. For example, California Rural Legal Assistance conducted a comprehensive study<sup>19</sup> of migrant farm workers that provides useful information on indigenous languages spoken in different areas of our state. Other reliable sources of data that courts might contact to determine the unique needs of their communities are the California Department of Education, the Migration Policy Institute, and local welfare agencies that track the language needs of government assistance recipients at the local level. Engaging community-based agencies such as legal services agencies, refugee organizations, and community social services providers can provide local courts with a better understanding of the language needs of the communities they serve. Partnering with agencies that serve LEP court users in the court's community can also lead to the development of

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<sup>19</sup> Available at [www.crla.org/sites/all/files/content/uploads/News/NewsUpdate/IFS-ReportJan10.pdf](http://www.crla.org/sites/all/files/content/uploads/News/NewsUpdate/IFS-ReportJan10.pdf)

culturally appropriate and effective strategies for the early identification of LEP court users needing court services.

With regard to the provision of language access services, courts currently track and report the amount of money spent on interpreter services. To gauge overall need, courts should also track and report expenditures on other services such as translations and multilingual signage or videos. All of these data collection efforts will provide critically necessary information to support funding requests, and will help courts determine how best to deploy court interpreters and bilingual staff and equipment to maximize the effective and efficient provision of language services.

**Recommendations:**

6. The Judicial Council and the courts will continue to expand and improve data collection on interpreter services, and expand language services cost reporting to include amounts spent on other language access services and tools such as translations, interpreter or language services coordination, bilingual pay differential for staff, and multilingual signage or technologies. This information is critical in supporting funding requests as the courts expand language access services into civil cases. (Phase 1)
7. The Judicial Council and the courts should collect data in order to anticipate the numbers and languages of likely LEP court users. Whenever data is collected, including for these purposes, the courts and the Judicial Council should look at other sources of data beyond the U.S. Census, such as school systems, health departments, county social services, and local community-based agencies. (Phase 2)



## Goal 2: Provide Qualified Language Access Services in All Judicial Proceedings

### Goal Statement

By 2017, and beginning immediately where resources permit, qualified interpreters will be provided in the California courts to LEP court users in all courtroom proceedings and, by 2020, in all court-ordered, court-operated events.<sup>20</sup>

#### a. Provision of Qualified Interpreters in Court Proceedings

##### *Issue Description*

Court proceedings such as hearings and trials are arguably the most critical events during which a limited English proficient speaker will need high quality language assistance services to communicate with the participants in the proceeding. Existing law mandates that interpreters be provided by the court for parties, at no cost to them, for all criminal cases including felonies, misdemeanors, and infractions (including traffic cases).<sup>21</sup> Similarly, interpreters must also be provided if the defendant in a criminal case is a juvenile and the case proceeds as a juvenile delinquency matter. In juvenile dependency cases, interpreters must be provided by the court if the court appoints an attorney for the minor or a parent and the appointment of the interpreter is necessary to ensure the effective assistance of counsel.<sup>22</sup>

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<sup>20</sup> Within the context of this plan, and consistent with Evidence Code section 756 (d), the term “provided” (as in “qualified court interpreters will be provided”) means at no cost to the LEP court user and without cost recovery.

<sup>21</sup> Cal. Const., art. I, § 14: “A person unable to understand English who is charged with a crime has a right to an interpreter throughout the proceedings.” Government Code section 68092(a) provides that the court shall pay for interpreters’ fees in criminal cases.

<sup>22</sup> Cal. Rules of Court, rule 5.534(h)(1)(A) and (B); *In re Emilye A. v. Ebrahim A.* (1992) 9 Cal.App.4th 1695.

With regard to civil cases, however, California law regarding provision of interpreters has historically been quite complex. Until January 2015, state statutes and case law authorized or required the expenditure of court funds for in-courtroom interpreters only in certain civil case matters so courts, on a discretionary basis, have provided interpreters to parties only in proceedings involving domestic violence, ancillary family law matters, and elder or dependent adult abuse protective orders. For most civil matters, however, general statutes providing parties to pay for interpreters in civil actions arguably prohibited court funds from being spent for that purpose, or in a more permissive interpretation, only allowed court funds to be spent on needed interpreters when the parties are indigent.<sup>23</sup> Effective January 1, 2015, however, [Evidence Code section 756](#) will go into effect, expressly authorizing courts to provide interpreters in civil matters, at no cost to the parties, with a prioritization by case type and preference within some priorities for indigent parties.

The passage of Evidence Code section 756 addresses many of the comments from stakeholders and the public—and the view of the Joint Working Group—that civil cases such as family law matters, evictions, guardianships, and conservatorships are critical to the lives of Californians. A large percentage of litigants in these types of cases, including LEP litigants, represent themselves in court and thus do not have the assistance of an attorney to explain the procedures or the law, or to help them present their case to a judicial officer. The use of untrained interpreters may lead to significant misunderstandings and a resulting lack of redress for LEP litigants, and is even more problematic in these cases where the parties are

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<sup>23</sup> Gov. Code, § 68092(b).

unrepresented. Their use can also cause confusion and slow the court process. Overall, relying on unqualified interpreters can result in serious and potentially dangerous consequences, such as necessary protective orders not being issued. Also challenging are situations when no interpreter (trained or untrained) can be found, and the matter has to be continued to a later date, causing monetary and resource losses for LEP court users and the courts. When justice is delayed, both litigants and the courts lose in the process.

Using a well-meaning but unqualified interpreter, who does not understand legal terminology or court procedures, and whose performance no one may be able to assess, can mask these miscommunications and errors, thus giving the appearance of meaningful access when none is in fact provided. Additionally, in an effort to communicate with LEP court users, judicial officers sometimes ask lawyers or advocates for these litigants to interpret for their clients or for witnesses, which creates significant conflicts of interest and ethical issues for these providers, while preventing them from properly focusing on the tasks for which they are present in the courtroom.

In many civil matters where fundamental interests are at stake, such as housing, personal safety, or the determination of a parental relationship, the cost to LEP litigants of retaining their own certified or registered interpreter (or the chance of being charged for interpreter services provided by the court after the case) can be prohibitive. It is for this reason that many of the stakeholders submitting spoken and written public comment emphasized the need for courts to provide interpreters free of cost to the LEP litigant. Some LEP litigants, particularly in more

complex limited and unlimited civil matters, may have the financial means to pay for their own interpreter (even if not initially, possibly after a money judgment is issued in their favor).

However, the Joint Working Group is cognizant of a potential chilling effect on LEP litigants, including their initial decisions whether to pursue a legal course of action, if they are required to pay for their own court interpreters. For this reason, it is the goal of this plan, and consistent with new Evidence Code section 756, that certified and registered interpreters be provided by courts without cost to the LEP court user.

Even when the right to an interpreter is recognized by law, or when an interpreter is allowed to be provided by the court at court expense, there may not always be a qualified interpreter available. When no certified or registered interpreter is available to interpret in criminal matters, the court is required to make specific findings before provisionally qualifying a proposed interpreter to interpret for a given proceeding. This is accomplished through a series of mandated steps, including a finding of good cause, and the completion of a Judicial Council form, as laid out in rule 2.893 of the California Rules of Court. Because interpreters have generally not been provided in civil cases there is no official mechanism for qualifying noncertified or nonregistered court interpreters in such cases.<sup>24</sup> Additionally, although a court user may be entitled to an interpreter, there is no designated process for them to waive the provision of an interpreter, should they wish to do so.<sup>25</sup>

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<sup>24</sup> Goal 8 addresses recommendations for statutory or rule changes that may be necessary to expand the use of interpreters in civil proceedings.

<sup>25</sup> Goal 8 addresses a recommendation for development of a policy regarding guidelines for a waiver of interpreter services by an LEP court user. Recommendation 50 under Goal 6 addresses the necessary training that will be required for judicial officers and court staff to ensure understanding of the waiver requirements, including the appropriateness of waiver and any potential for misuse.

With respect to the qualification process itself, court certified and registered interpreters in California are credentialed by the Judicial Council, with testing, continuing education, and ethical requirements overseen by the Judicial Council’s Court Language Access Support Program (CLASP) unit.<sup>26</sup> The speakers at the listening sessions and public hearings agreed that California is a leader in its credentialing of court interpreters. As Goal 5 states, the plan recommends that the existing standards for credentialing remain and, where appropriate, be further developed. Further discussion is provided below under the issue description in Goal 5.

**Recommendations:**

8. Qualified interpreters must be provided in the California courts to LEP court users in all court proceedings, including civil proceedings<sup>27</sup> as prioritized in Evidence Code section 756 (see Appendix H), and including Family Court Services mediation.  
(Phases 1 and 2)
9. Pending amendment of California Rules of Court, rule 2.893, when good cause exists, a noncertified or nonregistered court interpreter may be appointed in a court proceeding in any matter, civil or criminal, only after he or she is determined to be qualified by following the procedures for provisional qualification. These procedures are currently set forth, for criminal and juvenile delinquency matters, in rule 2.893 (and, for civil matters, will be set forth once the existing rule of court is amended).  
(See Recommendation 50, on training for judicial officers and court staff regarding

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<sup>26</sup> More information at <http://www.courts.ca.gov/programs-interpreters.htm>.

<sup>27</sup> As provided in [Evidence Code section 756\(g\)](#), the provision of interpreters in civil proceedings must not affect the provision of interpreter services in criminal, juvenile or other proceedings for which interpreters were previously mandated.

the provisional qualification procedures, and Recommendation 70, on amending rule 2.893 to include civil cases.) (Phases 1 and 2)

**b. Provision of Court Interpreters in Court-Ordered, Court-Operated Programs, Services, or Events**

*Issue Description*

Legal services providers, community members, court administrators, and justice partner representatives expressed concern that LEP litigants frequently find themselves in a court-ordered, court-operated program, service or event outside of a courtroom that is critical for compliance with court rulings or procedures. In these settings, court users are even less likely to obtain interpreter services, given the limited resources faced by many courts. For example, just as the court hearing on custody should be accessible to LEP litigants, Family Court Services mediation—a mandatory process for parents who are not in agreement about child custody or visitation issues— should similarly be fully available to LEP parents. During the public hearing process, legal services advocates and others criticized the common use of unqualified and sometimes entirely inappropriate interpreters—such as family, friends, or even opposing parties—for these events.

While recognizing that courts cannot be made responsible for providing language access services for programs that are not operated or managed by the court, it is common for judicial officers to order parties to participate in or complete outside programs or activities, and condition compliance with a court order on such participation or completion. These programs

offer a benefit to participants (such as parenting classes, batterer intervention programs, or counseling) or may be critical to resolution of a case (such as mediation, or supervised visitation programs that allow for safe child visitation). When making court orders, courts should not create a situation for an LEP court user that conditions his or her compliance on participation in a program for which no language access exists. If resources are so limited that interpreters or other appropriate modes of language access services are not available, courts should develop mechanisms for an LEP court user to comply with the court's order by participating in a comparable, yet linguistically accessible, program or activity, or by waiving participation for the LEP court user. This last alternative is least preferable as, presumably, these court programs and activities are critical for the proper resolution of a case. LEP persons should not be burdened with a less desirable alternative to resolve their court matters (for example, paying a fine rather than attending traffic school) because there are no linguistically accessible options available nor should an LEP individual be denied the benefit of the services otherwise deemed necessary. Recommendation 33 below addresses the need for courts to make reasonable efforts to identify or enter into contracts with providers that can provide language access services.

**Recommendations:**

10. Beginning immediately, as resources are available, but in any event no later than 2020, courts will provide qualified court interpreters in all court-ordered, court-operated programs, services and events, to all LEP litigants, witnesses, and persons with a significant interest in the case. (Phases 1, 2 and 3)

11. An LEP individual should not be ordered to participate in a court ordered program if that program does not provide appropriate language accessible services. If a judicial officer does not order participation in services due to the program's lack of language capacity, the court should order the litigant to participate in an appropriate alternative program that provides language access services for the LEP court user. In making its findings and orders, the court should inquire if the program provides language access services to ensure the LEP court user's ability to meet the requirements of the court. (Phase 2)

**c. Use of Technology for Providing Access in Courtroom Proceedings**

*Issue Description*

In order to achieve the goal of universal provision of interpreters in judicial proceedings, the appropriate use of technology must be considered. From the use of various forms of remote interpreting (telephonic or video) to developing multilingual audiovisual material, technology will, by necessity, be part of any comprehensive solution to the problem of lack of language access in judicial proceedings. The use of remote interpreters in courtroom proceedings can be particularly effective in expanding language access.

The quality of interpretation is of paramount importance and should never be compromised.

Generally, an in person interpreter is preferred over a remote interpreter but there are situations in which remote interpreting is appropriate, and can be used with greater efficiency.



Remote interpreting, however, may only be used where it will allow LEP court users to fully and meaningfully participate in the proceedings.

Among the benefits of remote interpreting is the facilitation of prompt availability of language access for litigants by providing certified and registered interpreter services with less waiting time and fewer postponements; this saves both the court user's and the court's valuable time. In addition, having qualified interpreters more readily available through remote interpreting can decrease the use of less qualified interpreters, can decrease dismissals for failure to meet court deadlines and can decrease the frequency of attorneys or parties waiving interpreter services or proceeding as if the LEP person is not present, in order to avoid delays. By decreasing interpreter travel time between venues and increasing the number of events being interpreted by individual interpreters, remote interpreting allows more LEP litigants to be served, in more areas, utilizing the same personnel and financial resources, thereby greatly expanding language access.

In 2010 and 2011, California conducted a six month pilot of video remote interpreting (VRI) in American Sign Language in four courts. The purpose of the pilot was to test ASL VRI guidelines that had been prepared by the Court Interpreters Advisory Panel. Four remote interpreters provided services, and all stakeholders were included in the evaluation process. The evaluation showed improved access to court certified ASL interpreters, and high participant satisfaction. As a result of the pilot, the ASL VRI guidelines were successfully refined and completed.

Subsequent to the completion of the pilot, use of VRI in ASL events has expanded to more than

a dozen courts around the state. Although this pilot did not address some distinctly different issues that arise in remote interpretation of spoken language, it did establish that VRI can be used to provide meaningful language access in a variety of courtroom environments if done with appropriate controls and with equipment that meets minimum technology requirements.

Comments from the courts also noted that remote access is not just for interpreting; it is a means to provide a whole variety of services in places far away from our courthouses. For example, where satellite courts have been closed, or where jails are far away from courthouses, remote technology has allowed courts to continue to provide a level of service to those locations. Brief proceedings, such as arraignments, can also be done remotely, saving travel time and costs. It is important that courts, and the branch as a whole, integrate language access planning with information technology planning, to accommodate and anticipate all the differing capabilities expected of remote access technology for total bandwidth, infrastructure, equipment, and training.<sup>28</sup>

As explained by many in the listening sessions, there are also disadvantages to remote interpreting. Remote interpreting may be perceived as providing second-tier language access services and could, potentially, compromise the accuracy and precision of the interpretation. One study showed that interpreter accuracy and level of fatigue was affected when interpreters

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<sup>28</sup> The successful implementation of the recommendations contained in California's Language Access Plan will require careful coordination with the related efforts of the Judicial Council Technology Committee, especially on the issues of ensuring the necessary infrastructure, equipment, training, and technical support for the use of remote interpreting.

provided services remotely, particularly where the event exceeded 15 to 20 minutes in length.<sup>29</sup>

Additionally, remote interpreting can dilute the control an interpreter is able to exercise in ensuring accurate interpretation and removes the important visual context of the setting including, potentially, the nonverbal cues of both the LEP speaker and others in the courtroom. All of these are factors for consideration when remote interpreting is being used to facilitate language access in the courtroom.

Any introduction of remote interpreting in the courtroom will have to include, in advance, appropriate training and education for all court personnel who will be involved in the court proceedings. Judicial officers, interpreter coordinators, and other court staff will need to be familiar with the factors that make an event appropriate for remote technologies, as well as with the technologies themselves, and with the potential drawbacks of using remote technology, so problems can be anticipated or resolved quickly, or the remote interpretation terminated. Judicial officers in particular will have to understand the remote interpretation process to ensure they are managing the courtroom and the proceedings appropriately. Suggested language for the judicial officer when considering objections related to remote interpreting is provided in Appendix C. Similarly, interpreters will have to be trained on the use of the technologies utilized by the court, as well as on the particular challenges that remote interpretation could present, such as the earlier onset of interpreter fatigue, an inability to adequately see or hear the participants, and the criticality of immediately reporting any

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<sup>29</sup> Braun, Sabine, "Recommendations for the use of video-mediated interpreting in criminal proceedings," in *Videoconference and Remote Interpreting in Criminal Proceedings*, eds. Braun, Sabine, and Taylor, Judith L. (Guildford: University of Surrey, 2011) at p. 279, available at [http://epubs.surrey.ac.uk/303017/2/14\\_Braun\\_recommendations.pdf](http://epubs.surrey.ac.uk/303017/2/14_Braun_recommendations.pdf), as part of the AVIDICUS Project aimed at assessing the viability of video-mediated interpreting in the criminal justice system.

impediment to performance or other ethical issues. Court staff must be trained and available to repair any technical problems with the equipment.

Language access can also be expanded by the use of multilingual audiovisual material; it is a simple use of technology that is relatable to all court users. For example, in some courtrooms where a particular type of case is heard (e.g., traffic, small claims, and AB 1058 governmental child support calendars), general introductory remarks that educate the litigants on some basic legal principles and procedures are often provided. For those courtrooms or calendars for which it makes sense, courts might develop a short multilingual video to communicate those introductory remarks to LEP persons. Some of these videos might also be made available on the court's website to orient litigants to what will be expected of them in court before their court appearance. (These videos will also help to address a common request, expressed by legal services providers working with LEP populations, that the Language Access Plan include development of tools for serving low literacy populations and speakers of indigenous languages or non-written languages.) Alternatively, when videos are not available, a live interpreter who is offsite might be used via video equipment to provide interpretation of the judge's general introductory remarks before a calendar is called.

**Recommendations:**

12. The use of in-person, certified and registered court interpreters is preferred for court proceedings, but courts may consider the use of remote interpreting where it is appropriate for a particular event. Remote interpreting may only be used if it

will allow LEP court-users to fully and meaningfully participate in the proceedings.

(Phase 1)

13. When using remote interpreting in the courtroom, the court must satisfy, to the extent feasible, the prerequisites, considerations and guidelines for remote interpreting set forth in Appendix B. (Phase 1)
14. The Implementation Task Force will establish minimum technology requirements for remote interpreting which will be updated on an ongoing basis and which will include minimum requirements for both simultaneous and consecutive interpreting.<sup>30</sup> (Phase 1)
15. Courts using remote interpreting should strive to provide video, used in conjunction with enhanced audio equipment, for courtroom interpretations, rather than relying on telephonic interpreting. (Phase 1)
16. The Judicial Council should conduct a pilot project, in alignment with the Judicial Branch’s Tactical Plan for Technology 2014–2016. This pilot should, to the extent possible, collect relevant data on: due process issues, participant satisfaction, whether remote interpreting increases the use of certified and registered interpreters as opposed to provisionally qualified interpreters, the effectiveness of a variety of available technologies (for both consecutive and simultaneous interpretation), and a cost-benefit analysis. The Judicial Council should make clear that this pilot project would not preclude or prevent any court from proceeding on

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<sup>30</sup> See, e.g., Council of Language Access Coordinators, “Remote Interpreting Guide for Courts and Court Staff,” (unpublished draft, June 2014)

its own to deploy remote interpreting, so long as it allows LEP court users to fully and meaningfully participate in the proceedings. (Phase 1)

17. In order to maximize the use and availability of California’s highly skilled certified and registered interpreters, the Judicial Council should consider creating a pilot program through which certified and registered interpreters would be available to all courts on a short-notice basis to provide remote interpreting services. (Phase 2)
18. The Judicial Council should continue to create multilingual standardized videos for high-volume case types that lend themselves to generalized, not localized, legal information, and provide them to courts in the state’s top eight languages and captioned in other languages. (Phase 1)

#### **d. Other Considerations When Appointing Interpreters**

##### *Issue Description*

##### Scheduling

Interpreter representatives in particular expressed concerns about the lack of understanding regarding the very challenging conditions that busy trial courtrooms present for interpreters. Interpreting is a highly specialized skill that requires a great degree of training and preparation. It is mentally taxing, and studies confirm that interpreting mistakes increase after 20 to 30 minutes, and an interpreter’s ability to self-monitor and self-correct correspondingly diminishes in this time. Court administrators and judicial officers should be mindful of this reality in scheduling interpreters for longer matters, in allowing for rest breaks, and in the overall management of the courtroom.

Calendar coordination is an important tool for appointing interpreters in an efficient manner. However, legal services providers and others have raised concerns that calendaring matters specifically for certain LEP populations in order to ensure the availability of interpreters can have the unintended consequence of allowing law enforcement agencies, such as Immigration and Customs Enforcement, to target LEP court users. Therefore, any efforts to maximize the use and availability of interpreters by identifying court proceedings where interpreters will be required must be done in a way that does not create unique risks for LEP court users, or have a chilling effect on their access to court services.

Additionally, Judicial Council staff assist the courts by providing calendar coordination of employee interpreters from other courts through a manual cross-assignment system. This system could be improved with automation and could be expanded to coordinate additional language access resources.

#### Misrepresentation of Credentials

Certified and registered interpreters also alerted the Joint Working Group to concerns about the misrepresentation by some interpreters of their credentials. For example, some interpreters used by the court claim to be certified or registered but provide false numbers or fail to provide their certified or registered interpreter number (as issued by the Judicial Council upon credentialing). Additionally, court staff and bench officers do not always verify that an interpreter has his or her interpreter oath on file with the court. These concerns are addressed,

effective January 2015, under amended Government Code § 68561, in particular subsections (g) and (f), which require a finding on the record of the validity of an interpreter's credentials before a proceeding. This plan therefore incorporates the new, statutorily-required procedures and proposes training for judicial officers and court staff on those requirements (see Recommendations 19 and 50).

### Role of Bilingual Staff

On the issue of appointing interpreters to court proceedings, stakeholders raised concerns about the use of court bilingual staff as interpreters. Bilingual staff play a critical role in providing language access in the courts and their appropriate use and qualifications are addressed in other areas of this plan. For purposes of Goal 2 (Provision of Qualified Language Access Services in All Judicial Proceedings), judicial officers and court staff should understand that certified and registered interpreters possess highly specialized skills in language and interpreting techniques that are required in courtroom proceedings, skills which bilingual staff do not usually possess. Additionally, placing bilingual staff in the position to act as interpreters may create ethical dilemmas for them as their roles vis-à-vis the litigant and the court process become different, and information they may have gathered as staff may now impede their ability to interpret impartially and objectively. Therefore, it is critical that if bilingual staff are ever to be appointed to interpret in court proceedings, all of the required steps for finding good cause and for provisional qualification be followed.



### Friends and Family as “Interpreters”

As has been discussed earlier, the use of friends or family as interpreters can create serious issues concerning meaningful and accurate interpretation of proceedings. It should be noted here that, in addition to the absence of quality control, there are other factors that preclude the use of friends and family as interpreters in court proceedings: they are not neutral individuals, and so, they usually have an inherent conflict or bias; they may have a personal interest in misinterpreting what is being said; and, if minors, they may suffer emotionally from being put in “the middle” of conflict between or on behalf of their parents. It was the consensus of the stakeholders addressing this issue that minor children should never be used to interpret in court proceedings.

#### **Recommendations:**

19. Effective January 2015, pursuant to Government Code section 68561(g) and (f), judicial officers, in conjunction with court administrative personnel, must ensure that the interpreters being appointed are qualified, properly represent their credentials on the record,<sup>31</sup> and have filed with the court their interpreter oaths. (See Recommendation 50, which discusses training of judicial officers and court staff on these subjects.)<sup>32</sup> (Phase 1)
20. The Judicial Council should expand the existing formal regional coordination system to improve efficiencies in interpreter scheduling for court proceedings and

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<sup>31</sup> See California Supreme Court Committee on Judicial Ethics Opinion (CJEO) Formal Opinion # 2013-002 (December 2013) at [http://www.judicialethicsopinions.ca.gov/sites/default/files/CJEO\\_Formal\\_Opinion\\_2013-002\\_0.pdf](http://www.judicialethicsopinions.ca.gov/sites/default/files/CJEO_Formal_Opinion_2013-002_0.pdf) for a determination of what constitutes the record when no court reporter or electronic recording is available.

<sup>32</sup> While courts may use a bilingual person to communicate minor scheduling issues when no qualified interpreter is available, the record should reflect that no interpreter was present.

cross-assignments between courts throughout the state. (See Recommendation 30, addressing coordination for bilingual staff and interpreters for non-courtroom events.) (Phase 2)

21. Courts should continue to develop methods for using interpreters more efficiently and effectively, including but not limited to calendar coordination. Courts should develop these systems in a way that does not have a chilling effect on LEP court users' access to court services. (Phase 2)
22. Absent exigent circumstances, when appointing a noncertified, nonregistered interpreter, courts must not appoint persons with a conflict of interest or bias with respect to the matter. (Phase 1)
23. Minors will not be appointed to interpret in courtroom proceedings nor court-ordered and court-operated activities. (Phase 1)
24. Absent exigent circumstances, courts should avoid appointing bilingual court staff to interpret in courtroom proceedings; if the court does appoint staff, he or she must meet all of the provisional qualification requirements. (Phase 2)

## **Goal 3: Provide Language Access Services at All Points of Contact Outside Judicial Proceedings**

### **Goal Statement**

By 2020, courts will provide language access services at all points of contact in the California courts. Courts will provide notice to the public of available language services.

### **Issue Description**

As described elsewhere in this plan, LEP court users' language needs are not limited to the courtroom; the public's need for language assistance extends to all points of contact. While courtroom proceedings are critical, and therefore require the highest quality of language access services, other events and points of contact in the courthouse can also have a significant impact on case outcomes, the ability to procedurally and substantively advance a case forward, or the ability to proceed expeditiously. A person's ability to access the court system and seek legal redress or protection begins long before the LEP court user enters the courtroom to attend a hearing. Therefore, this Language Access Plan embraces the principle that it is the courts' responsibility to provide language access throughout the continuum of court services, from the first time an individual tries to access the court's website, or walks in the door of the courthouse, to posthearing events necessary to comply with court orders.

As reported by legal services providers and their clients at public hearings and in public comment, language barriers confront an LEP person from the moment he or she walks into a

courthouse or even before, when trying to get information by phone or from the court’s website. From the most basic inability to communicate what language they speak to the challenges presented by English-only signs and instructions, this lack of services can leave court users aimlessly wandering around the courthouse until frustration leads them to abandon their efforts, no matter how critical their legal need. The inability to understand and fill out mandatory forms and the bewilderment created by legal terminology and court instructions set forth only in English—all while dealing with the stresses of legal problems or even personal safety—have left all too many LEP legal services clients, self-help center users, and community members in a state of legal paralysis.

Experts and others who spoke at the various public hearings agreed that many of these points of contact do not require the skills of a qualified court interpreter. Many of the needs of thousands of LEP court users can be most appropriately addressed with appropriate language services from qualified bilingual staff. It was suggested that courts should explore different strategies for maximizing the use of bilingual staff to make more services available. Other tools can be made available at major points of contact to help improve access; for example, the ready availability of “I speak” cards (like the sample below) at all points of contact can help LEP court users indicate to staff what language they speak.



Translated materials such as referrals, informational brochures, and instructions can help communicate important information, such as how to prepare forms and how to file and serve them. Remote interpreting via telephone or video can also help staff at counters or self-help centers to provide linguistically competent services. Multilingual signage (discussed in detail under Goal 4), can also help LEP court users feel less lost and more able to negotiate the complex environment of the courthouse. Multilingual audiovisual material (for example, kiosks with touchscreen computers that can display visual and audio information in multiple languages) can also expand language access by instructing LEP court users what forms they may need or where they must go within the courthouse.

As was pointed out during the public hearings and listening sessions by court administrators, judicial officers, and other stakeholders, in order to rely on bilingual staff, it will be vital for

courts to take proactive steps to recruit and train bilingual individuals to serve at the more critical junctures, for example, where domestic violence form packets are disseminated (and explained). Where recruitment is challenging, educational providers should be enlisted to help identify potential sources for outreach and hiring by the court; they might also become partners in the training of these staff. In addition, bilingual staff should receive enhanced compensation for using their language skills. When facing budgetary obstacles to enhance language access, community volunteers whose language skills have been vetted can be a valuable resource to increase services. During the public hearings, the Joint Working Group learned that the Department of Education issues a “Seal of Biliteracy” to high school students in certain districts who pass a proficiency exam. Tapping into these and other sources of trained bilingual community members can significantly increase the court’s ability to serve its constituents in a culturally competent manner. At the core, it is vital that there be appropriate screening, monitoring, supervision, and training of staff and volunteers to ensure the quality and competency of the services provided.

**Recommendations:**

25. The court in each county will designate an office or person that serves as a language access resource for all court users, as well as court staff and judicial officers. This person or persons should be able to: describe all the services the court provides and what services it does not provide, access and disseminate all of the court’s multilingual written information as requested, and help LEP court users and court staff locate court language access resources. (Phase 1)

26. Courts should identify which points of contact are most critical for LEP court users, and, whenever possible, should place qualified bilingual staff at these locations.  
  
(See Recommendation 47, which discusses possible standards for the appropriate qualification level of bilingual staff at these locations.) (Phase 1)
27. All court staff who engage with the public will have access to language assistance tools, such as translated materials and resources, multi-language glossaries and “I speak” cards, to determine a court user’s native language, direct him or her to the designated location for language services, and/or provide the LEP individual with brochures, instructions, or other information in the appropriate language. (Phase 2)
28. Courts should strive to recruit bilingual staff fluent in the languages most common in that county. In order to increase the bilingual applicant pool, courts should conduct outreach to educational providers in the community, such as local high schools, community colleges, and universities, to promote the career opportunities available to bilingual individuals in the courts. (Phase 1)
29. Courts will develop written protocols or procedures to ensure LEP court users obtain adequate language access services where bilingual staff are not available. For example, the court’s interpreter coordinator could be on call to identify which interpreters or staff are available and appropriate to provide services in the clerk’s office or self-help center. Additionally, the use of remote technologies such as telephone access to bilingual staff persons in another location or remote interpreting could be instituted. (Phase 2)

30. The Judicial Council should consider adopting policies that promote sharing of bilingual staff and certified and registered court interpreters among courts, using remote technologies, for language assistance outside of court proceedings. (Phase 2)
31. The courts and the Judicial Council should consider a pilot to implement the use of remote interpreter services for counter help and at self-help centers, incorporating different solutions, including court-paid cloud-based fee-for-service models or a court/centralized bank of bilingual professionals. (Phase 2)
32. The courts should consider a pilot to implement inter-court, remote attendance at workshops, trainings, or “information nights” conducted in non-English languages using a variety of equipment, including telephone, video-conferencing (WebEx, Skype), or other technologies. (Phase 2)
33. In matters with LEP court users, courts must determine that court-appointed professionals, such as psychologists, mediators, and guardians, can provide linguistically accessible services before ordering or referring LEP court users to those professionals. Where no such language capability exists, courts should make reasonable efforts to identify or enter into contracts with providers able to offer such language capabilities, either as bilingual professionals who can provide the service directly in another language or via qualified interpreters. (Phase 2)
34. Courts should consider the use of bilingual volunteers to provide language access services at points of contact other than court proceedings, where appropriate.



Bilingual volunteers and interns must be properly trained and supervised. (Phase 1)

35. As an alternative for traditional information dissemination, the Judicial Council should consider creating pilot programs to implement the use of language access kiosks in lobbies or other public waiting areas to provide a variety of information electronically, such as on a computer or tablet platform. This information should be in English and up to five other languages based on local community needs assessed through collaboration with and information from justice partners, including legal services providers, community-based organizations, and other entities working with LEP populations. At a minimum, all such materials should be available in English and Spanish. (Phase 3)

## **Goal 4: Provide High Quality Multilingual Translation and Signage**

### **Goal Statement**

The Judicial Council, assisted by the courts, will identify best practices and resources for the highest quality of document translation and court signage in all appropriate languages.

### **Issue Description**

Accurate and effective translation services are essential to ensure that documents and court signage commonly accessible to the public are available to limited-English speakers in their native languages. It is important to recognize, however, that not all languages have a written component, and some LEP persons may also have literacy challenges in their native language. Any strategies to provide translated materials should consider the manner of delivery of these materials to account for these factors, such as creating video and/or audio of the information otherwise available in writing. Video- and audio-based information will also benefit English speakers who have low literacy or who prefer to receive information through mechanisms other than written materials.

The California Courts Online Self-Help Center,<sup>33</sup> for example, provides hundreds of pages of information for court users in English and Spanish, but also incorporates videos on issues such as mediation in small claims, unlawful detainer, and civil harassment cases in English, Spanish, and Russian, as well as English/Spanish videos on issues pertaining to the child custody, juvenile

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<sup>33</sup> In English at [www.courts.ca.gov/selfhelp.htm](http://www.courts.ca.gov/selfhelp.htm) and in Spanish at [www.sucorte.ca.gov](http://www.sucorte.ca.gov).

delinquency, and juvenile dependency processes. The Online Self-Help Center also has audio recordings of the most common domestic violence information sheets in English and Spanish and instructional videos for completion of common court forms, such as divorce petitions and responses, fee waivers, and domestic violence restraining orders.

While the statewide self-help website provides generalized information, stakeholders pointed out that local courts have no consistency in the translated information on their websites. Most courts only provide information on local procedures in English and do not have local forms available in other languages. Some provide links to the statewide website, but others do not. When translations are provided, legal services providers and their clients report inconsistencies in quality, with translation errors rendering some of the information legally incorrect and thus unusable.

With respect to Judicial Council forms, the Judicial Council has translated the most critical domestic violence forms into Spanish, Chinese, Korean, and Vietnamese, and most of the key family law forms and information sheets into Spanish. The Joint Working Group received comments from legal services providers asking why all forms in a “set” (e.g., all family law forms) are not translated, and urged the group to include in the Language Access Plan a recommendation that more forms be translated, particularly for conservatorships and guardianships, which are highly technical.

Court administrators and legal services providers alike recognized the significant costs associated with translations, but agreed that efficiencies can be built into the system, such as through better statewide coordination of translations so that general information may be translated at the state level for use by all courts. Court forms, juror information, and general educational material (in written or audio/video form) can be centrally translated and provided to courts for any necessary local adaptation. This approach can also incorporate quality control mechanisms to ensure that the translations are performed by competent and qualified translators with experience with court and legal translation and certification from the American Translators Association (ATA). Where appropriate, translator qualification may also be established by the translator's experience or education, such as a degree or certificate from an accredited university in the United States or the equivalent from another country in translation or linguistic studies.

In the meantime, existing tools can be used immediately to improve language access. While providing written translations of individual court orders may not always be feasible, it is fundamental to our judicial system that all court users understand the court orders that are issued. To this end, and where Judicial Council forms exist, courtrooms should have translated versions of these order forms (for information only) to provide to LEP parties, who can then look at their English court order side by side with the translated form in order to understand and comply with the order.

Easy-to-understand signage is also essential to help LEP court users navigate the courthouse and ensure they receive appropriate services. At the San Francisco public hearing, one expert testified that access starts with wayfinding, which requires the use of clear and intuitive visual cues to minimize confusion and assist all persons who enter a building. It is accomplished through the strategic and immediate visual location of common important public spaces: information desks, elevators, stairs, and restrooms. Wayfinding is then supplemented by appropriate signage. Static signage materials (printed materials or signs) can be augmented by dynamic or electronic signage, which allows courts to more easily update information provided to court users in multiple languages, similar to digital signs in airports. A suggestion was made at the public hearings for courts to create virtual courthouse tours on the web, which will enable court users to navigate a virtual courthouse prior to their actual visit. A similar tool could be created for smartphones, tablet computers, and other mobile devices. These important navigational tools can help to remove confusion and language access barriers, and reduce the apprehension that many court users may have about going to an unfamiliar courthouse.

**Recommendations:**

36. The Judicial Council will create a translation committee to develop and formalize a translation protocol for Judicial Council translations of forms, written materials, and audiovisual tools. The committee should collaborate with interpreter organizations and courts to develop a legal glossary in all certified languages, taking into account regional differences, to maintain consistency in the translation of legal terms. The committee's responsibilities will also include identifying qualifications for translators, and the prioritization, coordination, and oversight of

the translation of materials. The qualification of translators should include a requirement to have a court or legal specialization and be accredited by the American Translators Association (ATA), or to have been determined qualified to provide the translations based on experience, education, and references. Once the Judicial Council's translation protocol is established, individual courts should establish similar quality control and translation procedures for local forms, informational materials, recordings, and videos aimed at providing information to the public. Local court website information should use similarly qualified translators. Courts are encouraged to partner with local community organizations to accomplish this recommendation. (Phase 1)

37. The Judicial Council staff will work with courts to provide samples and templates of multilingual information for court users that are applicable on a statewide basis and adaptable for local use. (Phase 1)
38. The Judicial Council's staff will post on the California Courts website written translations of forms and informational and educational materials for the public as they become available and will send notice to the courts of their availability so that courts can link to these postings from their own websites. (Phase 1)
39. The staff of the Judicial Council should assist courts by providing plain-language translations of the most common and relevant signs likely to be used in a courthouse, and provide guidance on the use of internationally recognized icons, symbols, and displays to limit the need for text and, therefore, translation. Where more localized signage is required, courts should have all public signs in English

and translated in up to five other languages based on local community needs assessed through collaboration with and information from justice partners, including legal services providers, community-based organizations, and other entities working with LEP populations. At a minimum, all such materials should be available in English and Spanish. (Phase 2)

40. Courts will provide sight translation of court orders and should consider providing written translations of those orders to LEP persons when needed. At a minimum, courts should provide the translated version of the relevant Judicial Council form to help litigants compare their specific court order to the translated template form. (Phase 1)

41. The Judicial Council, partnering with courts, should ensure that new courthouse construction efforts, as well as redesign of existing courthouse space, are undertaken with consideration for making courthouses more easily navigable by all LEP persons. (Phase 2)

42. The Judicial Council's staff will provide information to courts interested in better wayfinding strategies, multilingual (static and dynamic) signage, and other design strategies that focus on assisting LEP court users. (Phase 2)

## **Goal 5: Expand High Quality Language Access Through the Recruitment and Training of Language Access Providers**

### **Goal Statement**

The courts and the Judicial Council will ensure that all providers of language access services deliver high quality services. Courts and the Judicial Council will establish proficiency standards for bilingual staff and volunteers appropriate to the service being delivered, offer ongoing training for all language services providers, and proactively recruit persons interested in becoming interpreters or bilingual court staff.

### **Issue Description**

#### *Proficiency Standards*

Court-certified and registered interpreters in California are credentialed by the Judicial Council, with testing, continuing education, and ethical requirements overseen by the council's staff in the Court Language Access Support Program (CLASP) unit. The speakers during the listening sessions and public hearings agreed that California has been and continues to be a leader in credentialing of its court interpreters, and this plan recommends that such high standards continue and be built upon. Some interpreters raised concerns that the current examination process that adopts the testing standards set by the Consortium for Language Access in the Courts' Certification Test may have lowered the qualifications required of new interpreters. After consideration and research, the Joint Working Group, advised by the Judicial Council's Court Interpreters Advisory Panel, decided that, at this time, the testing and certification



procedures remain appropriate and ensure that only the most qualified interpreters are able to pass and become certified or registered.

As interpreters are deployed in more and more civil cases, all stakeholders agreed that systematic training in the legal terminology used and procedural steps followed in civil case types would be beneficial for those interpreters who have not had experience in the civil arena. Similarly, as remote interpreting is gradually phased in for the expansion of language access, training will be necessary for interpreters and court personnel alike with regard to the technology and the optimum manner of using such equipment.

As stated in Goal 2, the court should provide qualified interpreters for all court proceedings. However, the majority of interactions LEP court users have with the court system will be outside the courtroom and will be handled by bilingual staff or volunteers. Therefore, courts must ensure that the individuals assigned to communicate with the LEP public be qualified and trained.

As legal services providers, their clients, and many others commented during the public hearings and listening sessions—and as detailed in the discussion of Goal 3—LEP court users must be able to obtain accurate and complete information throughout their dealings with the court system. Stakeholders all agree that different points of contact with the public, by their nature, involve different levels of interaction between staff and an LEP court user. For example, a bilingual court clerk working the cashier window will need to be able to carry out basic

monetary transactions in another language with an LEP court user and perhaps provide some standardized information on policies and procedures for paying fines. A bilingual staff person at a self-help center, on the other hand, will have to be able to communicate completely, almost with native-like fluency with an LEP court user needing assistance in understanding court procedures and in preparing forms. The self-help staff person must be able to understand nuanced conversations and questions, provide technical information using the correct legal terminology (in all relevant languages), and be precise in their use of language. A bilingual staff person at the filing counter in the clerk's office may not need to be proficient in writing in another language, but a bilingual family law facilitator may have to write instructions in another language or translate documents.

Many courts have internal procedures for determining the bilingual abilities of court staff, from new hires to existing staff. There is currently no uniform procedure for courts to test language proficiencies, but courts wishing to examine their existing policies or establish a standard for hires may take advantage of the Oral Proficiency Exam (OPE),<sup>34</sup> currently used by the staff of the Judicial Council's Court Language Access Support Program (CLASP) unit to credential most registered interpreters. The OPE is a speaking-ability test that uses the guidelines established by the American Council on the Teaching of Foreign Languages (ACTFL) to provide scores that correlate with a given level of language proficiency.<sup>35</sup> Courts can look at the ACTFL guidelines to adapt them to the court setting and determine what OPE scores are appropriate for the

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<sup>34</sup> Information on the Oral Proficiency Exam (OPE) is available at <https://www.prometric.com/en-us/clients/California/Pages/CA-COURT-ORAL-PROFICIENCY-EXAM.aspx>.

<sup>35</sup> The American Council on the Teaching of Foreign Languages describes five major levels of proficiency: Distinguished, Superior, Advanced, Intermediate, and Novice. Available at [www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012/english/speaking](http://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012/english/speaking).

different possible points of contact between LEP court users and bilingual staff.<sup>36</sup> The Joint Working Group reviewed the different levels and determined that ACTFL’s “intermediate mid” should be the minimum proficiency required for persons designated as bilingual staff, while allowing courts to exercise their discretion as to the circumstances or points of contact when a higher or lower level of proficiency may be required.

Various legal services providers and LEP court users have observed that court staff and written materials sometimes use different translated words or phrases to refer to the same legal or technical term. Bilingual staff and volunteers must be trained in legal terminology so that terms are used consistently by all persons having contact with the public. The Judicial Council and the courts should therefore collaborate on an agreed-upon glossary of legal terms. This glossary should take into account differences in usage due to the country of origin and linguistic background of the LEP communities served by a given court’s community.

While court interpreters and bilingual staff are the primary language access providers in day-to-day interactions with the court, translators who translate written material from one language to another are also key providers. Translators may translate court forms, exhibits, court signs, websites, scripts for video or other audiovisual tools, etc. The language skills required for qualified translation are unique, different from those required for interpretation and much

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<sup>36</sup> An additional resource courts may want to consider when assessing the proficiency of bilingual staff is the Interagency Language Roundtable’s skill description for interpreter performance. The ILR is a nonfunded federal interagency organization established for the coordination and sharing of information about language-related activities at the federal level. The skill descriptions, located at [www.govtilr.org/Skills/interpretationSLDsapproved.htm](http://www.govtilr.org/Skills/interpretationSLDsapproved.htm) provide a rating system for assessing the language abilities of interpreters in government settings, and may be of guidance for courts in assessing bilingual staff who do not need the higher specialization of interpreters but may need similar language skills.

more advanced than those required of bilingual staff. Though many court interpreters are also qualified translators, not all are. Certified and registered court interpreters are not tested on their written skills in the non-English language, and only the American Translators Association (ATA) provides certification in translation, though not specific to the law or the court system. Therefore, it is critical that courts use competent, qualified translators for providing language access through any medium that requires written content.

### *Recruitment*

While training and qualification of existing resources is critical, many participants in the public hearings and listening sessions pointed out the shortages throughout the state in qualified language access providers. To begin to address this gap between the supply and demand for language services providers, the Judicial Council and local courts should pursue strategies to enhance the recruitment of individuals who wish to seek a career as language access providers for the court, whether as certified and registered interpreters or as bilingual staff. Some interpreters voiced the belief that California has enough court interpreters to provide court hearing interpretation in most civil matters and court-mandated services (at least in Spanish, the most common language in our state other than English). However, all agree it is nevertheless vital to continue recruitment efforts so there will continue to be an adequate number of interpreters in future years.

The total number of certified and registered interpreters has increased to over 1,800 after a significant drop in the year 2000 when there were only 1,108 total interpreters. However, the

total number of Spanish-certified court interpreters today (1,342) is still lower than it was in 1995, when there were 1,536 Spanish-certified court interpreters.<sup>37</sup> The passage rate for certification examinations is low,<sup>38</sup> and many individuals give up on the process of becoming certified or registered due to the cost of repeated exams. Court partnerships with educational institutions, including community colleges and state universities, are essential to promote the better preparation of prospective interpreters since they are uniquely placed to train students to pass the certification and registration exams. Similarly, partners such as public defenders, district attorneys, and legal services providers can offer internship opportunities to prospective interpreters to expose them to, and prepare them for, a career in legal interpreting.

Education providers can also play a critical role in assisting courts in identifying bilingual Californians who may want to pursue a career in public service by working in the court system, and in helping to build the language skills of these prospective public servants. In fact, many community colleges and universities throughout the state are concentrating efforts to train bilingual students to serve as language services providers in the government and medical sectors. Courts and the legal system as a whole would greatly benefit from tapping into these resources. Even at the high school level, and earlier, schools can partner with their local courts to provide information and education to children about the benefits of building on language skills to improve opportunities for growth and employment after high school. Courts should include schools, colleges, and universities in court-community events where students have an

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<sup>37</sup> See *2000 Language Need and Interpreter Use Study*, Table 3.6, at p. 3.13, available upon request.

<sup>38</sup> Between July 2010 and June 2012, the exam pass rate for bilingual interpreting exams was approximately 10.8%.

opportunity to observe court professionals, from interpreters to bilingual court staff to judicial officers, as a complement to both civics education and career exploration.

Community-based organizations too can be powerful collaborators with courts in the recruitment of bilingual persons to work for the courts. They have insights into the barriers to education and employment for members of their communities, awareness of existing job training and skill-development programs, and the ability to help courts identify untapped resources for recruitment and training of prospective bilingual court employees. Internships and volunteer opportunities in the courts, under the supervision, guidance, and support of educational providers and community-based organizations, can be an avenue for recruitment of future court language service providers.

**Recommendations:**

43. Courts, the Judicial Council, and the Court Interpreters Advisory Panel (CIAP) will ensure that all interpreters providing language access services to limited English proficient court users are qualified and competent. Existing standards for qualifications should remain in effect and will be reviewed regularly by the CIAP.

(Phase 1)

44. The online statewide orientation program will continue to be available to facilitate orientation training for new interpreters working in the courts.<sup>39</sup> (Phase

1)

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<sup>39</sup> This orientation is currently required for new interpreters prior to enrollment but is available to anyone, including interpreters for whom registered status is not applicable (e.g., deaf interpreters and indigenous language interpreters).

45. The Judicial Council and the courts should work with interpreter organizations and educational providers (including the California community college and state university systems) to examine ways to better prepare prospective interpreters to pass the credentialing examination. These efforts should include:

- Partnering to develop possible exam preparation courses and tests, and
- Creating internship and mentorship opportunities in the courts and in related legal settings (such as work with legal services providers or other legal professionals) to help train and prepare prospective interpreters in all legal areas.

(Phase 1)

46. The Judicial Council, interpreter organizations, and educational groups should collaborate to create training programs for those who will be interpreting in civil cases and those who will be providing remote interpreting. (Phase 1)

47. Courts must ensure that bilingual staff providing information to LEP court users are proficient in the languages in which they communicate. All staff designated as bilingual staff by courts must at a minimum meet standards corresponding to "Intermediate mid" as defined under the American Council on the Teaching of Foreign Languages guidelines. (See Appendix F.) The existing Oral Proficiency Exam available through the Judicial Council's Court Language Access Support Program (CLASP) unit may be used by courts to establish foreign-language proficiency of staff. Courts should not rely on self-evaluation by bilingual staff in determining their language proficiency. (Phase 1)

48. Beyond the specified minimum, the Judicial Council staff will work with the courts to (a) identify standards of language proficiency for specific points of public contact within the courthouse, and (b) develop and implement an online training for bilingual staff. (Phase 1)
49. The Judicial Council staff will work with educational providers, community-based organizations, and interpreter organizations to identify recruitment strategies, including consideration of market conditions, to encourage bilingual individuals to pursue the interpreting profession or employment opportunities in the courts as bilingual staff. (Phase 2)



## **Goal 6: Provide Judicial Branch Training on Language Access Policies and Procedures**

### **Goal Statement**

Judicial officers, court administrators, and court staff will receive training on language access policies, procedures, and standards, so they can respond consistently and effectively to the needs of LEP court users, while providing culturally competent language access services.

### **Issue Description**

Throughout the planning process—from input during listening sessions to oral and written comments during the public hearings—stakeholders reiterated their concerns about the need for appropriate training of court staff and judicial officers. Judges and court administrators expressed concern with respect to their own lack of training in how to determine whether a noncertified or nonregistered interpreter is capable of providing competent language access services. Legal services providers reported a lack of knowledge on the part of court staff regarding more specialized language needs, such as an awareness of the diversity of languages spoken within a given county, the varieties of indigenous languages, and tools for identifying the preferred language for an LEP court user. There were also inconsistencies in the method for provisionally qualifying noncertified or nonregistered interpreters, and in the awareness of when, if ever, it is appropriate to ask attorneys or advocates to interpret for their clients. Finally, advocates expressed concern over the courts' referrals of LEP parties to court-appointed professionals who may or may not be linguistically accessible or culturally

competent. (Recommendation 33 above provides mechanisms to ensure courts contract with providers who provide services accessible to and by LEP persons.)

Interpreters expressed concerns about a general misunderstanding among court staff, judicial officers, and even other participants in the court process (including attorneys) of the interpreter's role and ethical constraints. Similarly, interpreters described a lack of awareness of the highly specialized skills required for court interpreting, the mental and physical toll of interpreting for periods longer than 30 minutes, the challenges fast-paced, crowded courtrooms pose for the interpreter, and ways to improve communication and courtroom management to optimize the task of an interpreter.

Language access stakeholders also expressed concern that court staff may not be aware of language access policies for their courts, an issue amplified by the lack of consistency among and even within courts. The absence or perceived absence of clear guidelines at the local and state level can cause confusion for court administrators and staff, thus highlighting the critical need for ongoing trainings on existing policies and on the statewide policies to be established after adoption of this Language Access Plan. Training on policies must also include information and tools for court staff and judicial officers that can be used to identify an individual's need for language services and properly documenting the language services need, even when unable to provide the services.

Any training for court staff and judicial officers should address, as well, the challenges faced by court interpreters when performing their jobs. Courtroom personnel and bench officers must understand the importance of effective courtroom management, the need to control the speed of the proceeding, the interpreter's ethical obligations to assess and report impediments to his or her performance, and the mental toll that interpreting takes on even the most qualified and seasoned interpreter.

**Recommendations:**

50. Judicial officers, including temporary judges, court administrators, and court staff will receive training regarding the judicial branch's language access policies and requirements as delineated in this Language Access Plan, as well as the policies and procedures of their individual courts. Courts should schedule additional training when policies are updated or changed. These trainings should include:

- Optimal methods for managing court proceedings involving interpreters, including an understanding of the mental exertion and concentration required for interpreting, the challenges of interpreter fatigue, the need to control rapid rates of speech and dialogue, and consideration of team interpreting where appropriate;
- The interpreter's ethical duty to clarify issues during interpretation and to report impediments to performance;
- Required procedures for the appointment and use of a provisionally qualified interpreter and for an LEP court user's waiver, if requested, of interpreter services;

- Legal requirements for establishing, on the record<sup>40</sup>, an interpreter’s credentials;
- Available technologies and minimum technical and operational standards for providing remote interpreting; and
- Working with LEP court users in a culturally competent manner.

The staff of the Judicial Council will develop curricula for trainings, as well as resource manuals that address all training components, and distribute them to all courts for adaptation to local needs. (Phase 1)

51. Information on local and statewide language access resources, training and educational components identified throughout this plan, glossaries, signage, and other tools for providing language access should be readily available to all court staff through individual courts’ intranets. (Phases 2 and 3)

52. Judicial Council staff should develop bench cards that summarize salient language access policies and procedures and available resources to assist bench officers in addressing language issues that arise in the courtroom, including policies related to remote interpreting. (Phase 1)

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<sup>40</sup> See footnote 31 above.

## **Goal 7: Conduct Outreach to Communities Regarding Language Access Services**

### **Goal Statement**

The Judicial Council and the courts will undertake comprehensive outreach to, and engage in partnership with, LEP communities and the organizations that serve them.

### **Issue Description**

The role of courts is to serve their communities by providing a process for resolving disputes. Educating the community about court services is one of the ways by which the courts instill trust and confidence in the legal system. As legal services providers and LEP participants commented during the three public hearings, many LEP individuals do not come to the courthouse for legal help because they mistrust courts, misunderstand the role of the court system, and lack knowledge of their legal rights and what the court can do for them. They also believe, often for good reason, that they will not be able to communicate effectively in their language.

Engaging the community through outreach is critical to establishing the legitimacy of the court system and creating respect for the institution—and by extension—for the orders and decisions it makes. This must include outreach to LEP communities to explain that the court is there to serve them and is linguistically accessible to them. Additionally, ongoing outreach efforts, at both the state and local levels, provide the best means for securing community input on

language access needs. Establishing mechanisms to receive community feedback regarding the effectiveness, or lack thereof, of the court's language access services is a key component to ensuring community trust and quality control of the court's services. (Goal 8 addresses complaint mechanisms and related systems to manage and oversee language access policies at the state and local levels.)

These outreach efforts must be multifaceted. Courts can leverage existing community resources to notify their constituents of language access services as well as court services as a whole. To do this, courts can ensure information and notices are disseminated to community-based organizations, legal services providers, bar associations, and others and can use ethnic media and local news sources in outreach efforts. Outreach may also include the use of multi-lingual audiovisual tools to provide general information about language access services, court procedures, and available resources, such as self-help centers. Video and audio technologies are efficient and effective ways to reach potential LEP court users at large.

The oral and written comments submitted to the working group emphasized the need for collaboration and partnerships. Closely working with community-based organizations and providers, such as social services, legal services providers, faith-based organizations, job training programs, adult school programs, and elementary, middle, and high schools, is the most effective way for courts to reach LEP populations that have traditionally avoided the courts. These collaborative efforts can also help courts identify community needs and community resources and can help courts improve the quality of their language access services

and their responsiveness to their communities. They can also help courts target more isolated LEP communities that are not normally reached through more traditional outreach mechanisms. Justice partners and community-based organizations can help distribute information, educate the public, and even provide community space and language access for court-community events and informational and educational clinics about court services such as self-help centers or alternative dispute resolution programs.

As was discussed in Goal 5, outreach can also be effective in any effort to develop a pipeline of language access providers. Courts, in their outreach to community-based organizations and educational institutions, can engage bilingual community members by (a) offering potential employment opportunities and a meaningful chance to help their communities, (b) providing opportunities for participation in the court as trained volunteers to learn about the justice system and to gain experience and job skills, and (c) encouraging these community members to invest the time and resources required to study and prepare to become a certified or registered court interpreter. (Goal 5 provides a specific recommendation for these collaborations to increase the pool of qualified language access providers throughout the court system.)

**Recommendations:**

53. Courts should strengthen existing relationships and create new relationships with local community-based organizations, including social services providers, legal services organizations, government agencies, and minority bar associations to gather feedback to improve court services for LEP court users and disseminate court information and education throughout the community. (Phase 3)

54. To maximize both access and efficiency, multilingual audio and/or video recordings should be used as part of the outreach efforts by courts to provide important general information and answers to frequently asked questions. (Phase 3)
55. Courts should collaborate with local media and leverage the resources of media outlets, including ethnic media that communicate with their consumers in their language, as a means of disseminating information throughout the community about language access services, the court process, and available court resources. (Phase 3)



## **Goal 8: Identify Systems, Funding, and Legislation Necessary for Plan Implementation and Language Access Management**

### **Goal Statement**

In order to complete the systematic expansion of language access services, the Judicial Council will (1) secure adequate funding that does not result in a reduction of other court services; (2) propose appropriate changes to the law, both statutory amendments and changes to the rules of court; and (3) develop systems for implementing the Language Access Plan, for monitoring the provision of language access services, and for maintaining the highest quality of language services.

### **a. Increased Funding**

#### *Issue Description*

As was discussed at the outset of this plan, the California judicial branch has seen significant funding cutbacks in past years forcing courts to close courtrooms and courthouses, cut hours of operations, lay off staff, and decrease or eliminate services altogether. Although this year a small amount of funding was restored, it was partially offset by the imposition of other financial obligations on the branch and a reduction in court revenues. Accordingly, courts throughout the state still struggle to meet their court users' most basic needs. For example, the presiding judge of Riverside County reported that residents of Needles—many of whom are low income, LEP individuals—must now travel 200 miles to reach the nearest courthouse. It is therefore imperative that there be increased funding for the judicial branch, and that any funding

provided by the Legislature for increasing language access not be at the expense of other branch funding. Basic, ongoing funding from the Legislature is essential and critical for effective implementation of the Language Access Plan.

However, there are other opportunities for funding for individual courts, in particular for projects designed to address the needs of low-income or LEP communities, especially in the areas of domestic violence and elder or dependent adult abuse. Some grant possibilities in recent years have included funding for innovative initiatives to use technology to expand access to the judicial system, partnership grants with legal services providers funded by the Equal Access Fund, pilot projects addressing particular needs of a court's communities, and State Bar grants for one-time discrete projects. Grant funding may have limitations since it often provides resources for one-time projects or needs, and may not be available for ongoing operational costs necessary to keep a project running beyond the original grant period. However, grant funding can also be an important resource for certain projects in the expansion of language access and the Judicial Council should support efforts at the local level to apply for relevant funding opportunities.

**Recommendations:**

56. The judicial branch will advocate for sufficient funding to provide comprehensive language access services. The funding requests should reflect the incremental phasing-in of the Language Access Plan, and should seek to ensure that requests do not jeopardize funding for other court services or operations. (Phase 1)

57. Funding requests for comprehensive language access services should be premised on the best available data that identifies the resources necessary to implement the recommendations of this Language Access Plan. This may include information being gathered in connection with the recent Judicial Council decision to expand the use of Program 45.45 funds for civil cases where parties are indigent;<sup>41</sup> information being gathered for the 2015 Language Need and Interpreter Use Report; and information that can be extrapolated from the Resource Assessment Study (which looks at court staff workload), as well as other court records (e.g., self-help center records regarding LEP court users). (Phase 1)
58. Judicial Council staff will pursue appropriate funding opportunities from federal, state, or nonprofit entities, such as the National Center for State Courts, which are particularly suitable for one-time projects, for example, translation of documents or production of videos. (Phase 1)
59. Courts should pursue appropriate funding opportunities at the national, state, or local level to support the provision of language access services. Courts should seek, for example, one-time or ongoing grants from public interest foundations, state or local bar associations, and federal, state, or local governments. (Phase 1)

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<sup>41</sup> The Legislature provides funding for interpreter services to the courts in a special item of the judicial branch budget (Program 45.45 of the Trial Court Trust Fund). At its public meeting on January 23, 2014, the Judicial Council approved recommendations that authorize reimbursement from Program 45.45 to include costs for all appearances in domestic violence cases, family law cases in which there is a domestic violence issue, and elder abuse cases, as well as interpreters for indigent parties in civil cases. At its public meeting on December 12, 2014, the council modified the action, approving expenditure of these funds consistent with the priorities and preferences set forth in AB 1657.

## **b. Language Access Plan Management**

### *Issue Description*

Stakeholders participating throughout the planning process agreed that, in order to ensure the success of a statewide language access plan, it is necessary to create systems for implementing the plan, for compliance and monitoring its effects on language access statewide, and for tracking the need for ongoing adjustments and improvements. Participants in the court system, from legal services providers to interpreters to court users themselves, emphasized the need for quality control measures, including mechanisms for making and resolving complaints about all aspects of the courts' language access services.

The Judicial Council's Court Language Access Support Program (CLASP) unit and the statewide Language Access Coordinator will be instrumental in providing centralized management of the Language Access Plan and in being available as a resource to local courts needing technical assistance or support to implement the provisions of this Language Access Plan as well as develop local procedures and policies. CLASP, in conjunction with other Judicial Council staff working on language access issues, can coordinate the sharing of existing language access materials developed by providers and courts throughout the state and nationally, and can coordinate efforts for developing further statewide materials (which local courts can then adapt to their unique needs). Because LEP court users may have language access needs for appellate matters (for example, needing assistance at the counter or understanding forms or procedures), this plan also recommends that the California Courts of Appeal and Supreme Court of California discuss and adopt applicable parts of the plan with necessary modifications.

A multifaceted complaint procedure is also essential to ensure the quality of the language access services delivered. Development of such a procedure must include, among other considerations, conferring with union representatives and impacted service providers to ensure the creation of a complaint system that will be respected by all who either provide or receive services. All participants in the court system, including LEP court users, attorneys, legal services providers, community-based organizations, interpreters, judicial officers, and other justice partners, must be able to register complaints if a court fails to provide adequate language access services, or if the services provided are of poor quality, whether the service involves bilingual staff, written translation, or interpreter employees or contractors. Any complaint procedure must be available to all, consistent and transparent, with procedures and forms, and should be utilized in a way that protects LEP court users or other interested persons from actual or perceived negative repercussions either to them personally or to the outcome of their case.

Complainants should be able to file their complaints confidentially, and advocates and attorneys should be allowed to register complaints or concerns on behalf of their LEP clients. Similarly, court staff, administrators, judges, subordinate judicial officers, and interpreters must be able to file a complaint regarding serious problems or concerns with the quality of interpretation provided by a given interpreter (whether this interpreter is a court employee, independent contractor, certified, registered, or provisionally qualified).

The confidentiality of complaint processes should be broadly communicated to all court users. In addition, information about the complaint process and any forms should be available in English and up to 5 other languages, based on local community needs assessed through collaboration with and information from justice partners, including legal services providers, community-based organizations, and other entities working with LEP populations. Where not available in a certain language, the court should ensure the availability of bilingual staff or an interpreter to assist the LEP court user in completing the complaint form and to explain the written procedures.

**Recommendations:**

60. The Judicial Council will create a Language Access Implementation Task Force (name TBD) to develop an implementation plan for presentation to the council. The Implementation Task Force membership should include representatives of the key stakeholders in the provision of language access services in the courts, including, but not limited to, judicial officers, court administrators, court interpreters, legal services providers, and attorneys that commonly work with LEP court users. As part of its charge, the task force will identify the costs associated with implementing the LAP recommendations. The Implementation Task Force will coordinate with related advisory groups and Judicial Council staff on implementation, and will have the flexibility to monitor and adjust implementation plans based on feasibility and available resources. (Phase 1)
61. The Implementation Task Force will establish the necessary systems for monitoring compliance with this Language Access Plan. This will include oversight of the plan's

effects on language access statewide and at the individual court level, and assessing the need for ongoing adjustments and improvements to the plan. (Phase 1)

62. The Implementation Task Force will develop a single form, available statewide, on which to register a complaint about the provision of, or the failure to provide, language access. This form should be as simple, streamlined, and user-friendly as possible. The form will be available in both hard copy at the courthouse and online, and will be capable of being completed electronically or downloaded for printing and completion in writing. The complaints will also serve as a mechanism to monitor concerns related to language access at the local or statewide level. The form should be used as part of multiple processes identified in the following recommendations of this plan. (Phase 1)

63. Individual courts will develop a process by which LEP court users, their advocates and attorneys, or other interested persons may file a complaint about the court's provision of, or failure to provide, appropriate language access services, including issues related to locally produced translations. Local courts may choose to model their local procedures after those developed as part of the implementation process. Complaints must be filed with the court at issue and reported to the Judicial Council to assist in the ongoing monitoring of the overall implementation and success of the Language Access Plan. (Phase 1)

64. The Judicial Council, together with stakeholders, will develop a process by which the quality and accuracy of an interpreter's skills and adherence to ethical

requirements can be reviewed. This process will allow for appropriate remedial action, where required, to ensure certified and registered interpreters meet all qualification standards. Development of the process should include determination of whether California Rule of Court 2.891 (regarding periodic review of court interpreter skills and professional conduct) should be amended, repealed, or remain in place. Once the review process is created, information regarding how it can be initiated must be clearly communicated to court staff, judicial officers, attorneys, and in plain language to court users (e.g., LEP persons and justice partners). (Phase 2)

65. The translation committee (as described in Recommendation 36 above), in consultation with the Implementation Task Force, will develop a process to address complaints about the quality of Judicial Council–approved translations, including translation of Judicial Council forms, the California Courts Online Self-Help Center, and other Judicial Council–issued publications and information. (Phase 3)

66. The Judicial Council should create a statewide repository of language access resources, whether existing or to be developed, that includes translated materials, audiovisual tools, and other materials identified in this plan in order to assist courts in efforts to expand language access. (Phase 1)

67. The California Courts of Appeal and the Supreme Court of California should discuss and adopt applicable parts of this Language Access Plan with necessary modifications. (Phase 1)



**c. Necessary Court Rules, Forms, and Legislation for Plan Implementation**

*Issue Description*

Legislative action to amend, delete, or add statutory language, and Judicial Council action to create or revise court forms or rules of court, will be necessary to fully and effectively implement the recommendations contained in this Language Access Plan. Such actions should include clarification of existing statutes, the amendment of the existing rule of court for provisional qualification of interpreters in civil cases, and the development of a policy for an LEP court user's ability to request a waiver of interpreter services.

During the public hearings and listening sessions, court administrators described the difficulties that certain aspects of the Trial Court Interpreter Employment and Labor Relations Act pose for courts in their efforts to efficiently schedule interpreters. Of particular concern was Government Code section 71802, which limits individual courts from using a particular independent contractor more than 100 days per calendar year, and also requires that courts offer independent contractors who have been appointed more than 45 court days in the same year the opportunity to apply for employment. Court administrators expressed concern that adding additional civil case types that require an interpreter will cause courts to reach the 100-day limit for individual independent court interpreter contractors more quickly, making them unavailable to meet the court's future needs within that year, while also forcing independent contractors to accept opportunities in counties outside their geographic area of choice. Administrators also raised concerns about the inefficiencies of requiring that interpreter coordinators be certified or registered interpreters to be funded from interpreter funding,

which then limits the time that the credentialed coordinator can provide interpreting services. Where interpreter resources are tight, the policy of using a credentialed interpreter for administrative tasks, thus removing him or her from the courtroom, should be revisited.

In addition to the recommendations listed below, the Joint Working Group recognizes that additional rules, statute, or form changes may be necessary to implement the recommendations contained in this plan.

**Recommendations:**

68. To ensure ongoing and effective implementation of the LAP, the Implementation Task Force will evaluate, on an ongoing basis, the need for new statutes or rules or modifications of existing rules and statutes. (Phases 2 and 3)
69. The Judicial Council should establish procedures and guidelines for determining “good cause” to appoint non-credentialed court interpreters in civil matters. (Phase 1)
70. The Judicial Council should amend rule of court 2.893 to address the appointment of non-credentialed interpreters in civil proceedings. (Phase 1)
71. The Judicial Council should sponsor legislation to amend Government Code section 68560.5(a) to include small claims proceedings in the definition of court proceedings for which qualified interpreters must be provided. (Phase 2)
72. The Judicial Council should sponsor legislation to amend Code of Civil Procedure section 116.550 dealing with small claims actions to reflect that interpreters in

small claims cases should, as with other matters, be certified or registered, or provisionally qualified where a credentialed interpreter is not available. (Phase 2)

73. The Judicial Council should update the interpreter-related court forms (INT-100-INFO, INT-110, INT-120, and INT-200) as necessary to be consistent with this plan. (Phase 2)

74. The Implementation Task Force should evaluate existing law, including a study of any negative impacts of the Trial Court Interpreter Employment and Labor Relations Act on the provision of appropriate language access services. The evaluation should include, but not be limited to, whether any modifications should be proposed for existing requirements and limitations on hiring independent contractors beyond a specified number of days. (Phase 2)

75. The Implementation Task Force will develop a policy addressing an LEP court user's request of a waiver of the services of an interpreter. The policy will identify standards to ensure that any waiver is knowing, intelligent, and voluntary; is made after the person has consulted with counsel; and is approved by the appropriate judicial officer, exercising his or her discretion. The policy will address any other factors necessary to ensure the waiver is appropriate, including: determining whether an interpreter is necessary to ensure the waiver is made knowingly; ensuring that the waiver is entered on the record,<sup>42</sup> or in writing if there is no official record of the proceedings; and requiring that a party may request at any time, or the court may make on its own motion, an order vacating the waiver and

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<sup>42</sup> See footnote 31 above.

appointing an interpreter for all further proceedings. The policy shall reflect the expectation that waivers will rarely be invoked in light of access to free interpreter services and the Implementation Task Force will track waiver usage to assist in identifying any necessary changes to policy. (Phase 1)

## **Appendix A: Phase-In of Recommendations**

**PHASE 1: These recommendations are urgent or should already be in place. Implementation of these recommendations should begin in year 1 (2015).**

**#1 Language access needs identification.** Courts will identify the language access needs for each LEP court user, including parties, witnesses, or other persons with a significant interest, at the earliest possible point of contact with the LEP person. The language needs will be clearly and consistently documented in the case management system and/or any other case record or file, as appropriate given a court's existing case information record system, and this capability should be included in any future system upgrades or system development. (Phase 1)

**#2 Requests for language services.** A court's provision or denial of language services must be tracked in the court's case information system, however appropriate given a court's capabilities. Where current tracking of provision or denial is not possible, courts must make reasonable efforts to modify or update their systems to capture relevant data as soon as feasible. (Phases 1, 2)

**#3 Protocol for justice partners to communicate language needs.** Courts should establish protocols by which justice partners can indicate to the court that an individual requires a spoken language interpreter at the earliest possible point of contact with the court system. (Phase 1)

**#4 Mechanisms for LEP court users to self-identify.** Courts will establish mechanisms that invite LEP persons to self-identify as needing language access services upon contact with any part of the court system (using, for example, "I speak" cards [see page 56 for a sample card]). In the absence of self-identification, judicial officers and court staff must proactively seek to ascertain a court user's language needs. (Phase 1)

**#5 Information for court users about availability of language access services.** Courts will inform court users about the availability of language access services at the earliest points of contact between court users and the court. The notice must include, where accurate and appropriate, that language access services are free. Courts should take into account that the need for language access services may occur earlier or later in the court process, so information about language services must be available throughout the duration of a case. Notices should be in English and up to five other languages based on local community needs assessed through collaboration with and information from justice partners, including legal services providers, community-based organizations, and other entities working with LEP populations. Notice must be provided to the public, justice partners, legal services agencies, community-based organizations, and other entities working with LEP populations. (Phase 1)

**#6 Expansion of language services cost reporting.** The Judicial Council and the courts will continue to expand and improve data collection on interpreter services, and expand language services cost reporting to include amounts spent on other language access services and tools

such as translations, interpreter or language services coordination, bilingual pay differential for staff, and multilingual signage or technologies. This information is critical in supporting funding requests as the courts expand language access services into civil cases. (Phase 1)

**#8 Expansion of court interpreters to all civil proceedings.** Qualified interpreters must be provided in the California courts to LEP court users in all court proceedings, including civil proceedings as prioritized in Evidence Code section 756 (see Appendix H), and including Family Court Services mediation. (Phases 1 and 2)

**#9 Provisional qualification requirements.** Pending amendment of California Rules of Court, rule 2.893, when good cause exists, a noncertified or nonregistered court interpreter may be appointed in a court proceeding in any matter, civil or criminal, only after he or she is determined to be qualified by following the procedures for provisional qualification. These procedures are currently set forth, for criminal and juvenile delinquency matters, in rule 2.893 (and, for civil matters, will be set forth once the existing rule of court is amended). (See Recommendation 50, on training for judicial officers and court staff regarding the provisional qualification procedures, and Recommendation 70, on amending rule 2.893 to include civil cases.) (Phases 1 and 2)

**#10 Provision of qualified interpreters in all court-ordered/court-operated proceedings.** Beginning immediately, as resources are available, but in any event no later than 2020, courts will provide qualified court interpreters in all court-ordered, court-operated programs, services and events, to all LEP litigants, witnesses, and persons with a significant interest in the case. (Phases 1, 2, and 3)

**#12 Preference for in-person interpreters.** The use of in-person, certified and registered court interpreters is preferred for court proceedings, but courts may consider the use of remote interpreting where it is appropriate for a particular event. Remote interpreting may only be used if it will allow LEP court-users to fully and meaningfully participate in the proceedings. (Phase 1)

**#13 Remote interpreting in the courtroom.** When using remote interpreting in the courtroom, the court must satisfy, to the extent feasible, the prerequisites, considerations and guidelines for remote interpreting set forth in Appendix B. (Phase 1)

**#14 Remote interpreting minimum technology requirements.** The Implementation Task Force will establish minimum technology requirements for remote interpreting which will be updated on an ongoing basis and which will include minimum requirements for both simultaneous and consecutive interpreting. (Phase 1)

**#15 Use of video for remote interpreting.** Courts using remote interpreting should strive to provide video, used in conjunction with enhanced audio equipment, for courtroom interpretations, rather than relying on telephonic interpreting. (Phase 1)

**#16 Pilot for video remote interpreting.** The Judicial Council should conduct a pilot project, in alignment with the Judicial Branch’s Tactical Plan for Technology 2014–2016. This pilot should, to the extent possible, collect relevant data on: due process issues, participant satisfaction, whether remote interpreting increases the use of certified and registered interpreters as opposed to provisionally qualified interpreters, the effectiveness of a variety of available technologies (for both consecutive and simultaneous interpretation), and a cost-benefit analysis. The Judicial Council should make clear that this pilot project would not preclude or prevent any court from proceeding on its own to deploy remote interpreting, so long as it allows LEP court users to fully and meaningfully participate in the proceedings. (Phase 1)

**#18 Creation of multilingual standardized videos.** The Judicial Council should continue to create multilingual standardized videos for high-volume case types that lend themselves to generalized, not localized, legal information, and provide them to courts in the state’s top eight languages and captioned in other languages. (Phase 1)

**#19 Verifying credentials of interpreters.** Effective January 2015, pursuant to Government Code section 68561 (g) and (f), judicial officers, in conjunction with court administrative personnel, must ensure that the interpreters being appointed are qualified, properly represent their credentials on the record, and have filed with the court their interpreter oaths. (See Recommendation 50, which discusses training of judicial officers and court staff on these subjects.) (Phase 1)

**#22 Avoiding conflicts of interest.** Absent exigent circumstances, when appointing a noncertified, nonregistered interpreter, courts must not appoint persons with a conflict of interest conflict of interest or bias with respect to the matter. (Phase 1)

**#23 Appointment of minors to interpret.** Minors will not be appointed to interpret in courtroom proceedings nor court-ordered and court-operated activities. (Phase 1)

**#25 Designation of language access office or representative.** The court in each county will designate an office or person that serves as a language access resource for all court users, as well as court staff and judicial officers. This person or persons should be able to: describe all the services the court provides and what services it does not provide, access and disseminate all of the court’s multilingual written information as requested, and help LEP court users and court staff locate court language access resources. (Phase 1)

**#26 Identification of critical points of contact.** Courts should identify which points of contact are most critical for LEP court users, and, whenever possible, should place qualified bilingual staff at these locations. (See Recommendation 47, which discusses possible standards for the appropriate qualification level of bilingual staff at these locations.) (Phase 1)

**#28 Recruitment of bilingual staff.** Courts should strive to recruit bilingual staff fluent in the languages most common in that county. In order to increase the bilingual applicant pool, courts should conduct outreach to educational providers in the community, such as local high schools,

community colleges, and universities, to promote the career opportunities available to bilingual individuals in the courts. (Phase 1)

**#34 Use of bilingual volunteers.** Courts should consider the use of bilingual volunteers to provide language access services at points of contact other than court proceedings, where appropriate. Bilingual volunteers and interns must be properly trained and supervised. (Phase 1)

**#36 Establishment of translation committee.** The Judicial Council will create a translation committee to develop and formalize a translation protocol for Judicial Council translations of forms, written materials, and audiovisual tools. The committee should collaborate with interpreter organizations and courts to develop a legal glossary in all certified languages, taking into account regional differences, to maintain consistency in the translation of legal terms. The committee's responsibilities will also include identifying qualifications for translators, and the prioritization, coordination, and oversight of the translation of materials. The qualification of translators should include a requirement to have a court or legal specialization and be accredited by the American Translators Association (ATA), or to have been determined qualified to provide the translations based on experience, education, and references. Once the Judicial Council's translation protocol is established, individual courts should establish similar quality control and translation procedures for local forms, informational materials, recordings, and videos aimed at providing information to the public. Local court website information should use similarly qualified translators. Courts are encouraged to partner with local community organizations to accomplish this recommendation. (Phase 1)

**#37 Statewide and multilingual samples and templates.** The Judicial Council staff will work with courts to provide samples and templates of multilingual information for court users that are applicable on a statewide basis and adaptable for local use. (Phase 1)

**#38 Posting of translations on web.** The Judicial Council's staff will post on the California Courts website written translations of forms and informational and educational materials for the public as they become available and will send notice to the courts of their availability so that courts can link to these postings from their own websites. (Phase 1)

**#40 Translation of court orders.** Courts will provide sight translation of court orders and should consider providing written translations of those orders to LEP persons when needed. At a minimum, courts should provide the translated version of the relevant Judicial Council form to help litigants compare their specific court order to the translated template form. (Phase 1)

**#43 Standards for qualifications of interpreters.** Courts, the Judicial Council, and the Court Interpreters Advisory Panel (CIAP) will ensure that all interpreters providing language access services to limited English proficient court users are qualified and competent. Existing standards for qualifications should remain in effect and will be reviewed regularly by the CIAP. (Phase 1)



**#44 Online orientation for new interpreters.** The online statewide orientation program will continue to be available to facilitate orientation training for new interpreters working in the courts. (Phase 1)

**#45 Training for prospective interpreters.** The Judicial Council and the courts should work with interpreter organizations and educational providers (including the California community college and state university systems) to examine ways to better prepare prospective interpreters to pass the credentialing examination. These efforts should include:

- Partnering to develop possible exam preparation courses and tests, and
- Creating internship and mentorship opportunities in the courts and in related legal settings (such as work with legal services providers or other legal professionals) to help train and prepare prospective interpreters in all legal areas.

(Phase 1)

**#46 Training for interpreters on civil cases and remote interpreting.** The Judicial Council, interpreter organizations, and educational groups should collaborate to create training programs for those who will be interpreting in civil cases and those who will be providing remote interpreting. (Phase 1)

**#47 Language proficiency standards for bilingual staff.** Courts must ensure that bilingual staff providing information to LEP court users are proficient in the languages in which they communicate. All staff designated as bilingual staff by courts must at a minimum meet standards corresponding to "Intermediate mid" as defined under the American Council on the Teaching of Foreign Languages guidelines. (See Appendix F.) The existing Oral Proficiency Exam available through the Judicial Council's Court Language Access Support Program (CLASP) unit may be used by courts to establish foreign-language proficiency of staff. Courts should not rely on self-evaluation by bilingual staff in determining their language proficiency. (Phase 1)

**#48 Standards and online training for bilingual staff.** Beyond the specified minimum, the Judicial Council staff will work with the courts to (a) identify standards of language proficiency for specific points of public contact within the courthouse, and (b) develop and implement an online training for bilingual staff. (Phase 1)

**#50 Judicial branch training regarding Language Access Plan.** Judicial officers, including temporary judges, court administrators, and court staff will receive training regarding the judicial branch's language access policies and requirements as delineated in this Language Access Plan, as well as the policies and procedures of their individual courts. Courts should schedule additional training when policies are updated or changed. These trainings should include:

- Optimal methods for managing court proceedings involving interpreters, including an understanding of the mental exertion and concentration required for interpreting, the challenges of interpreter fatigue, the need to control rapid rates of speech and dialogue, and consideration of team interpreting where appropriate;

- The interpreter’s ethical duty to clarify issues during interpretation and to report impediments to performance;
- Required procedures for the appointment and use of a provisionally qualified interpreter and for an LEP court user’s waiver, if requested, of interpreter services;
- Legal requirements for establishing, on the record, an interpreter’s credentials;
- Available technologies and minimum technical and operational standards for providing remote interpreting; and
- Working with LEP court users in a culturally competent manner.

The staff of the Judicial Council will develop curricula for trainings, as well as resource manuals that address all training components, and distribute them to all courts for adaptation to local needs. (Phase 1)

**#52. Benchcards on language access.** Judicial Council staff should develop bench cards that summarize salient language access policies and procedures and available resources to assist bench officers in addressing language issues that arise in the courtroom, including policies related to remote interpreting. (Phase 1)

**#56 Advocacy for sufficient funding.** The judicial branch will advocate for sufficient funding to provide comprehensive language access services. The funding requests should reflect the incremental phasing-in of the Language Access Plan, and should seek to ensure that requests do not jeopardize funding for other court services or operations. (Phase 1)

**#57 Use of data for funding requests.** Funding requests for comprehensive language access services should be premised on the best available data that identifies the resources necessary to implement the recommendations of this Language Access Plan. This may include information being gathered in connection with the recent Judicial Council decision to expand the use of Program 45.45 funds for civil cases where parties are indigent; information being gathered for the 2015 Language Need and Interpreter Use Report; and information that can be extrapolated from the Resource Assessment Study (which looks at court staff workload), as well as other court records (e.g., self-help center records regarding LEP court users). (Phase 1)

**#58 Pursuit by the Judicial Council of other funding opportunities.** Judicial Council staff will pursue appropriate funding opportunities from federal, state, or nonprofit entities such as the National Center for State Courts, which are particularly suitable for one-time projects, for example, translation of documents or production of videos. (Phase 1)

**#59 Pursuit by courts of other funding opportunities.** Courts should pursue appropriate funding opportunities at the national, state, or local level to support the provision of language access services. Courts should seek, for example, one-time or ongoing grants from public interest foundations, state or local bar associations, federal, state, or local governments, and others. (Phase 1)

**#60 Language Access Implementation Task Force.** The Judicial Council will create a Language Access Implementation Task Force (name TBD) to develop an implementation plan for

presentation to the council. The Implementation Task Force membership should include representatives of the key stakeholders in the provision of language access services in the courts, including, but not limited to, judicial officers, court administrators, court interpreters, legal services providers, and attorneys that commonly work with LEP court users. As part of its charge, the task force will identify the costs associated with implementing the LAP recommendations. The Implementation Task Force will coordinate with related advisory groups and Judicial Council staff on implementation, and will have the flexibility to monitor and adjust implementation plans based on feasibility and available resources. (Phase 1)

**#61 Compliance and monitoring system.** The Implementation Task Force will monitor compliance monitoring with this Language Access Plan. This will include oversight of the plan's effects on language access statewide and at the individual court level, and assessing the need for ongoing adjustments and improvements to the plan. (Phase 1)

**#62 Single complaint form.** The Implementation Task Force will develop a single form, available statewide, on which to register a complaint about the provision of, or the failure to provide, language access. This form should be as simple, streamlined, and user-friendly as possible. The form will be available in both hard copy at the courthouse and online, and will be capable of being completed electronically or downloaded for printing and completion in writing. The complaints will also serve as a mechanism to monitor concerns related to language access at the local or statewide level. The form should be used as part of multiple processes identified in the following recommendations of this plan. (Phase 1)

**#63 Complaints at local level regarding language access services.** Individual courts will develop a process by which LEP court users, their advocates and attorneys, or other interested persons may file a complaint about the court's provision of, or failure to provide, appropriate language access services, including issues related to locally produced translations. Local courts may choose to model their local procedures after those developed as part of the implementation process. Complaints must be filed with the court at issue and reported to the Judicial Council to assist in the ongoing monitoring of the overall implementation and success of the Language Access Plan. (Phase 1)

**#66 Statewide repository of language access resources.** The Judicial Council should create a statewide repository of language access resources, whether existing or to be developed, that includes translated materials, audiovisual tools, and other materials identified in this plan in order to assist courts in efforts to expand language access. (Phase 1)

**#67 Adoption of plan by the California Courts of Appeal and California Supreme Court.** The California Courts of Appeal and the Supreme Court of California should discuss and adopt applicable parts of this Language Access Plan with necessary modifications. (Phase 1)

**#69 Procedures and guidelines for good cause.** The Judicial Council should establish procedures and guidelines for determining "good cause" to appoint non-credentialed court interpreters in civil matters. (Phase 1)

**#70 Amend rule of court for appointment of interpreters in civil proceedings.** The Judicial Council should amend rule of court 2.893 to address the appointment of non-credentialed interpreters in civil proceedings. (Phase 1)

**#75 Policy regarding waiver of interpreter.** The Implementation Task Force will develop a policy addressing an LEP court user's request of a waiver of the services of an interpreter. The policy will identify standards to ensure that any waiver is knowing, intelligent, and voluntary; is made after the person has consulted with counsel; and is approved by the appropriate judicial officer, exercising his or her discretion. The policy will address any other factors necessary to ensure the waiver is appropriate, including: determining whether an interpreter is necessary to ensure the waiver is made knowingly; ensuring that the waiver is entered on the record,<sup>43</sup> or in writing if there is no official record of the proceedings; and requiring that a party may request at any time, or the court may make on its own motion, an order vacating the waiver and appointing an interpreter for all further proceedings. The policy shall reflect the expectation that waivers will rarely be invoked in light of access to free interpreter services and the Implementation Task Force will track waiver usage to assist in identifying any necessary changes to policy. (Phase 1)

**PHASE 2: These recommendations are critical, but less urgent or may require completion of Phase 1 tasks. Implementation of these recommendations may begin immediately, where practicable, and in any event should begin by years 2–3 (2016–2017).**

**#2 Requests for language services.** A court's provision or denial of language services must be tracked in the court's case information system, however appropriate given a court's capabilities. Where current tracking of provision or denial is not possible, courts must make reasonable efforts to modify or update their systems to capture relevant data as soon as feasible. (Phases 1, 2)

**#7 Review of other data beyond the U.S. Census.** The Judicial Council and the courts should collect data in order to anticipate the numbers and languages of likely LEP court users. Whenever data is collected, including for these purposes, the courts and the Judicial Council should look at other sources of data beyond the U.S. Census, such as school systems, health departments, county social services, and local community-based agencies. (Phase 2)

**#8 Expansion of court interpreters to all civil proceedings.** Qualified interpreters must be provided in the California courts to LEP court users in all court proceedings, including civil proceedings as prioritized in Evidence Code section 756 (see Appendix H), and including Family Court Services mediation. (Phases 1 and 2)

**#9 Provisional qualification requirements.** Pending amendment of California Rules of Court, rule 2.893, when good cause exists, a noncertified or nonregistered court interpreter may be

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<sup>43</sup> See footnote 31 above.

appointed in a court proceeding in any matter, civil or criminal, only after he or she is determined to be qualified by following the procedures for provisional qualification. These procedures are currently set forth, for criminal and juvenile delinquency matters, in rule 2.893 (and, for civil matters, will be set forth once the existing rule of court is amended). (See Recommendation 50, on training for judicial officers and court staff regarding the provisional qualification procedures, and Recommendation 70, on amending rule 2.893 to include civil cases.) (Phases 1 and 2)

**#10 Provision of qualified interpreters in all court-ordered/court-operated proceedings.**

Beginning immediately, as resources are available, but in any event no later than 2020, courts will provide qualified court interpreters in all court-ordered, court-operated programs, services and events, to all LEP litigants, witnesses, and persons with a significant interest in the case. (Phases 1, 2, and 3)

**#11 Consideration of language accessibility of service providers in making court orders.** An LEP individual should not be ordered to participate in a court ordered program if that program does not provide appropriate language accessible services. If a judicial officer does not order participation in services due to the program's lack of language capacity, the court should order the litigant to participate in an appropriate alternative program that provides language access services for the LEP court user. In making its findings and orders, the court should inquire if the program provides language access services to ensure the LEP court user's ability to meet the requirements of the court. (Phase 2)

**#17 Pilot for central pool of remote interpreters.** In order to maximize the use and availability of California's highly skilled certified and registered interpreters, the Judicial Council should consider creating a pilot program through which certified and registered interpreters would be available to all courts on a short-notice basis to provide remote interpreting services. (Phase 2)

**#20 Expansion of regional coordination system.** The Judicial Council should expand the existing formal regional coordination system to improve efficiencies in interpreter scheduling for court proceedings and cross-assignments between courts throughout the state. (See Recommendation 30, addressing coordination for bilingual staff and interpreters for non-courtroom events.) (Phase 2)

**#21 Methods for calendaring and coordination of court interpreters.** Courts should continue to develop methods for using interpreters more efficiently and effectively, including but not limited to calendar coordination. Courts should develop these systems in a way that does not have a chilling effect on their access to court services. (Phase 2)

**#24 Appointment of bilingual staff.** Absent exigent circumstances, courts should avoid appointing bilingual court staff to interpret in courtroom proceedings; if the court does appoint staff, he or she must meet all of the provisional qualification requirements. (Phase 2)

**#27 Provision of language access tools to court personnel.** All court staff who engage with the public will have access to language assistance tools, such as translated materials and resources, multi-language glossaries and “I speak” cards, to determine a court user’s native language, direct him or her to the designated location for language services, and/or provide the LEP individual with brochures, instructions, or other information in the appropriate language. (Phase 2)

**#29 Development of protocols for where bilingual staff are not available.** Courts will develop written protocols or procedures to ensure LEP court users obtain adequate language access services where bilingual staff are not available. For example, the court’s interpreter coordinator could be on call to identify which interpreters or staff are available and appropriate to provide services in the clerk’s office or self-help center. Additionally, the use of remote technologies such as telephone access to bilingual staff persons in another location or remote interpreting could be instituted. (Phase 2)

**#30 Policies that promote sharing of bilingual staff and interpreters among courts.** The Judicial Council should consider adopting policies that promote sharing of bilingual staff and certified and registered court interpreters among courts, using remote technologies, for language assistance outside of court proceedings. (Phase 2)

**#31 Pilot for remote assistance at counters and in self-help centers.** The courts and the Judicial Council should consider a pilot to implement the use of remote interpreter services for counter help and at self-help centers, incorporating different solutions, including court-paid cloud-based fee-for-service models or a court/centralized bank of bilingual professionals. (Phase 2)

**#32 Pilot for remote assistance for workshops.** The courts should consider a pilot to implement inter-court, remote attendance at workshops, trainings, or “information nights” conducted in non-English languages using a variety of equipment, including telephone, video-conferencing (WebEx, Skype), or other technologies. (Phase 2)

**#33 Qualifications of court-appointed professionals.** In matters with LEP court users, courts must determine that court-appointed professionals, such as psychologists, mediators, and guardians, can provide linguistically accessible services before ordering or referring LEP court users to those professionals. Where no such language capability exists, courts should make reasonable efforts to identify or enter into contracts with providers able to offer such language capabilities, either as bilingual professionals who can provide the service directly in another language or via qualified interpreters. (Phase 2)

**#39 Signage throughout courthouse.** The staff of the Judicial Council should assist courts by providing plain-language translations of the most common and relevant signs likely to be used in a courthouse, and provide guidance on the use of internationally recognized icons, symbols, and displays to limit the need for text and, therefore, translation. Where more localized signage is required, courts should have all public signs in English and translated in up to five other languages based on local community needs assessed through collaboration with and

information from justice partners, including legal services providers, community-based organizations, and other entities working with LEP populations. At a minimum, all such materials should be available in English and Spanish. (Phase 2)

**#41 Accessible courthouses.** The Judicial Council, partnering with courts, should ensure that new courthouse construction efforts, as well as redesign of existing courthouse space, are undertaken with consideration for making courthouses more easily navigable by all LEP persons. (Phase 2)

**#42 Wayfinding strategies.** The Judicial Council's staff will provide information to courts interested in better wayfinding strategies, multilingual (static and dynamic) signage, and other design strategies that focus on assisting LEP court users. (Phase 2)

**#49 Recruitment strategies for language access providers.** The Judicial Council staff will work with educational providers, community-based organizations, and interpreter organizations to identify recruitment strategies, including consideration of market conditions, to encourage bilingual individuals to pursue the interpreting profession or employment opportunities in the courts as bilingual staff. (Phase 2)

**#51 Language access resources on intranet.** Information on local and statewide language access resources, training and educational components identified throughout this plan, glossaries, signage, and other tools for providing language access should be readily available to all court staff through individual courts' intranets. (Phases 2 and 3)

**#64. Complaints regarding court interpreters.** The Judicial Council, together with stakeholders, will develop a process by which the quality and accuracy of an interpreter's skills and adherence to ethical requirements can be reviewed. This process will allow for appropriate remedial action, where required, to ensure certified and registered interpreters meet all qualification standards. Development of the process should include determination of whether California Rule of Court 2.891 (regarding periodic review of court interpreter skills and professional conduct) should be amended, repealed, or remain in place. Once the review process is created, information regarding how it can be initiated must be clearly communicated to court staff, judicial officers, attorneys, and in plain language to court users (e.g., LEP persons and justice partners). (Phase 2)

**#68. Implementation Task Force to evaluate need for updates to rules and statutes.** To ensure ongoing and effective implementation of the LAP, the Implementation Task Force will evaluate, on an ongoing basis, the need for new statutes or rules or modifications of existing rules and statutes. (Phases 2 and 3)

**#71 Legislation to delete exception for small claims proceedings.** The Judicial Council should sponsor legislation to amend Government Code section 68560.5(a) to include small claims proceedings in the definition of court proceedings for which qualified interpreters must be provided. (Phase 2)

**#72 Legislation to require credentialed interpreters for small claims.** The Judicial Council should sponsor legislation to amend Code of Civil Procedure section 116.550 dealing with small claims actions to reflect that interpreters in small claims cases should, as with other matters, be certified or registered, or provisionally qualified where a credentialed interpreter is not available. (Phase 2)

**#73 Updating of interpreter-related forms.** The Judicial Council should update the interpreter-related court forms (INT-100-INFO, INT-110, INT-120, and INT-200) as necessary to be consistent with this plan. (Phase 2)

**#74 Evaluation of Trial Court Interpreter Employment and Labor Relations Act.** The Implementation Task Force should evaluate existing law, including a study of any negative impacts of the Trial Court Interpreter Employment and Labor Relations Act on the provision of appropriate language access services. The evaluation should include, but not be limited to, whether any modifications should be proposed for existing requirements and limitations on hiring independent contractors beyond a specified number of days. (Phase 2)

**PHASE 3: These recommendations are critical, but not urgent, or are complex and will require significant foundational steps, time, and resources to be completed by 2020. Implementation of these recommendations should begin immediately, where practicable, or immediately after the necessary foundational steps are in place.**

**#10 Provision of qualified interpreters in all court-ordered/court-operated proceedings.** Beginning immediately, as resources are available, but in any event no later than 2020, courts will provide qualified court interpreters in all court-ordered, court-operated programs, services and events, to all LEP litigants, witnesses, and persons with a significant interest in the case. (Phases 1, 2, and 3)

**#35 Pilot programs for language access kiosks.** As an alternative for traditional information dissemination, the Judicial Council should consider creating pilot programs to implement the use of language access kiosks in lobbies or other public waiting areas to provide a variety of information electronically, such as on a computer or tablet platform. This information should be in English and up to five other languages based on local community needs assessed through collaboration with and information from justice partners, including legal services providers, community-based organizations, and other entities working with LEP populations. At a minimum, all such materials should be available in English and Spanish. (Phase 3)

**#51 Language access resources on intranet.** Information on local and statewide language access resources, training and educational components identified throughout this plan, glossaries, signage, and other tools for providing language access should be readily available to all court staff through individual courts' intranets. (Phases 2 and 3)



**#53 Partnerships to disseminate information.** Courts should strengthen existing relationships and create new relationships with local community-based organizations, including social services providers, legal services organizations, government agencies, and minority bar associations to gather feedback to improve court services for LEP court users and disseminate court information and education throughout the community. (Phase 3)

**#54 Multilingual audio or video recordings to inform public.** To maximize both access and efficiency, multilingual audio and/or video recordings should be used as part of the outreach efforts by courts to provide important general information and answers to frequently asked questions. (Phase 3)

**#55 Collaboration with media.** Courts should collaborate with local media and leverage the resources of media outlets, including ethnic media that communicate with their consumers in their language, as a means of disseminating information throughout the community about language access services, the court process, and available court resources. (Phase 3)

**#65. Complaints regarding statewide translations.** The translation committee (as described in Recommendation 36 above), in consultation with the Implementation Task Force, will develop a process to address complaints about the quality of Judicial Council–approved translations, including translation of Judicial Council forms, the California Courts Online Self-Help Center, and other Judicial Council–issued publications and information. (Phase 3)

**#68. Implementation Task Force to evaluate need for updates to rules and statutes.** To ensure ongoing and effective implementation of the LAP, the Implementation Task Force will evaluate, on an ongoing basis, the need for new statutes or rules or modifications of existing rules and statutes. (Phases 2 and 3)

**Appendix B: Prerequisites, Considerations, and Guidelines for Remote Interpreting in Court Proceedings<sup>44</sup>**

**Before a court begins using remote interpreting (RI) they must meet certain prerequisites that are outlined below. Additionally, prior to selecting RI for a particular courtroom event the court must consider, at minimum, the following specific factors for determining the appropriateness of RI. When utilizing RI for a courtroom event the court must adhere to the guidelines below.**

**PREREQUISITES**

- A. Minimum Technology Requirements for Remote Interpreting:  
Prior to instituting RI in any proceeding the court should ensure that it has the equipment and technology to provide high quality communications. (Until the Implementation Task Force has established technology minimums for RI, as required under Recommendation 14, Appendix D should be consulted on an interim basis.)
- B. Training:  
Prior to instituting RI in a proceeding, the court should ensure that all persons who will be involved in the RI event have adequate training in the use of the equipment, in interpreting protocols, and in interactions with LEP persons.

**CONSIDERATIONS FOR DETERMINING APPROPRIATENESS OF RI FOR COURT EVENT**

Not all courtroom proceedings are appropriate for RI. The initial analysis for determining whether a court proceeding is appropriate for RI will most likely be made by the interpreter coordinator who may choose to consult with the interpreter being considered for the assignment. Courtroom proceedings that are lengthy, complex, or involve more than simple evidence are not typically appropriate for RI. Additionally, the interpreter coordinator or the judicial officer or both should consider all of the following before deciding to use RI:

- The anticipated length and complexity of the event, including complexity of the communications involved;
- The relative convenience or inconvenience to the court user;
- Whether the matter is uncontested;

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<sup>44</sup> This appendix contains suggested guidelines based on current best practices and, as such, should be subject to updating and revision to accommodate advances in technology that will help ensure quality communication with LEP court users.

- Whether the proceeding is of an immediate nature, such as arraignments for in- custody defendants, bail reductions, and temporary restraining orders;
- Whether the LEP party is present in the courtroom;
- The number of court users planned to receive interpretation from the same interpreter during the event;
- The efficient deployment of court resources;
- Whether the LEP party requires a relay interpreter, e.g., where there is an interpreter for an indigenous language who relays the interpretation in Spanish. (The need for a relay interpreter does not preclude the use of RI, but might necessitate the presence of at least one of the interpreters in the courtroom.)

### **GUIDELINES FOR USING RI IN A COURT PROCEEDING**

#### **1. Need to Interrupt or Clarify, and Suspend and Reschedule**

When using RI the court should consult with the interpreter to determine how best to facilitate interruptions or clarifications that may be needed. The court should suspend and reschedule a matter if, for technology or other reasons, RI is not facilitating effective communication, or if the interpreter finds the communications to be ineffective.

#### **2. VRI and RI Challenges**

The court shall be mindful of the particular challenges involved in remote interpreting, including increased fatigue and stress; events involving remote interpreting should have shorter sessions and more frequent breaks.

#### **3. Participants Who Must Have Access**

The remote interpreter's voice must be heard clearly throughout the court room, and the interpreter must be able to hear all participants.

#### **4. Visual/Auditory Issues, Confidentiality, and Modes of Interpreting**

Video remote interpreting (VRI) is generally preferred over other methods of remote interpreting that do not provide visual cues, such as telephonic interpreting. However, there will be situations where VRI is not possible or is not necessary. (See Appendix D for visual/auditory issues and requirements for confidentiality that must be considered and accounted for when implementing RI.)

#### **5. Documents and Other Information**

The court shall ensure the availability of technology to communicate written information to the interpreter including a copy of exhibits being introduced, as well as information after a

proceeding, such as an order, so the interpreter can provide sight translation to the LEP individual if needed.

## 6. Professional Standards and Ethics

The same rules for using qualified interpreters apply to assignments using RI. It is the intent of this language access plan to expand the availability of certified and registered interpreters through the use of RI. All interpreters performing RI should be familiar with, and are bound by, the same professional standards and ethics as onsite court interpreters.<sup>45</sup>

## 7. Data Collection

(a) Courts using RI in the courtroom should monitor the effectiveness of their technology and equipment, and the satisfaction of participants.

(b) For purposes of supporting funding requests, courts should track the benefits and resource savings resulting from RI on an ongoing basis (e.g., increased certified/registered interpreter availability to assist with additional events due to the use of RI, and any cost savings).

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<sup>45</sup> The requirements for provisionally qualifying an interpreter can be found in Government Code section 68651(c) and California Rules of Court, rule 2.893.

**Appendix C: Suggested Language for the Judicial Officer When Considering Objections  
Related to Remote Interpreting**

We will have a court certified/registered \_\_(*insert language*)\_\_\_\_\_ interpreter help us with these proceedings.

The interpreter is at a remote location and will appear in court via video- (or audio-) conference. Please remember to speak slowly and clearly and not speak at the same time as each other.

Do parties and counsel have any objections to the interpreter remotely participating by remote interpreting for today’s proceedings?

*[Judge rules on objections, if any, or assists in resolving concerns.]*

*IF PROCEEDING WITH VRI:*

Parties and counsel had no objections to the use of remote interpreting, so the court will proceed with today’s hearing.

*[or]*

Parties and counsel objected to the use of remote interpreting, but the court has overruled those objections, so the court will proceed with today’s hearing.

*IF NOT PROCEEDING WITH VRI:*

Parties and counsel objected to the use of remote interpreting. The court will not continue with today’s hearing at this time and will reset this matter for a qualified (*insert language*)\_\_\_\_\_ language interpreter to be available in person.

**Suggested Language to Include in the Minutes:**

Interpreter (*name*)\_\_\_\_\_ is present by video remote conferencing and sworn to interpret (*insert language*)\_\_\_\_\_ language for (*name*)\_\_\_\_\_. Sworn oath on file with the Superior Court of California, County of \_\_\_\_\_.

**Appendix D: Visual/Auditory Issues, Confidentiality, and Modes of Interpreting When Working Remotely**

1. A clear view of the LEP court user is more important than a view of every speaker; although cameras on all stakeholders may be beneficial, it may not be essential. A speakerphone is not recommended unless it accommodates the other requirements of this appendix, including the ability to be part of a solution to allow for simultaneous interpreting when needed.
2. To ensure the opportunity for confidential attorney-client conferencing, the attorney should have available an individual handset, headset, or in-the-ear communication device to speak with and listen to the interpreter.
3. Interpreting in the courtroom regularly involves both simultaneous and consecutive modes of interpreting. This can be achieved in a variety of ways using existing and emerging technologies. In longer matters, failure to have a technical solution that can accommodate simultaneous interpreting will result in delays of court time and may cause frustration with remote interpreting. Courts should use a technical solution that will allow for simultaneous interpreting. However, there may be proceedings (for example, very short matters) in which consecutive interpreting is adequate to ensure language access.
4. Recognizing that courts may implement very different technical solutions for RI, it is critical that prior to the start of an interpreted event all parties, judicial officers, court staff, and officers of the court (including attorneys and interpreters) know how to allow for confidential conferencing when needed.
5. All participants, including the LEP party and the interpreters, need to check microphone and/or camera clarity before beginning interpretation.
6. Both RI interpreters and courts should have technical support readily available.
7. Clear, concise operating instructions should be posted with the RI equipment.

Note: There are different and other visual considerations, including visual confidentiality, if using VRI with American Sign Language (ASL). Please see [www.courts.ca.gov/documents/CIP-ASL-VRI-Guidelines.pdf](http://www.courts.ca.gov/documents/CIP-ASL-VRI-Guidelines.pdf) for a complete discussion of using VRI with ASL-interpreted events.

**Appendix E: Top 17 Languages Accounting for 98.5% of All Service Days for 2004–2008**

Rank	Language	Service Days (Avg. per year)
1	Spanish	167,744
2	Vietnamese	6,968
3	Korean	3,687
4	Mandarin	3,143
5	Russian	2,753
6	Eastern Armenian	2,493
7	Cantonese	2,117
8	Punjabi	2,083
9	Farsi	1,760
10	Tagalog	1,645
11	Hmong	1,523
12	Khmer	1,191
13	Laotian	861
14	Arabic	794
15	Japanese	655
16	Mien	570
17	Portuguese	328

Note: This table is adapted from Table 1 of the *2010 Language Need and Interpreter Use Study*. American Sign Language is the second-most used language in the state, with 37,335 total service days, but was covered in Appendix Table 2.5 of the 2010 study.

The *2010 Language Need and Interpreter Use Study* can be found at:  
[www.courts.ca.gov/documents/language-interpreterneed-10.pdf](http://www.courts.ca.gov/documents/language-interpreterneed-10.pdf)

## Appendix F: Minimum Proficiency Level for Designation of Staff as Bilingual

As used by the Oral Proficiency Exam, and based on the definitions (reproduced below) provided by the [American Council on the Teaching of Foreign Languages](#), courts must establish a proficiency level of “Intermediate Mid” as the minimum standard for designating staff as bilingual for purposes of California’s Language Access Plan. Courts may wish to select a higher standard depending on the position being filled.

### INTERMEDIATE MID

Speakers at the Intermediate Mid sublevel are able to handle successfully a variety of uncomplicated communicative tasks in straightforward social situations. Conversation is generally limited to those predictable and concrete exchanges necessary for survival in the target culture. These include personal information related to self, family, home, daily activities, interests and personal preferences, as well as physical and social needs, such as food, shopping, travel, and lodging.

Intermediate Mid speakers tend to function reactively, for example, by responding to direct questions or requests for information. However, they are capable of asking a variety of questions when necessary to obtain simple information to satisfy basic needs, such as directions, prices, and services. When called on to perform functions or handle topics at the Advanced level, they provide some information but have difficulty linking ideas, manipulating time and [aspect](#), and using communicative strategies, such as [circumlocution](#).

Intermediate Mid speakers are able to express personal meaning by creating with the language, in part by combining and recombining known elements and conversational input to produce responses typically consisting of sentences and strings of sentences. Their speech may contain pauses, reformulations, and self-corrections as they search for adequate vocabulary and appropriate language forms to express themselves. In spite of the limitations in their vocabulary and/or pronunciation and/or grammar and/or syntax, Intermediate Mid speakers are generally understood by sympathetic [interlocutors](#) accustomed to dealing with non-natives.

Overall, Intermediate Mid speakers are at ease when performing Intermediate-level tasks and do so with significant quantity and quality of Intermediate-level language.

### INTERMEDIATE HIGH

Intermediate High speakers are able to converse with ease and confidence when dealing with the routine tasks and social situations of the Intermediate level. They are able to handle



successfully uncomplicated tasks and social situations requiring an exchange of basic information related to their work, school, recreation, particular interests, and areas of competence.

Intermediate High speakers can handle a substantial number of tasks associated with the Advanced level, but they are unable to sustain performance of all of these tasks all of the time. Intermediate High speakers can narrate and describe in all major time frames using connected discourse of paragraph length, but not all the time. Typically, when Intermediate High speakers attempt to perform Advanced-level tasks, their speech exhibits one or more features of [breakdown](#), such as the failure to carry out fully the narration or [description](#) in the appropriate major time frame, an inability to maintain paragraph-length [discourse](#), or a reduction in breadth and appropriateness of vocabulary.

Intermediate High speakers can generally be understood by native speakers unaccustomed to dealing with non-natives, although interference from another language may be evident (e.g., use of [code-switching](#), false [cognates](#), literal translations), and a pattern of gaps in communication may occur.

## ADVANCED LOW

Speakers at the Advanced Low sublevel are able to handle a variety of communicative tasks. They are able to participate in most informal and some formal conversations on topics related to school, home, and leisure activities. They can also speak about some topics related to employment, current events, and matters of public and community interest. Advanced Low speakers demonstrate the ability to narrate and describe in the major time frames of past, present, and future in paragraph-length discourse with some control of aspect. In these narrations and descriptions, Advanced Low speakers combine and link sentences into connected discourse of paragraph length, although these narrations and descriptions tend to be handled separately rather than interwoven. They can handle appropriately the essential linguistic challenges presented by a complication or an unexpected turn of events. Responses produced by Advanced Low speakers are typically not longer than a single paragraph. The speaker's dominant language may be evident in the use of false cognates, literal translations, or the oral paragraph structure of that language. At times their discourse may be minimal for the level, marked by an irregular flow, and containing noticeable self-correction. More generally, the performance of Advanced Low speakers tends to be uneven. Advanced Low speech is typically marked by a certain grammatical roughness (e.g., inconsistent control of verb endings), but the overall performance of the Advanced-level tasks is sustained, albeit minimally. The vocabulary

of Advanced Low speakers often lacks specificity. Nevertheless, Advanced Low speakers are able to use communicative strategies such as rephrasing and circumlocution. Advanced Low speakers contribute to the conversation with sufficient accuracy, clarity, and precision to convey their intended message without misrepresentation or confusion. Their speech can be understood by native speakers unaccustomed to dealing with non-natives, even though this may require some repetition or restatement. When attempting to perform functions or handle topics associated with the Superior level, the linguistic quality and quantity of their speech will deteriorate significantly.

## Appendix G: Resource List

Commission on the Future of the California Courts, *Justice in the Balance 2020* (1993), available at [www.courts.ca.gov/documents/2020.pdf](http://www.courts.ca.gov/documents/2020.pdf)

National Center for State Courts, *A National Call to Action, Access to Justice for Limited English Proficient Litigants: Creating Solutions to Language Barriers in State Courts* (July 2013), at [www.ncsc.org/Services-and-Experts/Areas-of-expertise/Language-access/A-National-Call-To-Action.aspx](http://www.ncsc.org/Services-and-Experts/Areas-of-expertise/Language-access/A-National-Call-To-Action.aspx)

Kaiser Permanente, Qualified Bilingual Staff Model & Program at <http://kpqbs.org>, and Healthcare Interpreter Certificate Program at <http://kphci.org/>

Asian Americans Advancing Justice, *A Community of Contrasts: Asian Americans, Native Hawaiians and Pacific Islanders in Los Angeles County* (2013), at [www.advancingjustice-la.org/system/files/CommunityofContrasts\\_LACounty2013.pdf](http://www.advancingjustice-la.org/system/files/CommunityofContrasts_LACounty2013.pdf)

Asian Americans Advancing Justice, *A Community of Contrasts: Asian Americans, Native Hawaiians and Pacific Islanders in California* (2013), [www.advancingjustice-la.org/system/files/Communities\\_of\\_Contrast\\_California\\_2013.pdf](http://www.advancingjustice-la.org/system/files/Communities_of_Contrast_California_2013.pdf)

*California's Indigenous Farmworkers: Final Report of the Indigenous Farmworker Study (IFS) to the California Endowment* (Jan. 2010), at [www.crla.org/sites/all/files/content/uploads/News/NewsUpdate/IFS-ReportJan10.pdf](http://www.crla.org/sites/all/files/content/uploads/News/NewsUpdate/IFS-ReportJan10.pdf)

Neighborhood Legal Services of Los Angeles County, *Justice Silenced: The Harms Suffered by Litigants Denied Access in Los Angeles Superior Courts* (Mar. 2014)

Registry of Interpreters for the Deaf (RID), Standard Practice Papers, at <http://www.rid.org/interpreting/Standard+Practice+Papers/index.cfm>

The California Court's Online Self-Help Center, in English at [www.courts.ca.gov/selfhelp.htm](http://www.courts.ca.gov/selfhelp.htm), and in Spanish (Centro de ayuda en línea) at [www.sucorte.ca.gov](http://www.sucorte.ca.gov)

The JusticeCorps program detailed at [www.courts.ca.gov/justicecorps.htm](http://www.courts.ca.gov/justicecorps.htm)

University of California Hastings College of the Law's study on *Enhancing Language Access Services for LEP Court Users* (2013), at [www.courts.ca.gov/documents/jc-20130426-info3.pdf](http://www.courts.ca.gov/documents/jc-20130426-info3.pdf)

Written public comments and prepared presentations for the three public hearings held in February and March 2014 regarding language access, at [www.courts.ca.gov/24466.htm](http://www.courts.ca.gov/24466.htm)

Demographic data for California's English Learner population, available at <http://data1.cde.ca.gov/dataquest/>

State Seal of Bilingualism, available at [www.cde.ca.gov/sp/el/er/sealofbilingualism.asp](http://www.cde.ca.gov/sp/el/er/sealofbilingualism.asp)

California Court Interpreters Program, also known as the Court Language Access Support Program (CLASP), at [www.courts.ca.gov/programs-interpreters.htm](http://www.courts.ca.gov/programs-interpreters.htm)

“Interpreter Orientation: Working in the California Courts.” This online course is also available to current interpreters for continuing education credit, at [www.courts.ca.gov/21714.htm](http://www.courts.ca.gov/21714.htm)

The California Court Interpreters Program has commissioned various studies and reports related to its testing program, other testing programs, and other related issues, available at [www.courts.ca.gov/2686.htm](http://www.courts.ca.gov/2686.htm)

*Professional Standards and Ethics for Court Interpreters* (May 2013), at [www.courts.ca.gov/documents/CIP-Ethics-Manual.pdf](http://www.courts.ca.gov/documents/CIP-Ethics-Manual.pdf)

*Trial Court Interpreters Program Expenditure Report for Fiscal Year 2012–2013*, at [www.courts.ca.gov/documents/lr\\_TC-Interpreter-Program-FY-2012-2013.pdf](http://www.courts.ca.gov/documents/lr_TC-Interpreter-Program-FY-2012-2013.pdf)

*Recommended Guidelines for Video Remote Interpreting (VRI) for ASL-Interpreted Events* (2012), at [www.courts.ca.gov/documents/CIP-ASL-VRI-Guidelines.pdf](http://www.courts.ca.gov/documents/CIP-ASL-VRI-Guidelines.pdf)

Sabine Braun, “Recommendations for the use of video-mediated interpreting in criminal proceedings,” in *Videoconference and Remote Interpreting in Criminal Proceedings*, eds. Sabine Braun and Judith L. Taylor (Guildford: University of Surrey, 2011), 265–287, at [http://epubs.surrey.ac.uk/303017/2/14\\_Braun\\_recommendations.pdf](http://epubs.surrey.ac.uk/303017/2/14_Braun_recommendations.pdf)

Video Remote Interpreting Position Statement, California Federation of Interpreters (September 2013), available at [http://www.calinterpreters.org/wp-content/uploads/2013/10/CFI\\_VRI\\_Position.pdf](http://www.calinterpreters.org/wp-content/uploads/2013/10/CFI_VRI_Position.pdf)

*Council of Language Access Coordinators, “Remote Interpreting Guide for Courts and Court Staff”* (unpublished draft, June 2014)

Information regarding the Oral Proficiency Exam (OPE) available at <https://www.prometric.com/en-us/clients/California/Pages/CA-COURT-ORAL-PROFICIENCY-EXAM.aspx>

The American Council on the Teaching of Foreign Languages proficiency levels, at [www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012/english/speaking](http://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012/english/speaking)

Interagency Language Roundtable’s skill descriptions for interpreter performance, at [www.govtilr.org/Skills/interpretationSLDsapproved.htm](http://www.govtilr.org/Skills/interpretationSLDsapproved.htm)

Consortium for Legal Access in the Courts, Professional Issues Committee, *Guide to Translation of Legal Materials* (National Center for State Courts, Apr. 2011), available at [www.ncsc.org/education-and-careers/state-interpreter-certification/~/\\_media/files/pdf/education%20and%20careers/state%20interpreter%20certification/guide%20to%20translation%20practices%206-14-11.ashx](http://www.ncsc.org/education-and-careers/state-interpreter-certification/~/_media/files/pdf/education%20and%20careers/state%20interpreter%20certification/guide%20to%20translation%20practices%206-14-11.ashx)

Institute for Local Government, *Language Access Laws and Legal Issues: A Local Official's Guide* (2011), at [www.ca-ilg.org/sites/main/files/file-attachments/resources\\_Language\\_Access\\_Guide\\_formatted\\_9-27-11\\_0.pdf](http://www.ca-ilg.org/sites/main/files/file-attachments/resources_Language_Access_Guide_formatted_9-27-11_0.pdf)  
*A Local Official's Guide to Language Access Laws* (2013) 10 Hastings Race & Poverty L.J. 31

American Bar Association (ABA) Language Access website:  
[www.americanbar.org/groups/legal\\_aid\\_indigent\\_defendants/initiatives/language\\_access.html](http://www.americanbar.org/groups/legal_aid_indigent_defendants/initiatives/language_access.html)

American Bar Association, Standing Committee on Legal Aid and Indigent Defendants, *Standards for Language Access in Courts* (Feb. 2012). at  
[www.americanbar.org/content/dam/aba/administrative/legal\\_aid\\_indigent\\_defendants/ls\\_scl\\_aid\\_standards\\_for\\_language\\_access\\_proposal.authcheckdam.pdf](http://www.americanbar.org/content/dam/aba/administrative/legal_aid_indigent_defendants/ls_scl_aid_standards_for_language_access_proposal.authcheckdam.pdf)

U.S. Department of Justice, Language Access Plan (Mar. 2012), at  
[www.justice.gov/open/language-access-plan.pdf](http://www.justice.gov/open/language-access-plan.pdf)

U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed.Reg. 41455–41472 (June 18, 2002), at [www.gpo.gov/fdsys/pkg/FR-2002-06-18/pdf/02-15207.pdf](http://www.gpo.gov/fdsys/pkg/FR-2002-06-18/pdf/02-15207.pdf)

Exec. Order No. 13166, Improving Access to Services for Persons With Limited English Proficiency, 65 Fed.Reg. 50121–50122 (Aug. 11, 2000), and U.S. Department of Justice, Enforcement of Title VI of the Civil Rights Act of 1964—National Origin Discrimination Against Persons With Limited English Proficiency; Policy Guidance, 65 Fed.Reg. 50123–50125 (Aug. 11, 2000), both at [www.justice.gov/crt/about/cor/Pubs/eolep.pdf](http://www.justice.gov/crt/about/cor/Pubs/eolep.pdf)

Limited English Proficiency, a federal interagency website, at [www.lep.gov/](http://www.lep.gov/)

Memorandum to Federal Agencies from U.S. Attorney General Eric Holder Reaffirming the Mandates of Executive Order 13166 (Feb. 17, 2011), at  
[www.lep.gov/13166/AG\\_021711\\_EO\\_13166\\_Memo\\_to\\_Agencies\\_with\\_Supplement.pdf](http://www.lep.gov/13166/AG_021711_EO_13166_Memo_to_Agencies_with_Supplement.pdf)

LEP.gov State Court-specific Resources: <http://www.lep.gov/resources/resources.html#SC>

## **Reporting and Complaint Processes in Other States**

[http://rid.org/ethics/file\\_complaint/](http://rid.org/ethics/file_complaint/)

Wisconsin: <https://www.wicourts.gov/services/public/interpretercomplaint.htm>

Tennessee: [www.tsc.state.tn.us/sites/default/files/docs/grievance\\_discipline\\_process\\_april\\_2012.pdf](http://www.tsc.state.tn.us/sites/default/files/docs/grievance_discipline_process_april_2012.pdf)

Ohio: <http://www.supremecourt.ohio.gov/JCS/interpreterSvcs/default.asp>

North Carolina: [www.nccourts.org/ Surveys/LA/languageaccess.htm](http://www.nccourts.org/Surveys/LA/languageaccess.htm)

Georgia: [http://w2.georgiacourts.org/coj/files/Rule%20on%20Interpreters%20-%20FINAL\\_JULY.pdf](http://w2.georgiacourts.org/coj/files/Rule%20on%20Interpreters%20-%20FINAL_JULY.pdf)

Nebraska: <http://supremecourt.ne.gov/sites/supremecourt.ne.gov/files/reports/courts/language-access-plan.pdf>  
(see Appendix 20)

Arkansas: <https://courts.arkansas.gov/sites/default/files/tree/Arkansas%20LEP%20Plan.pdf> (pp. 15–16)

Alaska: [www.law.state.ak.us/pdf/criminal/LanguageAccessPlan.pdf](http://www.law.state.ak.us/pdf/criminal/LanguageAccessPlan.pdf) (pp. 19–20)

New York: <http://labor.ny.gov/formsdocs/dipa/la1.pdf>

### **Training Tools From Other States**

Ohio: [www.ohiochannel.org/MediaLibrary/Media.aspx?fileId=140618](http://www.ohiochannel.org/MediaLibrary/Media.aspx?fileId=140618)

Minnesota: [www.mncourts.gov/?page=4347](http://www.mncourts.gov/?page=4347)

**Appendix H: Evid. Code, § 756 and Gov. Code, § 68092.1**

Section 756 is added to the Evidence Code, to read:

**756.**

(a) To the extent required by other state or federal laws, the Judicial Council shall reimburse courts for court interpreter services provided in civil actions and proceedings to any party who is present in court and who does not proficiently speak or understand the English language for the purpose of interpreting the proceedings in a language the party understands, and assisting communications between the party, his or her attorney, and the court.

(b) If sufficient funds are not appropriated to provide an interpreter to every party that meets the standard of eligibility, court interpreter services in civil cases reimbursed by the Judicial Council, pursuant to subdivision (a), shall be prioritized by case type by each court in the following order:

(1) Actions and proceedings under Division 10 (commencing with Section 6200) of the Family Code, actions or proceedings under the Uniform Parentage Act (Part 3 (commencing with Section 7600) of Division 12 of the Family Code) in which a protective order has been granted or is being sought pursuant to Section 6221 of the Family Code, and actions and proceedings for dissolution or nullity of marriage or legal separation of the parties in which a protective order has been granted or is being sought pursuant to Section 6221 of the Family Code; actions and proceedings under subdivision (w) of Section 527.6 of the Code of Civil Procedure; and actions and proceedings for physical abuse or neglect under the Elder Abuse and Dependent Adult Civil Protection Act (Chapter 11 (commencing with Section 15600) of Part 3 of Division 9 of the Welfare and Institutions Code).

(2) Actions and proceedings relating to unlawful detainer.

(3) Actions and proceedings to terminate parental rights.

(4) Actions and proceedings relating to conservatorship or guardianship, including the appointment or termination of a probate guardian or conservator.

(5) Actions and proceedings by a parent to obtain sole legal or physical custody of a child or rights to visitation.

(6) All other actions and proceedings under Section 527.6 of the Code of Civil Procedure or the Elder Abuse and Dependent Adult Civil Protection Act (Chapter 11 (commencing with Section 15600) of Part 3 of Division 9 of the Welfare and Institutions Code).

(7) All other actions and proceedings related to family law.

(8) All other civil actions or proceedings.

(c) (1) If funds are not available to provide an interpreter to every party that meets the standard of eligibility, preference shall be given for parties proceeding in forma pauperis pursuant to Section 68631 of the Government Code in any civil action or proceeding described in paragraph (3), (4), (5), (6), (7), or (8) of subdivision (b).

(2) Courts may provide an interpreter to a party outside the priority order listed in subdivision (b) when a qualified interpreter is present and available at the court location and no higher priority action that meets the standard of eligibility described in subdivision (a) is taking place at that location during the period of time for which the interpreter has already been compensated.

(d) A party shall not be charged a fee for the provision of a court interpreter.

(e) In seeking reimbursement for court interpreter services, the court shall identify to the Judicial Council the case types for which the interpretation to be reimbursed was provided. Courts shall regularly certify that in providing the interpreter services, they have complied with the priorities and preferences set forth in subdivisions (b) and (c), which shall be subject to review by the Judicial Council.

(f) This section shall not be construed to alter, limit, or negate any right to an interpreter in a civil action or proceeding otherwise provided by state or federal law, or the right to an interpreter in criminal, traffic, or other infraction, juvenile, or mental competency actions or proceedings.

(g) This section shall not result in a reduction in staffing or compromise the quality of interpreting services in criminal, juvenile, or other types of matters in which interpreters are provided.

Section 68092.1 is added to the Government Code, to read:

**68092.1.**

(a) The Legislature finds and declares that it is imperative that courts provide interpreters to all parties who require one, and that both the legislative and judicial branches of government continue in their joint commitment to carry out this shared goal.

(b) Notwithstanding Section 26806 or 68092, or any other law, a court may provide an interpreter in any civil action or proceeding at no cost to the parties, regardless of the income of the parties. However, until sufficient funds are appropriated to provide an interpreter to every party who needs one, interpreters shall initially be provided in accordance with the priorities set forth in Section 756 of the Evidence Code.



SP14-05

**Draft Strategic Plan for Language Access in the California Courts**

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This is a complex comment chart. All commentators who submitted formal public comments regarding the draft *Strategic Plan for Language Access in the California Courts* are first identified and listed in alphabetical order, and then commentator's specific comments regarding plan provisions are broken up and listed in the order that the provisions appear in the draft *Strategic Plan for Language Access* (e.g., Goal I, Goal II, etc.).

<b>List of All Commentators, Overall Positions on the Proposal, and General Comments</b>				
	<b>Commentator</b>	<b>Position</b>	<b>Comment</b>	<b>Committee Response</b>
1.	41 Legal Services and Community Organizations, submitted by Joann H. Lee on behalf of several groups	AM	See comments on specific provisions below.	
2.	ACLU of California and Other Community Organizations, submitted by Julia Harumi Mass on behalf of several groups	AM	See comments on specific provisions below.	
3.	Superior Court of Alameda County, Leah T. Wilson, Court Executive Officer	AM	See comments on specific provisions below. The commentator also <u>disagrees</u> with Phase I Recommendation No. 60. ("The pursuit of grant funding does not seem like a realistic strategy for systemic and structural expanded language access. Grant funds are limited-term, and are often tied to specific deliverables/objectives, which may or may not align with the statewide strategies outline in the Plan. Reliance on grant funds can lead organizations down a path of chasing funding, rather than implementing policy consistently. Further, any significant reliance on this funding source will result in disparate service levels from court to court, which in and of itself will raise access and equity concerns.")	The JWG disagrees but recognizes that grant funding is not the exclusive solution to funding and resources needs, nor does it suggest grant funding as the primary strategy for expanding language access. It is the intent of Recommendation No. 59 (former No. 60) that trial courts consider a variety of funding opportunities, including grants, to support discrete projects that advance language access at the local level. Other recommendations in the plan, such as Recommendation No. 56 (former No. 57), address the pursuit of funding on a broader systemic level to achieve comprehensive language access.
4.	Sue Alexander, Commissioner, Superior Court of Alameda County	AM	See comments on specific provisions below.	
5.	Diana Barahona, Court Interpreter, California Federation of Interpreters (Comment 1 of 2)	N	See comments on specific provisions below.	

**Draft Strategic Plan for Language Access in the California Courts**

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<b>List of All Commentators, Overall Positions on the Proposal, and General Comments</b>				
	<b>Commentator</b>	<b>Position</b>	<b>Comment</b>	<b>Committee Response</b>
6.	Diana Barahona, Court Interpreter, California Federation of Interpreters (Comment 2 of 2)	N	See comments on specific provisions below.	
7.	Kristen Boney, Senior Staff Attorney, Legal Assistance for Seniors	A	I support changes that will increase access to justice for those who have difficulty reading or understanding English. I am a legal services attorney in Alameda County, although I am writing on my own behalf, not my agency's. I represent seniors petitioning for guardianship of children in their care. For years now, our probate court has not provided interpreters for guardianship (or any) cases. My agency and my clients cannot afford to hire interpreters, so litigants must bring family members, none of whom are trained, to act as interpreters. This impedes their access to justice. Many other litigants are self represented and have a much more difficult time than those with attorneys.	The Joint Working Group (JWG) appreciates the comment. No response required.
8.	Kenneth Brooks, Attorney	NI	Thank you for addressing this topic. I read in the [*Daily Journal*] article that actual changes are scheduled for 2015. This may be too soon given the legislative part asking for needs research. I recommend we do the complete research first.	The JWG recognizes the difficulty entailed in the prompt implementation of many of the recommendations in the plan. For that reason, the plan establishes 3 phases within which different recommendations are to begin, taking into account research needs, further analysis and investigation that will need to be conducted, and the need for resources. The JWG appreciates the suggestion to conduct ongoing needs research. Recommendation No. 6 in the <i>Strategic Plan for Language Access in the California Courts</i> (“Language Access Plan”) notes that improved data collection is critical in supporting funding requests as the courts expand language access

**Draft Strategic Plan for Language Access in the California Courts**

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				services into civil cases.
9.	California Association of Family Court Services Directors, by Robert J. Bayer, Vice-President, and Manager of Family Court Services, Ventura Superior Court	AM	See comments on specific provisions below.	
10.	California Commission on Access to Justice, Hon. Ronald B. Robie, Chair	AM	See comments on specific provisions below.	
11.	California Federation of Interpreters, by Ariel Torrone, President	AM	See comments on specific provisions below.	
12.	California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair	AM	See comments on specific provisions below.	
13.	California Rural Legal Assistance, Inc., by Maureen Keffer, Indigenous Program Director	AM	See comments on specific provisions below.	
14.	California State Bar's Standing Committee on the Delivery of Legal Services, by Maria C. Livingston, Chair	AM	See comments on specific provisions below.	
15.	Superior Court of Fresno County, Sheran L. Morton, Court Executive Officer	AM	See comments on specific provisions below.	
16.	Indigenous Language Interpreters and Community Organizations, submitted by Maureen Keffer on behalf of several groups	AM	See comments on specific provisions below.	
17.	Legal Aid Association of California, by Salena Copeland, Executive Director	AM	See comments on specific provisions below.	
18.	Superior Court of Los Angeles County (no name provided)	AM	See comments on specific provisions below.	

**Draft Strategic Plan for Language Access in the California Courts**

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	<b>Commentator</b>	<b>Position</b>	<b>Comment</b>	<b>Committee Response</b>
19.	Superior Court of Placer County, Jake Chatters, Court Executive Officer	AM	See comments on specific provisions below.	
20.	Superior Court of Ventura County, Michael Planet, Court Executive Officer	A	The primary goal of this proposed Strategic Plan to "incorporate language access as part of the core court services" is consistent with this court's mission, and one we support. The draft is comprehensive, ambitious, and cognizant of the operational and budget challenges currently facing the trial courts.	No response required.
21.	Superior Court of Orange County, Alan Carlson, Court Executive Officer	AM	See comments on specific provisions below.	

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Draft Strategic Plan for Language Access in the California Courts: General Comments</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
Diana Barahona, Court Interpreter, California Federation of Interpreters (Position = N)	<p>Chief Justice Tani Cantil-Sakauye was correct when she said the courts must provide equal access to justice for all Californians: “Access to the courts for all LEP individuals is critical not just to guarantee access to justice in our state, but to ensure the legitimacy of our system of justice and the trust and confidence of Californians in our court system.”</p> <p>This is not just a matter of fairness, it is the law, as the U.S. Justice Department told the courts in its August 16, 2010 letter. Not providing interpreters or charging for interpreters is a violation of people’s civil rights, and it has been going on for decades. The courts need to be reminded of this.</p> <p>Therefore I propose that Title VI of the Civil Rights Act, National Origin Discrimination Against Persons With Limited English Proficiency be placed on page one of the Access Plan, not in an appendix on the next-to-the-last page.</p>	<p>The purpose and intent of the Language Access Plan is to ensure compliance with Title VI of the Civil Rights Act of 1964, and other applicable federal and state laws and their implementing regulations with respect to LEP persons. The JWG has added language to this effect in the beginning of the plan.</p>
California Commission on Access to Justice, Hon. Ronald B. Robie, Chair (Position = AM)	<p>The California Commission on Access to Justice is grateful for the opportunity to comment on the <i>Strategic Plan for Language Access in the Courts</i>. The Commission has long been interested in language access issues, and in 2005 published the report <a href="#">Language Barriers to Justice in California</a> to illuminate language access issues in California, as well as to make recommendations for improvement. We are delighted that the <i>Strategic Plan</i> addresses the issues that the Commission was concerned about, and also wish to support recommendations regarding some basic implementation issues:</p> <ul style="list-style-type: none"> <li>• <b>Language access is neither optional nor supplemental.</b> Language access is critical to access to justice, and should be a core service of the courts. We concur with the Chief Justice in deeming language access one of the highest priorities for the courts, and</li> </ul>	<p>The JWG appreciates and agrees with the California Commission on Access to Justice’s thoughtful comments and suggestions regarding successful implementation of the recommendations contained in the Language Access Plan.</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Draft Strategic Plan for Language Access in the California Courts: General Comments</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>thank the Joint Working Group for creating a plan in which the early stages of implementation will begin immediately.</p> <p>In these tough economic times for California courts, language access might be regarded by some as an unaffordable luxury, but the Commission believes that it is as important and necessary, as was the implementation of the Americans with Disabilities Act (ADA). In the early days of ADA implementation, there were objections to it—based on cost—that rarely are heard now because people have come to understand that access is a core element of fairness.</p>	
<p>Superior Court of Los Angeles County (no name provided) (Position = AM)</p>	<p>Despite the fact that the California trial courts have suffered some of the worst funding cuts of any court system in the nation throughout the past six years, the Los Angeles Superior Court (LASC) has preserved access to justice in all case types across a populous and geographically spread jurisdiction. Throughout the budget crisis, the Court’s commitment to language access did not waver. Not only did the Court continue to maintain pre-crisis levels of interpreter support, it also continued to expand language services (for instance, through its JusticeCorps program).</p> <p>As LASC emerges from budget disaster, the proposed <i>Strategic Plan for Language Access in the California Courts</i> (Plan) will provide a crucial strategic element in the Court’s rebuilding plan. As a key participant in its formulation, the Court wholeheartedly supports this strategy for moving forward on this important issue. Many of the Plan’s goals are already parts of the Court’s operating strategies. Others are currently being pursued as LASC takes advantage of recent policy changes allowing it to expand interpreter coverage. Yet others remain</p>	<p>The JWG acknowledges and appreciates the efforts of the Los Angeles Superior Court in its commitment to language access in the face of budget and other challenges unique to Los Angeles County. The JWG further appreciates the LASC’s willingness to support increased funding requests from the Legislature.</p> <p>The JWG understands that the plan timelines are aggressive, but respectfully disagrees that the timelines should be tempered. The JWG is aware of the significant changes that will be needed to make the plan a reality and the challenges to meet the plan’s timeline, but it is very appreciative of the LASC’s expressed commitment to working together to achieve the goal of meaningful and comprehensive statewide language access.</p>

**Draft Strategic Plan for Language Access in the California Courts**

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	<p>aspirational, as the Plan recognizes, as LASC struggles (as do all California trial courts) to fulfill all of its constitutional and statutory mandates in a grossly under-resourced situation.</p> <p>The size, scale, scope and diversity of the language needs of those who use the Los Angeles Superior Court are unmatched in any other trial court. Regardless, LASC has already begun to expand courtroom interpreters in domestic violence cases, unlawful detainers, cases involving termination of parental rights, and probate conservatorships and guardianships. Further progress in this direction will of necessity be slowed by significant challenges in several areas. In each area LASC is aggressively working on solutions, but in none of these areas are solutions solely within the Court’s power.</p> <p>The first challenge is that under-funded courts face competing obligations to restore access to justice in a number of areas. Insofar as availability of interpreter funding will continue to be a major challenge, courts will face a balancing act as to which obligations they can fulfill. Similarly, enhancement of currently provided translation, signage and video services will require the balancing of competing needs in the Court’s provision of access to justice across the board. LASC will support legislative efforts to provide permanent funding for needed services.</p> <p>The Court will also continue to explore more efficient ways of delivering interpreter services. To get the most out of scarce resources, training for LASC’s “front-line” staff, from the doorway of the courthouse, to the well of the courtroom, is another important prerequisite that is underway. As the Court’s current business process improvement efforts continue, they will improve its ability to deploy the language resources</p>	

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Draft Strategic Plan for Language Access in the California Courts: General Comments</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>already possessed by court employees.</p> <p>Second, even upon solving these funding problems, the courts will still face an absolute shortage of certified interpreters in many languages in many areas throughout the state. LASC is finding creative ways to recruit interpreters – for instance, providing opportunities for people who are studying to become an interpreter to interpret for Teen Court participants, giving the interpreter students a positive experience of court interpretation.</p> <p>Third, automated solutions are required for many of strategies in the Plan and building those new technologies require both time and money. For instance, knowing the needs of court users, and capturing that knowledge for planning purposes, are important parts of the plan. Automated solutions are absolute necessities and are being integrated into the Court’s current efforts to automate its case management systems and other business processes.</p> <p>The aggressive timing of Phase II and III initiatives must be tempered by the realities that large-scale changes in courts’ core technologies, a significant shift in legislative funding priorities, and fundamental changes in people’s views of court interpretation as a career, will all take time and are beyond the control of any one court. LASC is, nonetheless, pursuing strategies such as those outlined in the Plan to overcome these challenges. [*Note: See comment below regarding former Recommendation No. 76 (Now No. 74)*]</p> <p>Overall, the Plan captures well the challenges of this crucial facet of providing access to justice in Los Angeles and across California. We look forward to working with the council</p>	



**Draft Strategic Plan for Language Access in the California Courts**

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	and other trial courts in continuing to make progress toward these goals.	
California Federation of Interpreters, by Ariel Torrone, President (Position = AM)	[*Note: CFI submitted substantial narrative comments regarding use of video remote interpreting – their recommendations are excerpted below in Goal II section*]	
California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair (Position = AM)	[*Note: CFI submitted substantial narrative comments regarding all aspects of the draft plan – their comments regarding specific LAP recommendations are excerpted below*]	
41 Legal Services and Community Organizations (Position = AM)	[*Note: The 41 Legal Services and Community Organizations submitted substantial narrative comments regarding all aspects of the draft plan – their comments regarding specific LAP recommendations are excerpted below*]	
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	<p><b>GENERAL COMMENTS:</b>  <b>USE OF THE TERM “WILL” IN RECOMMENDATIONS:</b> Several of the recommendations use the term ‘will’ in describing what the branch or courts are to do. Although these are recommendations to the Judicial Council and not (yet) rules of court, there should be a discussion before recommendations are made about the use of the term “will.” Without this, there will be a reaction to the use of the term even before getting to the substance of the idea. The discussion would be most constructive if it included the theory of why “will” was used in some instances, and “should” in others. For example, this would also help clarify when the Joint Working Group felt an activity was required by law, supporting use of the term “will,” as opposed to a policy preference, suggesting the use of the term “should.”</p> <p><b>USE OF THE TERM CIVIL TO REFER TO CASE TYPES:</b> Since the impetus for the report is in large part the</p>	<p><b>Use of “will”:</b>                      The JWG disagrees with the comment that an explanatory paragraph is necessary. The JWG was very deliberate in its use of the terms “will,” “must” and “should” throughout the recommendations of the plan, and has made further revisions to clarify the wording of individual recommendations. Where the recommendations addressed policy statements regarding language access, or addressed activities that are required by law or are under the power and control of the Judicial Council, the terms “must” and “will” were generally used. Where the JWG made recommendations for local courts to take certain actions to expand language access at the local level, the term “should” was utilized.</p> <p><b>Use of “civil”:</b>                      The JWG agrees. The plan has been modified to include</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Draft Strategic Plan for Language Access in the California Courts: General Comments</b>		
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	<p>expansion of the mandatory use of interpreters beyond criminal and juvenile cases, there needs to be an early discussion of the term “civil” when describing classes of cases. To the average reader, “civil” probably means personal injury cases like auto accidents, contract cases, etc. Not everyone is aware of the legal definitions of “civil” to essentially be everything except criminal cases (see CCP sections 22 et seq.). This could be addressed with a short paragraph in the beginning (see first paragraph on page 10, or at footnote 19 on page 29) indicating that the use of the term “civil” is meant to include all cases other than criminal and juvenile, including family law, probate, mental health, etc., so that the reader starts out knowing “civil” includes a wide range of cases not normally associated with “civil.”</p> <p><b>UNDUE DEFFERENCE TO REGIONAL AGREEMENTS:</b> MOU’s between courts in a region and the representatives of interpreters are negotiated agreements. They are not statutes or rules of court. If provisions in an MOU are impediments to providing language services, the recommendation should say the agreements should be renegotiated, not treated as inviolate. This is a language access plan for litigants and people coming in contact with the courts, not a full employment act for court interpreters. See recommendations 28 on page 49, 29 on page 50, 32 on page 50, 33 on pages 50-51, footnote 28 on page 48, and recommendation 66 on page 80.</p>	<p>a section clarifying concepts used throughout the plan, including the term “civil.”</p> <p><b>“Undue deference to regional agreements”:</b> The JWG agrees. The Language Access Plan has been modified to include language that the intent of the Plan is that all of its recommendations be applied consistently across all 58 trial courts. To the extent that provisions in local bargaining agreements are in conflict with any of the recommendations contained in the Plan, it is recommended that local agreements be modified or renegotiated as soon as practicable to be consistent with Plan recommendations and to ensure that, at a general level, courts provide language access services for LEP persons that are consistent statewide. However, the drafters of the Plan recognized that differences in local demographics, court operations and individual memoranda of understanding with court employees may constrain individual courts’ abilities to fully implement certain of the Plan’s recommendations.</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal I: Improve Early Identification of and Data Collection on Language Needs.</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
California State Bar’s Standing Committee on the Delivery of Legal Services (Position = AM)	In addition to the seven recommendations identified in support of this goal, SCDLS urges the Judicial Council to create an optional form to collect information from litigants at the time of their respective initial filings or first appearances regarding whether there is a need for an interpreter and in what language. The form should be translated in every language spoken by 5 percent or more of any county’s population within California. The clerk can then input the need for language services in the case system, thereby identifying the need for such services while promoting a more coordinated system for the provision of interpreters. The optional form would give the courts one method of early identification of language needs thereby facilitating the coordination of interpreters.	The JWG appreciates the recommendation from SCDLS regarding the creation of an optional form to collect information from litigants as early in the process as possible. Other commentators have suggested similar ideas. The JWG believes the specific manner in which data will be collected early on in the court process (and throughout the court process), or by which LEP court users may identify the need for language services, more properly belongs in the implementation phase of the plan, and will forward SCDLS’s recommendation to the Implementation Task Force for further analysis and recommendation.
California Rural Legal Assistance, Inc. (Position = AM)	CRLA supports the Plan’s goal of collecting improved data on the language needs of LEP Californians and identifying LEP court users’ needs as early as possible in their interactions with the courts. However, the Plan should place greater emphasis on improved data collection earlier in the Plan’s implementation, especially with regard to data on underserved languages [FN: We use the term “underserved languages” to refer to any languages for which the demand for language services exceeds the supply of available, qualified language service providers.]	The JWG agrees that improved data collection is very important. Recommendation 6 regarding the expansion and improvement of data collection begins in Phase 1 of implementation. The JWG proposes no change to the plan in response to this comment.
41 Legal Services and Community Organizations (Position = AM)	The recommendations concerning Goal I are too broad, do not give sufficient direction, and do not adequately address the guidelines governing the courts’ obligations under Title VI of the Civil Rights Act of 1964.  Pursuant to the federal Department of Justice guidelines, courts must assess the number or proportion of LEP persons served or encountered in their eligible services population. This straightforward process is key in determining what resources are required to address the language needs of a court’s eligible population for the purpose of compliance	The JWG disagrees. The recommendations in Goal 1 establish a set of policy guidelines for the Implementation Task Force to use in its establishment of more concrete actions to improve data collection.  The plan also states that notice and other key resources for LEP court users should be provided in English and five other languages based on local community needs assessed through due diligent communication with justice partners including legal services providers,

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal I: Improve Early Identification of and Data Collection on Language Needs.</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>with federal law. If executed properly, every county should be able to identify most, if not all, of the language groups in their eligible service area, including the top five languages, in a relatively short period of time.</p> <p>The current plan points to other data sources and strongly suggests, but does not direct, that the courts go beyond the U.S. Census and American Community Survey (ACS) when determining the possible language groups to be served.</p>	<p>community based-organizations, and other entities working with LEP populations.</p> <p>Recommendation 7 addresses the importance of collecting data beyond the US census information, and suggests additional sources of data. The JWG does not at this point believe this recommendation should be a mandate to courts.</p>
Sue Alexander, Commissioner, Superior Court of Alameda County (Position = AM)	[*Recommendation No. 1*]Many courts are in the process of updating their case management systems. Be sure that any case management system adopted by the courts has the ability to capture and maintain the language need information.	The JWG recognizes that courts have different case management systems, if at all, and that the development of case management systems must integrate language access needs. The JWG has therefore amended Recommendations Nos. 1 and 2 accordingly.
Indigenous Language Interpreters and Community Organizations (Position = AM)	<p><b>Recommendation 1.</b> We agree that the courts should identify the language needs of each person at the earliest possible point of contact with the court system. However, the Plan does not consider how court staff will determine what each person’s language needs are. Indigenous languages have many different regional variations, and if court staff do not ask the right questions, an indigenous language speaker may be provided an interpreter who speaks a variation that he or she does not understand. The Plan should specify how court staff will identify an indigenous language speaker’s language needs, specifically by asking the court user what his or her community of origin is, since this is the best way to ensure the correct interpreter is provided.</p> <p>It is also important that the Plan state who will be responsible for collecting this information. In addition to the interpreter coordinator or other court staff, Spanish language interpreters can be an important source of this information, because they</p>	The JWG believes the specific manner in which language needs information will be identified and collected early on in the court process (and throughout the court process) or by which LEP court users themselves may identify their need for language services, more properly belongs in the implementation phase of the plan, and will forward the specific comments provided to the Implementation Task Force for further analysis and recommendation. The same applies for who will have the responsibility for collecting the information. The training needs associated with identification of language needs are addressed under Goal 6, “Provide Judicial Branch Training on Language Access Policies and Procedures.”

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal I: Improve Early Identification of and Data Collection on Language Needs.</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>often encounter indigenous language speakers who have been mistakenly identified as Spanish speakers. Spanish interpreters should be trained in how to identify indigenous language needs and report this information to court staff immediately.</p> <p>On the issue of data collection, it is also important that the courts gather data on the number of interpreters available to interpret in indigenous languages, including the specific regional variations that each interpreter speaks. The courts should be aware of what language needs exist in the community, but they should also understand what interpreter resources exist in indigenous languages to determine what languages should be prioritized for developing additional trained interpreters. Collecting this information in one centralized database for the entire state will also help court staff to locate available interpreters to meet the needs of indigenous language speakers.</p>	
<p>Superior Court of Alameda County, Leah T. Wilson, Court Executive Officer (Position = AM)</p>	<p>[*Recommendation No. 1*] Identification of language access needs <i>at the earliest possible point of contact</i> would most practically be effectuated by modifying virtually all Judicial Council forms, including the fee waiver request form, to include a self-indication of language access needs. Absent an approach that is based in large part on modification of mandatory court forms, there is no way to practically and consistently ensure identification of such needs. Inclusion of this aspect of the recommendation in Phase 1 should be dependent on the timing of form modification.</p> <p>Documentation of needs in the CMS assumes that a court has a CMS for all case types. Most courts, including the Alameda Superior Court, do not. While CMS' will be more widespread in the future as court spend-down processes are realized, this recommendation should not be included in</p>	<p>Recommendation No. 1 has been modified to reflect the flexibility needed for courts with limited, if any, case management systems. As currently written, the recommendation allows for implementation in Phase 1 regardless of sophistication of case management systems.</p> <p>The JWG believes the specific manner in which language needs and data will be collected early on in the court process (and throughout the court process) or by which LEP court users may identify the need for language services, more properly belongs in the implementation phase of the plan, and will forward specific suggestions to the Implementation Task Force for further analysis and recommendation.</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal I: Improve Early Identification of and Data Collection on Language Needs.</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	Phase 1.	
California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair (Position = AM)	<p>Recommendation 1. Language access needs identification. Language access needs must be clearly and consistently documented in the case management system and in court records.</p> <p><i>The courts currently have very poor systems for tracking language access needs. It is imperative that courts prioritize including language access needs into the electronic case management systems. CFI has been talking to courts about this for years, because it would greatly assist interpreters in managing their time to know which cases on calendar need interpreters. For years courts have said that they have other priorities in terms of programming changes to their existing systems. Any new case management systems must include electronic recording and tracking of language needs. Such a system should include a way to note, when known, whether witnesses in a case require an interpreter, and the language.</i></p> <p><i>Current processes (including interpreter daily activity logs, interpreter request protocols and the CIDCS reporting system) are inefficient and unreliable. In most courts the computerized calendaring systems cannot track and search for interpreter needs. This makes it difficult if not impossible for interpreter coordinators to efficiently manage interpreter resources. The goal should be for an interpreter coordinator to be able to electronically search for and produce a list of all pre-scheduled cases in need of an interpreter by date or other timeframes.</i></p>	Recommendation No. 1 has been revised to more clearly address the need for early tracking to be electronic and in a case management system were feasible (and where not feasible, in any existing record system available), with provisions for inclusion in future system development where mechanisms are not yet in place.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 1*] While the concept of early identification of language needs seems obvious, it needs to be balanced against the cost effective delivery of language assistance. For example, OC allows parties to self-identify	The JWG disagrees and recommends identification of LEP court users at the earliest possible stage, wherever and whenever possible. The JWG believes the specific manner in which language needs will be collected early

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal I: Improve Early Identification of and Data Collection on Language Needs.</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>language needs on traffic and collection matters through a Reserve A Court Date (RACD) online system before their first appearance. While this gives the court advance notice of language needs, there are two problematic aspects: no-show rate and actual English speaking ability. Some parties select a foreign language even though they speak English as well and may not need an interpreter. A high no-show rate means interpreters are scheduled for appearances, but are not needed, wasting a scarce resource.</p> <p>Absent a pre-appearance self-identification of language need, the first appearance is when need becomes known and should be captured. Once identified, the CMS can document the use and need of interpreters as long as the proper action codes are used and quality assurance in place to ensure the correct language is encoded and changes are made as needed.</p>	<p>on in the court process (and throughout the court process), or by which LEP court users may identify the need for language services, more properly belongs in the implementation phase of the plan, and will forward specific suggestions to the Implementation Task Force for further analysis and recommendation.</p>
<p>Superior Court of Alameda County, Leah T. Wilson, Court Executive Officer (Position = AM)</p>	<p>[*Recommendation No. 2*] This recommendation will be difficult to implement, particularly absent a definition of persons with a significant interest in a case. Further, absent a CMS, there is no meaningful way to track granting or denial of requests – other than hand notation in the case file.</p>	<p>Recommendation No. 2 has been revised to reflect the flexibility needed for courts with limited, if any, case management systems.</p> <p>The definition of “persons with a significant interest” has likewise been modified to provide clearer guidelines to courts, including a provision that the court may exercise its discretion when making a determination of who is a “person with a significant interest.”</p>
<p>Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)</p>	<p>[*Recommendation No. 2*] Historically, this has only been done for defendants and witnesses on traffic, misdemeanor, and felony cases. “Other persons with a significant interest in the case” is an overly broad term, and needs to be more clearly defined. For example, is a member of the media reporting a person with a significant interest in the case? What about a</p>	<p>The definition of “persons with a significant interest” has been modified to provide clearer guidelines to courts, including a provision that the court may exercise its discretion when making a determination of who is a “person with a significant interest.”</p>

**Draft Strategic Plan for Language Access in the California Courts**

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	family member? Courts will have to develop/modify procedures for tracking requests that were denied and / or use of privately retained interpreters in other case types, and must modify procedures and case management systems as needed to capture the additional data.	In terms of developing or modifying procedures for tracking denials and/or use of private interpreters, the JWG understands that case management systems may have to be updated or modified to obtain necessary data and information for proper tracking of language access needs and provision of services.
Indigenous Language Interpreters and Community Organizations (Position = AM)	<p><b>Recommendation 3.</b> “Justice partners” should include indigenous community organizations, since they are most likely to have direct connections with indigenous language speakers whom government and other community agencies often fail to reach. In addition, there should be clear protocols for how justice partners can communicate an individual’s language needs to the court.</p> <p>If an individual is detained, he or she should be given the opportunity to self-identify as in need of an interpreter, and this need should be communicated to the court.</p>	<p>The definition of “justice partners” has been made broader to encompass any relevant organizations or agencies.</p> <p>With regard to clear protocols, the JWG believes the specific manner in which language needs will be identified early on in the court process (and throughout the court process) or by which LEP court users may identify the need for language services, more properly belongs in the implementation phase of the plan, and will forward specific suggestions to the Implementation Task Force for further analysis and recommendation.</p> <p>With regard to an individual’s opportunity to identify their language needs to a justice partner, the JWG believes they do not have the ability through this plan to impose upon justice partners mechanisms related to their internal operations.</p>
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 3*] In many cases, the first contact with an individual needing language assistance is a justice partner, not the court. The recommendation should not be stated as if it is only the court’s responsibility to do this. It should state the courts should work WITH justice partners to develop protocols.	The JWG agrees that it is often the case that LEP court users’ first contact is with a justice partner, and it is the intent of this recommendation to encourage courts to establish protocols with justice partners. With regard to an individual’s opportunity to identify their language needs to a justice partner, the JWG believes they do not



**Draft Strategic Plan for Language Access in the California Courts**

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<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	Some concerns regarding this recommendation include: - Incorrect language identification by justice partners (for example, Chinese instead of Mandarin or Cantonese); - Defendant cited and released, but a complaint is filed and the appearance date is changed; and - High volume of failure to appear cases, especially in misdemeanors.	have the ability through this plan to impose upon justice partners mechanisms related to their internal operations.
Superior Court of Alameda County, Leah T. Wilson, Court Executive Officer (Position = AM)	[*Recommendation No. 4*] As noted in the comment to #1 above, achieving this goal best involves a statewide approach.	The JWG agrees.
California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair (Position = AM)	Recommendation 4. Mechanisms for LEP court users to self-identify. Add to recommendation: <i>Court staff will be trained to include a notice that free language access services are available in general announcements given to court users at the beginning of calendars.</i>	The JWG believes the specific manner in which LEP court users may identify the need for language services more properly belongs in the implementation phase of the plan, and will forward specific suggestions to the Implementation Task Force for further analysis and recommendation.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 4*] As interpreter use is expanded into other case types, information sheets, forms, web-sites, procedures, etc. will need to be modified to contain information notifying parties how to request an interpreter. Ideally, once a request is identified and entered into a CMS, the interpreter office would receive a report or notification so that an interpreter could be scheduled / ordered in advance. Early self-identification of language needs represents a departure from past practice of waiting for the court user to appear before a Judicial Officer before ordering an interpreter, thus shifting the authority down to line staff to identify the need for an interpreter based on early identification by the court user. This is a culture shift that will require wide stakeholder acceptance. Also, inevitably there will be some no-shows, and individuals	The JWG believes that the court has an affirmative duty to identify language needs as early as possible.  The JWG believes the specific manner by which LEP court users may identify the need for, or request the provision of, language services, more properly belongs in the implementation phase of the plan, and will forward specific suggestions to the Implementation Task Force for further analysis and recommendation.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>who decide they understand and speak English well enough that an interpreter is not needed resulting in some unnecessary added expenses. Early identification raises the issue of how much responsibility the court has to anticipate problems and overtly act to avoid. The court does not currently seek to identify litigants needing counsel, even though the need for counsel may be as critical as the need for an interpreter. It is not clear where the balance is, which suggests more thought needs to be put into when and where it is appropriate for the court to anticipate and intervene.</p>	
<p>Indigenous Language Interpreters and Community Organizations (Position = AM)</p>	<p><b>Recommendations 4 and 5.</b> The interpreter coordinator or language access coordinator for each court should be in charge of ensuring that LEP persons are given the opportunity to self-identify as needing an interpreter. However, “I Speak” cards and written notices will not be useful to many indigenous language speakers, since the majority do not know how to read or write in their native language. The courts should partner with indigenous community organizations in conducting outreach to ensure that indigenous language speakers understand their right to an interpreter before they ever arrive at the courthouse and know how to self-identify as in need of language assistance. Audio and video materials in indigenous languages introducing individuals to the courts should also include information on the right to a language assistance and how one can request an interpreter.</p>	<p>The JWG believes the specific manner by which LEP court users may identify the need for language services more properly belongs in the implementation phase of the plan, and will forward specific suggestions to the Implementation Task Force for further analysis and recommendation.</p>
<p>Superior Court of Alameda County, Leah T. Wilson, Court Executive Officer (Position = AM)</p>	<p>[*Recommendation No. 5*] Clarity regarding how, at a minimum, courts are to notify users about available language access services throughout the duration of the case, is needed. Without specificity and some parameters, this recommendation cannot be meaningfully implemented.</p>	<p>Recommendation No. 5 has been revised. The JWG believes further detail on how to notify LEP court users of language access services more properly belongs in the implementation phase of the plan, and will forward specific suggestions to the Implementation Task Force for further analysis and recommendation.</p>

**Draft Strategic Plan for Language Access in the California Courts**

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Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 5*] As interpreter use is expanded into other case types, information sheets, forms, web-sites, procedures, etc., will need to be developed or modified to contain information notifying parties how to request an interpreter. Since all courts will need this, it seems appropriate for the development of these materials to occur at the state level.	Recommendation No. 37 has been added to the plan as a new recommendation: “37. The Judicial Council staff will work with courts to provide samples and templates of multilingual information for court users that are applicable on a statewide basis and adaptable for local use.”
Indigenous Language Interpreters and Community Organizations (Position = AM)	<b>Recommendation 6.</b> The Plan should specifically direct the Judicial Council and the courts to gather data on language service needs in each case, including at a minimum the language(s) needed and the type of case or proceeding. This data should be made public in order to inform development of policies and also to determine how best to invest resources in training for interpreters and courts.	The JWG agrees.
41 Legal Services and Community Organizations (Position = AM)	6. [* <b>Proposed Language*</b> ] The Judicial Council and the courts must immediately expand and improve data collection on interpreter services, and immediately expand language services cost reporting to include amounts spent on other language access services and tools such as translations, interpreters or language services coordination, bilingual pay differential for staff, and multilingual signage or technologies. This information is critical in supporting funding requests as the courts expand language access services into civil cases.	Recommendation No. 6 has been partly revised in agreement with this comment. This recommendation is already slated for Phase 1, which means it is prioritized for immediate implementation, thus addressing the proposed edit to add the term “immediately.”
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[* Recommendation No. 6*] Currently under way under new Judicial Council reporting requirements. Some trial courts will require additional resources in order to meet these requirements fully. Until courts can develop more robust systems for collecting this data routinely, an effort needs to be made to sample or otherwise begin to get estimates of the need and costs without waiting for every court to begin reporting.	The JWG recognizes that full implementation of some of the recommendations in this plan will require additional resources. While Recommendation No. 6 is prioritized for Phase 1, the phasing language clarifies that implementation “must begin by year 1 (2015)” but does not require it be completed by year 1.
Sue Alexander, Commissioner, Superior Court of Alameda County	Recommendation 7 – Add county social services to list.	The JWG agrees. Recommendation No. 7 has been revised accordingly.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal I: Improve Early Identification of and Data Collection on Language Needs.</b>		
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(Position = AM)		
California Rural Legal Assistance, Inc. (Position = AM)	<p><b>Recommendation 7: Use of sources beyond the US Census.</b> We appreciate the Plan’s acknowledgement, in recommendation 7, of the importance of using other sources of data beyond the US Census in assessing language needs. However, we echo the concern raised in the comments submitted by legal services organizations that the placement of Recommendation 7 in Phase II of the Plan’s implementation would cause problematic delays in the achievement of the Plan’s broader goals.</p> <p>In order for the Judicial Council and the courts to understand the extent and diversity of the indigenous language speaking population in California, it is essential that they consider sources beyond the US Census. As we pointed out in the legal services organizations’ comments on the draft outline for the Plan, the Census does not provide meaningful data on indigenous language speakers, identifying most indigenous languages only by broad language families, which does not help in determining the actual language needs of court users. Under the draft Plan, no meaningful information would be gathered on the indigenous language speaking populations in California until 2016 or later, hampering the courts’ and the Judicial Council’s ability to adequately plan for and meet these needs.</p> <p>Much work is needed to build the capacity of indigenous interpreters and establish procedures for serving indigenous language speakers outside the courtroom. These efforts must be informed by a more accurate understanding of indigenous language needs on a court-by-court basis. A number of California-based researchers who have extensive experience with indigenous communities could be enlisted to assist in</p>	The JWG disagrees with moving Recommendation 7 to Phase 1 at this time. However, as provided for in the description of the Plan’s timeline for phases, every recommendation in this plan should be put in place as soon as resources are available and necessary actions can be taken. Further, the plan allows for the Implementation Task Force to determine that Recommendation 7 should be moved to Phase 1, if appropriate, after further analysis.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	gathering this data. This work should begin immediately and be included in Phase I of the Plan.	
41 Legal Services and Community Organizations (Position = AM)	<p>7. <b>[*Proposed Language*]</b> The Judicial Council and the courts must look at other sources of data beyond the U.S. Census to ensure that a court is effectively capturing the anticipated language needs for court programs and court proceedings. Courts should rely on data provided by the local school systems, health departments, and welfare agencies, in addition to consulting with community-based organization, refugee services organizations and any other local groups that works with LEP populations.</p> <p>Proposed Revised Timeline: Recommendation 7, listed above, is currently categorized under “Phase II,” treated as a recommendation that is “less urgent or require completion of Phase I tasks. Recommendation 7 must be included in Phase I so as to ensure that courts are adequately anticipating their language needs.</p> <p>[*Noted on pg. 6 of comments provided*] It is perplexing that the LAP acknowledges the deficiencies in the Census data, identifies more reliable sources, and then fails to direct that the superior sources be utilized in a timely manner. These more reliable sources include: enrollment data collected by the California Department of Education; data collected by local welfare agencies; data collected by the Migration Policy Institute; and a study conducted by California Rural Legal Assistance regarding indigenous languages spoken in California rural communities.</p>	<p>The JWG disagrees with moving Recommendation 7 to Phase 1 at this time. However, as provided for in the description of the Plan’s timeline for phases, every recommendation in this plan should be put in place as soon as resources are available and necessary actions can be taken. Further, the plan allows for the Implementation Task Force to determine that Recommendation 7 should be moved to Phase 1, if appropriate, after further analysis.</p> <p>While the JWG appreciates the additional detail suggested, the JWG believes the language of the recommendation is sufficient.</p>
Superior Court of Orange County, Alan Carlson, Court Executive Officer	[*Recommendation No. 7*] Recommend local courts report and consider local need only. It is not clear how knowing population characteristics will help a court with planning for either the	The JWG believes the recommendation, as written, is clear and provides for research of data at the state level for statewide related needs, and at the local level for

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
(Position = AM)	general need for interpreters or the need for interpreters on specific days. At best, the type of information listed should be used at the state level to identify where there may be a need for language assistance that is unlikely to be met with existing resources, thus suggesting the efforts described in the outreach recommendations be focused on specific languages.	local court needs. Further detail may be provided in subsequent stages by the Implementation Task Force if deemed necessary.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
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Diana Barahona, Court Interpreter, California Federation of Interpreters (Position = N)	<p>Regarding Appendix A: Phase-In of Recommendations: PHASE I: These recommendations are urgent or should already be in place. Actions to begin implementation of these recommendations should begin by year 1 (2015).</p> <p>#8 Expansion of court interpreters to all civil proceedings. Qualified interpreters will be provided in the California courts to LEP court users in all courtroom proceedings and in all court-ordered/court-operated events.</p> <p>Missing from Phase 1 is the urgent need for courts to stop charging parties for interpreting services they receive, which is a violation of their civil rights under Title VI of the Civil Rights Act. In the Compton courthouse, Dept. M, the court is still ordering parties who use an interpreter to pay \$76 for each hearing. This practice must stop immediately.</p> <p>Another practice that must stop immediately is civil clerks instructing parties to bring their own interpreters to court-ordered mediations and other court-ordered events. Instead, civil clerks must be instructed to call interpreter services and schedule interpreters for court-ordered events.</p>	<p>Within the context of the draft plan, the term “provided” (as in “qualified court interpreters will be provided”) means at no cost to the LEP court user and without cost recovery. Additionally, AB 1657 (Stats. 2014, ch. 721) for the first time provides in California law that courts may not charge litigants for the cost of providing an interpreter. Prior to this language, California law permitted courts to charge for these services.</p> <p>The committee appreciates the clarification that where and when appropriate, civil clerks should be instructed to call interpreter services and schedule interpreters for court-ordered events. Recommendations No. 8 and 10 provide that qualified interpreters will be provided in the California courts to LEP court users in all courtroom proceedings and in all court-ordered and court-operated events. A number of recommendations address proper training for court staff on all aspects of the plan.</p>
Sue Alexander, Commissioner, Superior Court of Alameda County (Position = AM)	<p>Recommendation 8 - Since current provisions for interpreters include minors and parents in dependency cases only if an attorney has been appointed, Phase 1 should include interpreters for minors and parents who are self-represented in dependency cases.</p> <p>To clarify, Other Family Law are family law matters (dissolutions, legal separations, nullities and petitions for custody and support) that do not have domestic violence allegations, whether there are children or not. UPAs would be included in Phase 1 as parentage is determined in those matters.</p>	<p>Recommendation No. 8 has been revised to reflect the legislative mandate, effective January 1, 2015, of new Evidence Code section 756. Further, the JWG has revised the timeline for Recommendation No. 8, assigning its implementation to begin in Phases 1 and 2 (and no longer also Phase 3).</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	Where do family law cases with children born before or after separation fall? Is there a distinction for cases with/without Voluntary Declarations of Paternity? Since determination of whether the court provides an interpreter or not during the phase in will be so fact specific, it may be better to just include all family law matters with children and/or domestic violence allegations in Phase 1. (I realize that will increase the funding need.)	
California State Bar’s Standing Committee on the Delivery of Legal Services (Position = AM)	The plan provides for a phase-in approach for the provision of interpreters by case type where “immediate expansion of language access in all civil proceedings overtaxes a court’s resources, either in terms of availability of appropriately qualified interpreters or availability of funding for interpreting services.” SCDLS prefers an immediate implementation of this goal no matter the case type given the implications that language barriers have on access to justice, but if not feasible, then priority should be given to litigants that have identified themselves as indigent. SCDLS also points out that many litigants in family law proceedings are unrepresented and encourages a plan that would immediately phase in interpreters for all such proceedings.	Recommendation No. 8 has been revised to reflect the legislative mandate, effective January 1, 2015, of new Evidence Code section 756. Further, the JWG has revised the timeline for Recommendation No. 8, assigning its implementation to begin in Phases 1 and 2 (and no longer also Phase 3).
California Association of Family Court Services Directors (Position = AM)	The Issue Description for Goal IIb uses Family Court Services mediation to illustrate the need for Interpreters in Court-Ordered/Court-Operated Proceedings. It is very difficult to reconcile this clear and strong statement with the failure to explicitly include Family Court Services mediation in Phase I of Phase-In Recommendation #8 in Appendix A.  Family Law Mediation is a critical stage in the life of the child and the family. Family Code section 3170 requires that all actions to obtain or modify a custody or visitation order utilize Court-connected mediation services. Statewide, more than half	The JWG agrees that child custody mediation as well as recommending counseling are critical stages in family law proceedings involving children.  Recommendation No. 8 has been revised to reflect new legislation, effective January 1, 2015, establishing Evidence Code section 756. Family Court Services Mediation is considered part of Phase 1 per the prioritization in Evidence Code 756.



**Draft Strategic Plan for Language Access in the California Courts**

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<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>the cases in Family Law Mediation result in agreements about child custody and visitation which become orders of the Court. In 34 of the 58 counties, if no agreement is reached the mediator makes a recommendation to the Court. Mediators are mandated to help effect a settlement of issues, or make a recommendation, in the best interest of the child. They cannot do this with LEP litigants without adequate interpreter services.</p> <p>The Phase-In Recommendation gives priority to Domestic Violence cases brought under Division 10 and where DV protective orders have been or sought or granted, but it overlooks the fact that FCS mediators must address Domestic Violence issues even if they have not been the subject of formal court action. Pursuant to Family Code sections 3011 and 3170(b), and the extensive protocol in Rule of Court Rule 2.215, mediators are mandated to screen for and address DV in all Family Law cases. It is reasonable to suspect that LEP parents are less likely to avail themselves of the statutory protections for Domestic Violence, and are the most in need of interpreters for clear communication with a FCS mediator who is screening for these issues.</p> <p>The Phase-In Recommendation gives priority to cases involving Determination and Termination of Parental Rights, but when read in conjunction with the category “Other Family Law” in Phase II, this language implies the issues are limited to those in Division 12 of the Family Code. This overlooks the fact that a determination of paternity will almost always result in Family Court Services mediation of the issues of custody and visitation under Division 8. In a Family Law case under Division 8, when FCS mediation contributes to an order for sole legal and physical custody to one parent, the result is a de facto temporary termination of parental rights.</p>	

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>The Phase-In Recommendation gives priority to Guardianship cases, but overlooks the fact that the issues in Family Law mediation are, from the child's standpoint, identical. Custody, visitation, and domestic violence issues addressed in court-connected Family Law mediation are coequal with and essential components of the issues and actions in three of the four categories that are included in Phase I of Phase-In Recommendation #8. The cost of including FCS mediation in Phase I will be relatively small because Family Court Services departments use mediators who are bi-lingual in Spanish to a great extent. When they aren't available, and for other languages, providing interpreters for LEP parties in FCS mediation is essential and deserves the highest priority. Family Court Services mediation should be explicitly included in Phase I of Phase-In Recommendation #8 in Appendix A.</p>	
<p>41 Legal Services and Community Organizations (Position = AM)</p>	<p>Although we agree with Goal II's recommendation that qualified interpreters be provided to all LEP court users in courtroom proceedings, we disagree with the Goal's implementation timeline, the priorities outlined in the phases, and the overall tone with respect to existing federal and state law Goal II consistently repeats that no law requires provision of interpreters for civil litigants. As discussed in our introduction, the repetition of this position is flatly contradicted by federal and state law, as well as the considered opinion of the Department of Justice.</p> <p>Furthermore, the LAP's timeline to provide interpreters for all civil litigants by 2020 is simply too long and unjustified. Several phases elaborated upon in the LAP have already begun or should have begun. We agree that interpreters should be provided to all litigants, regardless of economic status. However, we are concerned that the LAP not only fails</p>	<p>Recommendation No. 8 has been revised to reflect new legislation, effective January 1, 2015, establishing Evidence Code section 756. Further, the JWG has revised the timeline for Recommendation No. 8, assigning its implementation to begin in Phases 1 and 2 (and no longer also Phase 3). Additionally, modifications have been made to the tone of the document.</p> <p>The JWG agrees that the terminology used in the draft plan for "court proceedings," and "court-ordered/court operated" proceedings or events was confusing. The plan has been revised to define each term more accurately, ensure consistency, and clarify when qualified court interpreters are to be provided by the court.</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>to include fee-waiver litigants in Phase I, but also fails to mention such litigants <i>at all</i>.</p> <p>Finally, we find the LAP’s subcategories confusing and inconsistent (e.g. courtroom proceedings, court-ordered, court-operated). Footnote 9 at page 12 defines “court-operated” programs or events as “any service or activity operated or managed by the court.” On page 34, the LAP references “court-ordered proceedings” as including mediation and other activities that are mandated by the court. Footnote 25 on page 36 combines “court-ordered/court-operated proceedings” which distinguishes between in-court events and out-of-court events. We recommend that the LAP clearly define the different categories of court-ordered, court-operated, and court-managed proceedings, services, and activities. Most important, qualified court interpreters must be provided for all activities ordered or mandated by the court.</p>	
<p>Superior Court of Fresno County, Sheran L. Morton, Court Executive Officer (Position = AM)</p>	<p><b>PHASE I – 8. Preference for in-person interpreters Recommendation: delete from the Language Access Plan (LAP).</b> Throughout our recent bargaining over Video Remote Interpreting (VRI), the interpreter’s union California Federation of Interpreters (CFI) representatives continually requested to insert this language in the Memorandum of Understanding (MOU). The Region continuously rejected this language for the following reasons:</p> <ul style="list-style-type: none"> <li>• In Region 3 (made up of 32 courts), during the calendar year of 2013, we were only able to fill approximately 38% of all requests for an interpreter. Now that the Governor has signed AB 1657 (Gomez) which allows for expansion of interpreter services, we need all possible means available to meet the demand for interpreter</li> </ul>	<p>The JWG believes that, generally, the use of in-person, certified and registered court interpreters is preferred for court proceedings as defined in the plan. Recommendation No. 12 (former No. 11), as revised, provides for discretion by the court to use remote interpreting where it is appropriate for a particular proceeding, as long as LEP court users can fully and meaningfully participate.</p> <p>The JWG believes that the language in the plan will allow for remote interpreting to help fill many of the requests in the region which in the past remained unfilled. Even if there is generally a preference for an in-person interpreter, this preference will be irrelevant where no certified or registered interpreter is available in person. The JWG believes that when applying the</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>services if we are truly going to provide quality and therefore meaningful access.</p> <ul style="list-style-type: none"> <li>• A preference for in-person interpreting is also counterproductive to implement Phase II – 14: <i>Pilot for central pool of remote interpreters</i>. If we are able to create this pool of highly qualified certified and registered interpreters, to maximize their availability, we will want to utilize VRI, to maximize services to courts and limited English proficient (LEP) court users.</li> <li>• A preference for in-person interpreting is also counterproductive to implement Phase II – 30: <i>Pilot for Remote assistance and self-help centers</i>. We have already begun to envision how we can utilize our interpreter resources for our self-help centers. To maximize quality talent, we need to be able to utilize VRI, without adverse actions by CFI.</li> </ul> <p>In August of 2013 the Chief Justice announced her vision of for improving access to justice for Californians, “Access 3D.” including remote and electronic access [FN: Cantil-Sakauye, Tani G., Letter from the Chief Justice of California, Strategic Plan for Language Access in the California Courts, Draft July 29, 2014, page 4.] The LAP does not need to set forth an in-person preference. We need to remain neutral, and focus on the most qualified – certified and registered interpreters to ensure the most meaningful access possible.</p>	<p>language in the plan, the use of certified and registered interpreters will increase, over provisionally qualified interpreters.</p> <p>In relation to Recommendation 17 (former No. 14), the JWG believes that the language in the plan is flexible enough to allow courts to make great use of a centralized pool of interpreters, most likely, but not exclusively, allowing courts to utilize the pool for urgent, short and/or non-complex matters where remote interpreting will allow for full and meaningful participation.</p> <p>In relation to Recommendation 31 (former No. 30) and self-help centers, the general preference for an in person interpreter does not apply, as the related recommendations regarding a preference for in-person interpreters are specific to courtroom proceedings.</p> <p>Additional guidelines and minimum standards are set forth in the plan.</p>
<p>California Rural Legal Assistance, Inc. (Position = AM)</p>	<p>We strongly support the Plan’s goal of providing language access services in all judicial proceedings and court-ordered and operated events. We echo the concerns expressed in the comments on behalf of legal services organizations about the Plan’s lack of urgency, and we urge the Joint Working Group and the Judicial Council to establish a shorter timeline for</p>	<p>Recommendation No. 8 has been revised to reflect new legislation, effective January 1, 2015, establishing Evidence Code section 756. Further, the JWG has revised the timeline for Recommendation No. 8, assigning its implementation to begin in Phases 1 and 2 (and no longer also Phase 3).</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	achieving this central goal of the Plan. If interpretation in civil proceedings must be phased in, we also strongly urge that the Plan give first priority to the provision of interpreters for fee waiver litigants in all case types, for the reasons detailed in the legal services organizations’ comments.	The JWG decided to include Recommendation No. 10 (regarding court-ordered, court-operated events) in all 3 phases of implementation, so that implementation may begin immediately in phase 1. However, resource considerations for local courts may result in later implementation timelines.
Indigenous Language Interpreters and Community Organizations (Position = AM)	<b>Recommendation 8.</b> We support the expansion of access to interpreters in all case types. However, the courts should also understand the importance of access to interpreters before individuals arrive at the courthouse and use their role to influence other agencies to provide interpreters as well. For example, social workers should always use interpreters in working with indigenous language speaking children and families to ensure accurate communication and avoid negative consequences once families get to court.	The Language Access Plan cannot require justice partners and other non-court agencies or organizations to provide interpreters. However, a new recommendation, No. 11, has been included to provide for courts to consider the language services accessibility of outside programs in making court orders. Recommendation No. 33 (former No. 32) addresses language access services by outside professionals appointed by the courts, and considerations in identifying or contracting with providers who can provide linguistically accessible services.
California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair (Position = AM)	<p>Recommendation 8. Expansion of interpreters to all civil proceedings. The term "qualified interpreters" should be defined throughout the document to mean certified or registered. Although this information is included in a footnote, it is not clear throughout the document what “qualified” means and this may not be understood by readers who do not see the footnote.</p> <p>As noted in our general comments, we do not believe it is necessary to wait until 2020 to provide interpreters in all court proceedings. This recommendation should make clear that the intent is for courts to provide interpreters in all court proceedings as quickly as possible, and that it is not the intent of this recommendation, or the phase in recommendations, for</p>	<p>Definition of qualified interpreter The plan has been revised to clearly define “qualified interpreter” at the outset.</p> <p>Timeline Recommendation No. 8 has been revised to reflect new legislation, effective January 1, 2015, establishing Evidence Code section 756. Further, the JWG has revised the timeline for Recommendation No. 8, assigning its implementation to begin in Phases 1 and 2 (and no longer also Phase 3). The explanation of the implementation phases has also been revised to clarify that the phases are not intended to cause courts to stop providing services where they are already provided and</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>courts to stop providing services in areas where they are already providing interpreters. Many courts are already providing interpreters in Phase 2 cases, such as general family law and civil harassment. It would be important to clarify this to avoid a court determining that in order to expand to Phase 1 unlawful detainers, they will stop providing interpreters in family law matter, which are designated as Phase 2 in the LAP.</p> <p>The recommendation to give priority to in-court proceedings over court-ordered events may be impractical and counterproductive. For example, court-ordered mediations are often critical for a family law case to proceed efficiently in court. It does not make sense to provide an interpreter for a proceeding but not for the mediation. This approach may well result in the proceeding being continued at a cost to the court and the parties if they cannot proceed with the mediation due to lack of an interpreter.</p> <p>Additionally, court-ordered mediations are currently included as part of the bargaining unit work of staff interpreters and are covered routinely in many courts. It would not be appropriate for courts to stop providing interpreters for such events as a result of the LAP's phase in schedule, and if as a result parties had to bring their own interpreters, this would violate the interpreter MOU's.</p>	<p>where resources exist for expansion.</p> <p>Custody mediation: See response above regarding inclusion of child custody mediation as well as recommending counseling in Phase 1.</p>
<p>41 Legal Services and Community Organizations (Position = AM)</p>	<p><b>8. [*Proposed Language / Suggested Changes to the timeline with new subcategories.*]</b></p> <p>Qualified interpreters will be provided in the California courts to LEP court users in all courtroom proceedings in all court-ordered/court-operated events. Where immediate expansion of language access into all civil proceedings overtaxes a court's resources, either in terms of availability</p>	<p>Recommendation No. 8 has been revised to reflect new legislation, effective January 1, 2015, establishing Evidence Code section 756. Further, the JWG has revised the timeline for Recommendation No. 8, assigning its implementation to begin in Phases 1 and 2 (and no longer also Phase 3).</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>of appropriately qualified interpreters or availability of funding for interpreting services, language access will be phased in as outlined below.</p> <p>For Immediate Implementation:</p> <p>Domestic Violence (including actions and proceedings under Division 10) commencing with Section 6200 of the Family Code, as well as actions and proceedings in the following matters in which a protective order has been granted or is being sought: (1) the Uniform Parentage Act; (2) dissolution, nullity, or legal separation [these are already mandated cases]; All cases brought by fee waiver litigants</p> <p>Phase I (begin year 1, 2015): Language services shall be provided for all required mediation and other required ancillary court services.</p> <p>Physical abuse or neglect under the Elder Abuse and Dependent Adult Civil Protection Act, commencing with Section 15600 of the Welfare and Institutions Code). Unlawful Detainers Determination and Termination of Parental Rights Conservatorships/Guardianships Family Law Proceedings involving issues of custody or visitation of minor children</p> <p>Civil Harassment Proceedings</p> <p>Phase II (begin year 2, 2016):</p>	

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>Where resources permit providing qualified interpreters in additional case types, courts will provide interpreters in the following cases, in order:</p> <p>Other Family Law Other Civil</p>	
<p>Superior Court of Alameda County, Leah T. Wilson, Court Executive Officer (Position = AM)</p>	<p>[*Recommendation No. 8*] Further clarity regarding the scope of “all court-ordered/court-operated events” is needed. This aspect of the recommendation potentially impacts a broad array of services including mediation (in family law, juvenile and civil settings), self-help center workshops, and those resulting from collaborative court processes; using a broad definition of events, this recommendation would be extremely difficult to implement, particularly in Phase I.</p>	<p>The JWG agrees that the terminology used in the draft plan for “court proceedings,” and “court-ordered, court operated” proceedings or events created confusion. The plan has been revised to define each term more accurately, ensure consistency, and clarify when qualified court interpreters are to be provided by the court.</p>
<p>Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)</p>	<p>[*Recommendation No. 8*] Recommend each trial court consult with HR Employment Relations staff and regional counterparts prior to implementation of expanded language access.</p> <p>Since accurate data is unavailable in most trial court’s case management systems it is not known what the impact of full expansion would be on the budget or interpreter resources.</p> <p>Recommend that the Judicial Council provide answer forms for Unlawful Detainers and other civil causes of action in the most frequently used languages, or that the forms have a space for early identification of language needs so that interpreter coordinators may receive advance notice.</p> <p>Recommend that the Judicial Council review and modify Family Law and other forms to include space for self-</p>	<p>Recommendation No. 8 has been revised to reflect new legislation, effective January 1, 2015, establishing Evidence Code section 756. Further, the JWG has revised the timeline for Recommendation No. 8, assigning its implementation to begin in Phases 1 and 2 (and no longer also Phase 3).</p> <p>The JWG recognizes that courts have different case management systems, if at all, and that the development of case management systems must integrate language access needs.</p> <p>Commentator’s specific suggestions regarding the need to know budget impacts, necessary form changes, and identification of calendar models that optimize the use of interpreter resources will be presented to the Implementation Task Force.</p>



**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>identification in matters that would require an interpreter.</p> <p>Recommend that when expanded language access is provided to new civil areas, courts should utilize calendar models that optimize use of interpreter resources.</p>	
<p>Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)</p>	<p>[*Recommendation No. 9*] Recommend INT120 be modified or eliminated. Onerous duty for each case. Recommend alternatives to the process and/or updating the form. (Administrative Hearing interpreters are no longer an active class of interpreter.) Consider a single form for difficult to find languages such as – Portuguese, Tagalog, and Japanese.</p>	<p>Recommendation No. 73 (former No. 74) recommends updating the INT forms.</p>
<p>Sue Alexander, Commissioner, Superior Court of Alameda County (Position = AM)</p>	<p>Recommendation 10 – More clarity is needed regarding court ordered, but not provided, services. Many services are not court provided, e.g. batterers treatment, DUI classes, traffic schools, parenting classes, etc. What “consideration” can the court give if these services are not provided in the community in the litigant’s language? Will the DMV accept an alternative to traffic school? Statutory changes to some mandatory sentencing provisions?</p>	<p>The JWG agrees that the terminology used in the draft plan for “court proceedings,” and “court-ordered/court operated” proceedings or events was confusing. The plan has been revised to define each term more accurately, ensure consistency, and clarify when qualified court interpreters are to be provided by the court. The Language Access Plan cannot require justice partners and other non-court agencies or organizations to provide interpreters. However, courts may consider the language services accessibility of outside programs in making court orders.</p>
<p>Superior Court of Placer County, Jake Chatters, Court Executive Officer (Position = AM)</p>	<p>Recommendation 10 (Page 35) – The Working Group recommends that courts provide qualified interpreters at all “court ordered/court-operated proceedings” by 2020.</p> <p>We would suggest separating this recommendation into two parts. The first recommendation could focus on court-operated proceedings and retain your 2020 implementation date. Further, the narrative prior to the recommendation suggests that these types of proceedings may use modes of language access</p>	<p>The JWG agrees and has clarified Recommendation No. 10 to address all court-ordered AND court-operated programs, services and events. A new Recommendation No. 11, has been added to address court-ordered programs that are not operated by the court</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>other than certified interpreters, but the recommendation itself is worded to limit the language access to certified interpreters. Allowing for varied modes, dependent on the service or program, would be consistent with the balance of the Strategic Plan and may allow for more rapid, but still appropriate, implementation within the stated timeframe.</p> <p>The second recommendation could then focus on court-ordered proceedings. A simple read of the existing text seems to suggest the Working Group is recommending court funded and provided interpreters for any program ordered by the court in any case type. The scope of this recommendation is daunting and, in contrast to the great care taken by the Working Group on other recommendations, is so large as to create a feeling of paralysis. It would be helpful if the Working Group would give some priority to types of programs or case types to allow the implementation to be evaluated and, if approved, implemented in stages. For example, is it more important to provide these services in family law to ensure access to supervised visitation or in criminal to those sentenced to probation and ordered to attend drug and alcohol programs? Both present interesting challenges as courts would face potential complications related to hours of work, safety, and equity for interpreters assigned to these non-court offered programs.</p>	
California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair (Position = AM)	Recommendation 10. The meaning of “court-ordered/court-operated events” should be defined with examples.	The JWG agrees and has revised the plan language accordingly.
41 Legal Services and Community Organizations (Position = AM)	<b>[*Proposed Language and Timeline Recommendation*]</b> 10. Beginning immediately, as resources are available, but in no event later than 2016, courts will provide qualified court	The comment in part conflates court proceedings with those events intended under Recommendation No. 10 (court-ordered, court-operated events outside of the

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>interpreters in all court-ordered/court-operated proceedings to all LEP litigants, witnesses, and persons with a significant interest in the case. Immediate implementation shall prioritize: fee waiver litigants and mandated cases under current Evidence Code 755. Phase I shall include other non-mandated restraining order hearings, family law custody and visitation hearings, unlawful detainer hearings, guardianship hearings and conservatorship hearings. This shall include the provision of language services for mediation and other required ancillary court services.</p>	<p>courtroom). To clarify, the terminology used in the draft plan for “court proceedings,” and “court-ordered, court operated” events has been revised to define each term more accurately, ensure consistency, and clarify when qualified court interpreters are to be provided by the court. In addition, a new Recommendation, No. 11, has been added to address court-ordered programs that are not operated by the court</p> <p>With regard to the part of the comment regarding prioritization of court proceedings (addressed in the plan under Recommendation No. 8), Recommendation No. 8 has been revised to reflect new legislation, effective January 1, 2015, establishing Evidence Code section 756 (and repealing Evidence Code section 755). The timeline for Recommendation No. 8 has been similarly revised, assigning its implementation to begin in Phases 1 and 2 (and no longer also Phase 3).</p>
<p>Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)</p>	<p>[*Recommendation No. 10*] CIAP and the Joint Working Group have had a lot of discussion regarding this recommendation. The wording is vague, but it was the general consensus that this should include ALL court ordered proceedings including traffic school, batterer’s programs, Cal Trans, etc.; and that if the court cannot contract with a provider that provides the services in the required language, the court should arrange for an interpreter. There are a few members – those of us more administratively inclined – that have argued that this recommendation should read courthouse proceedings or court-ordered/operated proceedings in the courthouse during normal business hours.</p>	<p>The JWG’s intent was never to include all court-ordered proceedings as provided in this comment. The intent of the JWG was to include only those court-ordered events and activities which are operated and managed by the court. The draft plan, however, was unclear in its use of terminology used for “court proceedings,” and “court-ordered/court operated” proceedings or events. The plan has therefore been revised to define each term more accurately, ensure consistency, and clarify when qualified court interpreters are to be provided by the court. With this clarification, the other concerns raised in the comment should no longer apply.</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>What level of “qualified” court interpreter? Certified and registered for ALL programs?</p> <p>Recommend consideration must be given for using interpreters with oral proficiency level qualifications.</p> <p>This would mean scheduling interpreters on weekends? Would this be employee interpreters on OT? What if there is a problem and the interpreter doesn’t show up – does a coordinator need to be on call? How many more coordinators would be required to arrange interpreter services for weekend/evening proceedings? If interpreter offices are to supply interpreters during business hours to travel to an outside facility for an evaluation other than the jail, this would increase work for coordinators and more interpreters (and coordinators) would be needed. For example, the court may authorize an interpreter for any service needed (investigation, visitation or any participation in services).</p>	<p>In addition, a new Recommendation No. 11 has been added to address court-ordered programs that are not operated by the court.</p>
<p>Diana Barahona, Court Interpreter, California Federation of Interpreters (Position = N)</p>	<p>Regarding the use of VRI to expand language access: I support the position of the California Federation of Interpreters, which stated the following: “The experience of judicial systems in other states, as well as its application in private industry indicates that VRI is often implemented with unreasonable expectations for its potential to increase language access services and reduce costs while ignoring concerns and the limitations of the technology. Large outlays of capital are undertaken to implement the technology resulting in users becoming invested in the use of VRI regardless of the harm it may cause. This then presents court administrators with the problematic choice of maintaining a commitment to use a system that oftentimes does not provide meaningful access, or abandoning a significant investment that was originally meant</p>	<p>The issue description in Goal 2 addresses the advantages and disadvantages of remote interpreting and the need for appropriate safeguards to be put in place.</p> <p>The plan also explicitly states that court interpreters must be qualified and must follow professional standards and ethics. Whether or not a court hires an interpreter through an agency is irrelevant, as the court is still required to use qualified interpreters and establish the basis for their qualification. The JWG believes this language will increase the use of certified or registered interpreters, since courts will now have access to interpreters working across the state, and possibly the country. As an example, California’s courts now have</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>to save money.”                      (September 2013) <a href="http://www.calinterpreters.org/wp-content/uploads/2013/10/CFI_VRI_Position.pdf">http://www.calinterpreters.org/wp-content/uploads/2013/10/CFI_VRI_Position.pdf</a></p> <p>There has been a headlong rush by courts to outsource interpreting services to companies promising lower costs without asking for any input from interpreters themselves. The draft Access Plan itself highlights the many problems with remote interpreting, but without asking whether these problems, and the investment in the technology, will be worth the savings in labor costs. The Access Plan only vaguely mentions potential savings (and in my view, exaggerates them) without giving any numbers. How much money are these private companies going to charge per day or per half-day or per hour for a remote interpreter?</p> <p>Additionally, are these interpreters all certified and registered? Since the Access Plan does not state categorically that certified or registered interpreters must be used in all court proceedings involving widely-spoken languages, I suspect that the prices quoted by the private companies may be for interpreters who are not certified or registered in California.</p> <p>Furthermore, although the Access Plan calls for giving the remote interpreter the opportunity to say that it’s not working out, does anyone really believe that an interpreter working for a private company is going to say the hearing should be rescheduled so that a live interpreter can come in? Employees or even independent contractors are going to do what their employers want them to do, and that means that they absolutely will not say that their company should not be used for a hearing. And if that is the case, who is going to advocate for the LEP persons?</p>	<p>access to 5.7% more certified ASL interpreters who have joined the Master List from out of state in order to interpreter remotely. To ensure that qualified court interpreters provide language access services, whether in-person or through remote technology, the draft plan provides as follows:</p> <ul style="list-style-type: none"> <li>a) Goal 2 addresses using qualified court interpreters for all judicial proceedings by 2017, and Recommendation No. 8 reiterates the use of qualified interpreters.</li> <li>b) The plan defines that qualified interpreters are certified or registered, or provisionally qualified. The plan also tightens the rules/requirements for a finding of good cause regarding provisional qualification (See Goal 2, Rec. No. 9, and Goal 8, Rec. No. 70 [former No. 71]; see also Rec. No. 50 regarding training on provisional qualification).</li> <li>c) Appendix B, No. 6, states that “[t]he same rules for using qualified interpreters apply to assignments using RI [remote interpreting]. It is the intent of this language access plan to expand the availability of certified and registered interpreters through the use of RI. All interpreters performing RI should be familiar with, and are bound by, the same professional standards and ethics as onsite court interpreters.”</li> </ul>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>Finally, the remote interpreting companies are for-profit, whereas most court interpreting is performed by state employees. These private companies can only make a profit if their employees receive less in total compensation than public employees, which they will because they will not be unionized.</p> <p>The requirement by the DOJ that the courts stop violating the civil rights of LEP individuals should NOT be used as an excuse to outsource work done by unionized state employees to non-union private corporations. As with all other cases of outsourcing, there will NOT be any real cost savings, but simply a shift in costs from the courts to workers receiving lower pay and benefits (and lowered state tax revenues), and a shift in income from state employees to profit out-of-state corporations.</p> <p>Therefore, I propose is that the Access Plan recommend that VRI be put on hold until every effort has been made to use the current interpreter workforce, which includes independent contractors, to interpret in family courts, UD courts, small claims courts, civil courts and mediations. To date, there have been no meetings that I am aware of among court administrators, bench officers and court interpreters to see if some civil proceedings can be covered by assigned interpreters or with floaters.</p>	
Diana Barahona, Court Interpreter, California Federation of Interpreters (Position = N)	<p>I am submitting an article about the experience of courts in the UK after they outsourced interpreting services to a private corporation. It is titled, "Lost in privatisation: Capita, court interpreting services and fair trial rights (<a href="http://www.irr.org.uk/news/lost-in-privatisation-capita-court-interpreting-services-and-fair-trial-rights/">http://www.irr.org.uk/news/lost-in-privatisation-capita-court-interpreting-services-and-fair-trial-rights/</a>)</p>	<p>The JWG has reviewed relevant literature, including the provided article, and finds the Plan adequately addresses the reported concerns. The purpose and intent of the Language Access Plan is to provide a wide array of options to benefit LEP court users, including use of in-person qualified court interpreters along with the appropriate use of remote technology with qualified</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>This move resulted in costly delays in proceedings, defendants remaining in jail just because they hadn't been able to obtain interpreters for them, and the use of less qualified interpreters by the private contractor. If California courts try to replace interpreters with VRI, the results will be even worse.</p> <p>[*Article text was submitted by commentator. Full text of article can be accessed at the link provided above by commentator.*]</p>	<p>court interpreters, to help expand language access, maintain high quality, and increase efficiency. Plan language does not replace interpreters with technology; it allows the same qualified interpreters, and more additional qualified interpreters, to provide their services through a different delivery mechanism.</p>
<p>California Commission on Access to Justice, Hon. Ronald B. Robie, Chair (Position = AM)</p>	<ul style="list-style-type: none"> <li>• <b>Guidelines for the use of remote interpreting are important.</b> The Commission supports the use of remote interpreting as one means to ensure language access, and it also supports the development of strong guidelines regarding the factors to be considered in determining when to use remote interpreting. Therefore, the Commission supports Recommendation 12, “(r)emote interpreting in the courtroom should be used only after the court has considered, at a minimum, the specific factors set forth in Appendix B.” Appendix B incorporates Appendix D, and together they list multiple factors and circumstances to be considered in balancing the need to use court resources efficiently and conveniently against the need to ensure attorney client confidentiality and support effective interpretation.</li> </ul>	<p>No response required.</p>
<p>ACLU of California and Other Community Organizations (Position = AM)</p>	<p>Considering the above concerns [*Note: ACLU narrative analysis provided in pages 1-3 of their letter is not included here*], we provide the following recommendations:</p> <ol style="list-style-type: none"> <li>1. <b>VRI should not be implemented without statewide and enforceable standards in place to protect the integrity of the judicial process and the rights of all</b></li> </ol>	<p>The JWG specifically reviewed the reference materials cited by the ACLU and did not find the actual holding of <i>Menchaca</i> to discourage remote interpreting. Similarly other cited materials discouraged the wholesale replacement of in-person hearings with hearings conducted remotely and did not address remote interpreting at all. While the JWG shares the ACLU’s</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p><b>parties.</b> We urge the Judicial Council to adopt clear and enforceable rules on VRI to safeguard LEP rights as part of the language access plan. Standards for VRI must take into account the inherent limitations of video-mediated communications, set technological minimums, and ensure that the use of in-person interpreters is prioritized, as is already the case in other standards that have been adopted.[FN] Such standards should be established through a process that involves careful study of existing research as well as input from a broad array of stakeholders, and provides for testing and pilot programs to evaluate the success of implementation.</p> <p>2. <b>The Judicial Council should adopt rules and budget policies to ensure that individual courts do not implement VRI before a statewide plan can be finalized.</b> We note that although the Judicial Council is currently developing a language access plan for California that could address the use of VRI, and has created mechanisms for public input, individual courts are already forging ahead with their own plans and adopting their own practices for implementing VRI before the statewide plan is even finalized.</p> <p>3. <b>No assumption should be made that VRI is the one-stop solution to providing interpretation services.</b> We are encouraged by current efforts to adopt a statewide language access plan and to expand interpreter services to include all civil proceedings. We warn, however, that use of VRI is not an appropriate solution for expansion of interpreter services in most cases. Overreliance on VRI could create a two-tier system of justice, with second-rate access and compromised due process rights for LEP populations.</p>	<p>interest in assuring due process for court users, it continues to believe remote interpreting will allow increased language access and better access to the most qualified interpreters while assuring due process. The Plan does not suggest VRI as a one-stop solution to providing language access services, but rather part of a complex network of language services to expand access to interpreters, especially in cases where there would be no interpreter in the absence of VRI.</p> <p>To further clarify this commitment to due process, the JWG has included language which makes clear that any courtroom interpretation provided remotely must allow for full and meaningful access to the proceeding.</p> <p>The JWG has modified plan language to require consideration of the factors outlined in Appendix B. (i.e. now reads “must” and not “should”). Additionally Recommendation No. 14 has been added in order to have the Implementation Task Force establish specific minimum technology standards for remote interpreting when they are able.</p> <p>The JWG believes that the recommendations in the plan related to remote interpreting, together with the list of prerequisites, factors to be considered in every event and interim descriptive guidelines in Appendix B, along with the incorporation of Appendix C, and on an interim basis, Appendix D provides clear statewide standards.</p> <p>Further, the JWG believes that courts should continue to explore opportunities for expanding language access and do not need to wait for the adoption of the plan or for the</p>



**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>In sum, we oppose expanding the use of VRI in California courts before the language access plan is completed and without standards and rules that are based on validated research and that maximize access to justice and protect due process, and—except in rare situations where VRI is the best alternative to having no certified interpreter—we specifically object to the implementation of VRI in the Fresno Superior Court and other Region 3 courts given the reported technological shortcomings in their current equipment and capacity. Given the serious risks to the integrity of communications, accuracy and fairness, VRI should not be pursued or justified as a cost-cutting opportunity. Rather, it should be implemented to enhance and expand language access to ancillary services outside the courtroom. Its use for court proceedings should be restricted until such time as the courts have completed a thorough, realistic analysis of its true costs, including its impacts on civil liberties and the integrity of the judicial process.</p>	<p>implementation of any related pilots. When the plan is adopted, and any related pilots are conducted early-adopter courts will be in an excellent position to incorporate identified best practices.</p>
<p>California State Bar’s Standing Committee on the Delivery of Legal Services (Position = AM)</p>	<p>SCDLS agrees with Recommendation 11 that the use of in-person interpreters must be the preferred method of interpretation in court proceedings and court-ordered/court-operated events. While video interpreting may be more reliable than telephone interpreting, neither of these two methods should be used in most courtroom proceedings in the absence of exigent circumstances and/or without further evaluation of these modes of interpretation in courtroom proceedings or other court-connected proceedings, such as mediations. Before investing in video interpreting uniformly throughout the state, a pilot program could be developed in courts both in the urban and rural setting. The plan appropriately points out that the quality of interpreter services is critical to providing meaningful access to LEP court users, and through Goal VIII addresses the development of an evaluative and complaint</p>	<p>The JWG has included additional language in the plan describing the American Sign Language Interpreting pilot which took place in California’s courts and helped establish that remote interpretation can be an effective method of providing full and meaningful language access to courtroom proceedings for those who do not speak, (hear), or understand spoken English. While the JWG agrees that additional evaluation could be valuable, it believes that courts should continue to explore opportunities for expanding language access and do not need to wait for the adoption of the plan or for the implementation of any related pilots. When the plan is adopted, and any related pilots are conducted early-adopter courts will be in an excellent position to incorporate identified best practices.</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	process for all aspects of language access, including interpreter quality.	
California Federation of Interpreters, by Ariel Torrone, President (Position = AM)	<p>[*Note: excerpts follow*] We urge the working group to include strong recommendations in the LAP to ensure that VRI use is approached responsibly, with strict limitations that clearly define appropriate use. This is absolutely necessary to avoid adverse impacts on LEP court users and on the public perception of the judiciary that will result if VRI is implemented irresponsibly, as is already happening in Region 3.</p> <p>... Even the best equipment and conferencing software available to date is inadequate in a courtroom for all but the most basic and limited communications, and using in-person, qualified interpreters is the best option to protect due process and civil liberties for any court proceeding. Because of this, we propose strictly limiting VRI to situations where no in-person interpreter is available such as for rare languages and, in those limited instances, to allow VRI use only for short, non-evidentiary proceedings, such as initial appearances or bail review hearings. We also propose that VRI (with high-quality equipment) is appropriate for out-of-court matters such as in self-help centers or one-on-one conversations, situations where interpreter services can be expanded without compromising the quality of access and scope of services that are so critical in courtroom proceedings.</p> <p>VRI proceedings will provide second-rate services to LEP communities and compromise the interpreter’s ability to provide meaningful access, as well as our ability to provide the speed and scope of services judges have come to rely on from skilled in-person interpreters.</p>	<p>Please see response to Diana Barahona, the ACLU and California State Bar’s Standing Committee on the Delivery of Legal Services.</p> <p>With the standards and guidelines in the plan and the inclusion of language requiring full and meaningful access when interpretation is provided remotely, the JWG specifically disagrees that remote interpreting provides second rate services to LEP court users.</p> <p>While there are disagreements with this assertion about the quality of VRI in Region 3, the JWG is not in a position to provide region specific recommendations and is instead moving forward with a statewide language access plan.</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>VRI proceedings cannot be conducted in simultaneous mode; only consecutive mode is feasible with turn taking and pauses for interpretation. This alone, without considering technical logistics and challenges, will double the time it takes to process cases.</p> <p>Providing language access in the legal setting is a highly specialized area of professional interpreting practice, and must be handled with great care given the fundamental rights at stake for LEP communities.</p> <p>The purpose of the LAP is to make language access practices in state courts consistent with Title VI of the Civil Rights Act of 1964 and associated regulations that prohibit discrimination based on national origin. We urge you to include a recommendation in the LAP that clear, statewide rules be adopted to appropriately limit VRI use, and that these include an unambiguous preference and priority for the use of in-person interpreters.</p> <p>The VRI experiment in Region 3 demonstrates that local discretion is not an effective way to approach language access. It is irresponsible to implement VRI in this manner, and before statewide rules and standards are adopted. The LAP should address this with recommendations that carefully restrict VRI use and safeguard against misuse that will compromise the rights of LEP communities.</p>	
<p>Indigenous Language Interpreters and Community Organizations (Position = AM)</p>	<p><b>Recommendation 11.</b> The Spanish translation of this recommendation states that “courts may consider the use of remote interpreting where it is appropriate <b>or advantageous</b> for a particular proceeding.” However, the English version does not contain the words “or advantageous.” The words “or advantageous” should <u>not</u> be included in the final Plan, since</p>	<p>Recommendation No. 12 (former No.11) has been revised. The word “advantageous” is no longer included.</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	allowing courts to use remote interpreting when “advantageous” would allow for too much freedom to use technology when in-person interpreting would be far superior.	
Superior Court of Placer County, Jake Chatters, Court Executive Officer (Position = AM)	Recommendation 11 (page 39) – We support the Working Group’s recommendations for use of technology to expand language access. In particular, we wish to support your well crafted proposal to expand access through technology while maintaining in-person language services where vitally important.	No response required.
California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair (Position = AM)	<p>Recommendation 11. Preference for in-person interpreters. See CFI comments on VRI in our LAP Public comments (pp. 10-13). Any use of remote interpreting in court proceedings must be carefully and strictly limited to ensure its use does not compromise LEP rights.</p> <p>This recommendation should be amended to reflect a strict reference and priority for use of in-person interpreters in court proceedings. The phrase, "... but courts may consider the use of remote interpreting where it is appropriate and advantageous for a particular proceeding" is vague; it is unclear what "appropriate and advantageous" means. This phrase creates a loophole you can drive a truck through, rendering the preference for in-person interpreters meaningless.</p> <p>Suggestion for revised recommendation:</p> <p><i>The use of in-person, certified and registered court interpreters is preferred for court proceedings and court-ordered/court-operated events. ,but courts may consider the use of remote interpreting where it is appropriate and advantageous for a particular proceeding.</i></p>	Recommendation No. 12 (former No. 11) has been revised.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	The following recommendations (12 & 13) and Appendix B address the use of remote interpreting and it is thus unnecessary to include the language that is stricken above.	
California Rural Legal Assistance, Inc. (Position = AM)	<p><b>Recommendations 11 and 12: Use of remote interpreting in judicial proceedings.</b> We cautiously support the use of remote interpreting (RI) technology in judicial proceedings, particularly when it is impossible to find a qualified interpreter able to attend proceedings in person. An LEP individual would benefit from the use of a qualified interpreter through RI technology if – as may frequently be the case for underserved languages – the alternative is having no interpreter at all or excessively delaying proceedings until an in-person interpreter can be provided.</p> <p>Our support for the use of RI comes with reservations, however, as we have heard comments from indigenous language speakers and indigenous interpreters that some indigenous individuals’ cultural background and lack of familiarity with technology would render RI a far less effective means of communication for them than for an average LEP court user. Nonetheless, our current position is that RI, judiciously employed, could be a powerful tool in ensuring language access for speakers of indigenous and other underserved languages.</p> <p>The Plan should use clearer language regarding when RI is allowable, specifying that RI should only be used if an in-person interpreter is not available. The Plan could call for the creation and use of a form or list of steps similar the INT-120 form, to be used prior to employing RI, to certify that a qualified in-person interpreter is unavailable. Alternatively, the Plan could incorporate those steps into Appendix B, as</p>	Recommendations No. 12 (former No. 11) and No. 13 (former No. 12) and the appendices they incorporate have been modified to provide more clarity related to standards and prerequisites which must be met along with factors which must be considered when a court provides interpreting services remotely.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	additional necessary factors and considerations for RI.	
Indigenous Language Interpreters and Community Organizations (Position = AM)	<b>Recommendation 12.</b> Remote interpreting in indigenous languages presents many problems because it does not allow for a full in-person interaction between the interpreter and the individual. This interaction contains important cultural information that cannot easily be conveyed by video, and is impossible to convey by telephone. It is <u>always</u> preferable to have an in-person interpreter for an indigenous language speaker. However, we understand that there are currently not enough qualified indigenous language interpreters to meet the needs of all indigenous language court users. We recommend that the Plan require courts only use remote interpreting technology once a diligent search for an in-person interpreter has failed.	The plan requires full and meaningful access for the court user. In the case of certain LEP individuals, that may mean that remote interpreting is more, or less appropriate, or should be more carefully restricted to certain types of proceedings, such as continuances.  As CRLA indicated in its comments, there will be times and languages for which no interpreter exists anywhere in the state, or even the country, and remote interpreting may be the best, and only way, to provide access for a court user.
California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair (Position = AM)	Recommendation 12. Rather than stating that courts should “consider” factors in Appendix B before using remote interpreting in the courtroom, this recommendation should refer courts to required factors that must be met before using remote interpreting. Appendix B should provide required steps and circumstances that clearly define when VRI is and is not appropriate.	Recommendation No. 13 (former No. 12) has been revised.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 12*] The report and recommendations do not mention, and thus appear to intentionally ignore, the very successful experiences of video remote interpreting for American Sign Language in recent years. The use of VRI was piloted in several courts and, after demonstrating success, has expanded to many courts. Rather than throwing restrictions over a new technology, however reasonable the factors listed, the recommendation should encourage pilot programs to find out when it works best and when it does not.	The JWG has considered, extensively, the successes of VRI with American Sign Language which is ongoing in California’s courts and in fact has adapted many of the guidelines for VRI use from the ASL guidelines. The JWG has included additional language in the Plan describing the American Sign Language Interpreting pilot and which further established that remote interpretation can be an effective method of providing full and meaningful language access to courtroom proceedings for those who do not speak, (hear), or understand spoken English.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
California Rural Legal Assistance, Inc. (Position = AM)	<b>Recommendation 13: Use of video, enhanced audio, and telephone interpreting.</b> The Plan currently states that courts should “strive to provide” video plus enhanced audio interpretation as opposed to relying on telephonic interpretation. Because of the near unanimous complaints we have heard among indigenous language interpreters and indigenous community members regarding the limited effectiveness of interpretation by telephone, we recommend that the Plan adopt an even stronger policy against this practice. The words “strive to” should be eliminated from Recommendation 13 so that the Plan requires the use of video, used in conjunction with enhanced audio equipment, whenever RI is provided.	With respect to Recommendation No. 15 (former No. 13) The JWG considered language around the use of video vs. audio remote interpreting, and found it critical to allow courts flexibility in dealing with technological limitations which may exist in their area, or in the area of the interpreter providing service.
California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair (Position = AM)	Recommendation 13. This recommendation should reference another Appendix to include mandatory minimum technology that must be used for courtroom interpretation.	Interim descriptive technology related guidelines are provided, and incorporated at Appendix D. A new Recommendation No. 14 requires the Implementation Task Force to establish minimum technology requirements.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 13*] This is an example of the perfect pushing aside the adequate. The recommendation should instead recommend pilot projects or other efforts to find out when use of audio is adequate and when it is not. See, for example, the recent project funded by SJI for NCSC and CPPS to establish a national VRI service. It is worthy to note that many lawyers are regularly opting for audio appearances at law and motion hearings or other proceedings. The decision to do so reflects a balancing of effectiveness and cost that is equally relevant to interpreting. As the quality of video conferencing improves, there are now options for video appearances. It will be relevant to observe which form is preferred by litigants in which types of proceedings.	A new Recommendation, No. 16, has been added to the plan proposing a Judicial Council pilot project in conjunction with the Tactical Plan for Technology 2014-2016. Additionally, language has been included clarifying that courts need not wait for pilot results in order to implement remote interpreting.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair (Position = AM)	Recommendation 14. CFI is open to the idea of having a centralized hub where certified and registered staff interpreters are available to courts statewide to provide language access using remote interpreting, provided adequate equipment is used, and provided that VRI is appropriately limited for events outside of courtrooms and in short, non-complex proceedings only where competent language access would otherwise be impossible.	The JWG believes that the Implementation Task Force, or any entity put in charge of running any of the pilots suggested in this plan, should determine the parameters and design of each relevant pilot, including what kinds of courtroom or non-courtroom language access might be achieved through a centralized pool of interpreters.  Note that former Recommendation No. 14 is now No. 17.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	<p>[*Recommendation No. 14*] This may be easier to implement or pilot with less union resistance if we started with lower frequency languages that are intermittent employees or independent contractors and not regular employees. For example, if a county in Northern California wanted a Russian interpreter and the only way they could get one was to fly them up, the Russian interpreter could go to their local courthouse and appear in Northern California via VRI – thus saving the state travel costs. Also, the appearance may end up being only ½ day pay instead of 1 day +.</p> <p>Alternatively, it could be set up that if the court could not get a certified/registered interpreter, then VRI could be used. This demonstrates to the union that we are “protecting” their employees by not using non-certified, non-registered interpreters to provide the services.</p>	<p>The recommendation has been revised to remove the reference to high frequency languages.</p> <p>Note that former Recommendation No. 14 is now No. 17.</p>
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	<p>[*Recommendation No. 15*] Many courts may already have short videos for orientation in languages for traffic first appearance/arraignments or some other proceedings.</p> <p>There was a Self-Help Strategic Planning meeting at the Judicial Branch in 2012. This was one of the issues raised. The Judicial Branch website has increased the number of general</p>	<p>Recommendation No. 18 (former No. 15) and the issue description providing background to this recommendation have been revised to indicate that these videos already exist and efforts should be continued.</p>



**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>legal information videos which we can post on our website, but not yet in other languages.</p> <p>How to:                      Mediation videos                      Traffic arraignment video                      Small claims video                      Knowledge innovation</p>	
<p>California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair                      (Position = AM)</p>	<p>Recommendations 16-23—Add recommendation in this section.</p> <p>This section pertains to considerations when appointing an interpreter. Although the discussion preceding these recommendations briefly mentions good cause findings and procedures, the need to comply with these steps is not reflected in the recommendations.</p> <p>The same good cause and qualification rules that apply in criminal proceedings should be adopted in civil proceedings, as is suggested by recommendations 9, 70 and 71. We recommend adding a recommendation at the beginning of this section to clarify conditions that must be met before appointing a non-certified or non-registered interpreter.</p> <p>Suggested additional recommendation to precede recommendation 16:</p> <p>Courts will only appoint a non-certified, non-registered interpreter to interpret in a court proceedings when:                      1) no certified or registered interpreter is available;                      2) a finding of good cause is made on the record and other diligent search and qualification procedures have been followed; and                      3) the judge in the proceeding determines the individual is</p>	<p>Note that these recommendations have been renumbered and reorganized. Former Recommendation No. 16 is now No. 22; former Recommendation No. 17 has been deleted; former Recommendation No. 18 is now No. 23; former Recommendation No. 19 is now No. 24; former Recommendation No. 20 is now No. 19; former Recommendation No. 21 is now No. 20; former Recommendation No. 22 has been deleted and combined with Recommendation No. 50; former Recommendation No. 23 is now No. 21.</p> <p>Re. Addition of New Recommendation:                      The suggested recommendation is already addressed by Recommendations No. 9, 19 (former No. 20), and 70 (former No. 71).</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	provisionally qualified.	
California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair (Position = AM)	Recommendation 16. This recommendation should be reworded to state this more clearly as a prohibition. Replace, “must avoid appointing” to “shall not appoint.”	The JWG agrees and the recommendation (now No. 22) has been revised.
California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair (Position = AM)	<p>Recommendation 17. This recommendation is highly problematic for a number of reasons.</p> <p>a. It is highly unlikely that family members or friends have the requisite skills, knowledge and proficiency in two languages to be qualified to interpret in any court proceeding.</p> <p>b. Family members and friends have a conflict of interest and cannot be relied upon to be impartial. Using them as interpreters could impact a judge’s ability to determine the facts or fairly adjudicate a matter.</p> <p>c. The same reasoning for not appointing opposing parties and others cited in recommendation 16 applies to family members and friends.</p> <p>d. Using family members and friends to interpret violates the regional MOU provisions that only bargaining unit members (certified and registered staff interpreters) may perform bargaining unit work.</p> <p>We recommend revising this recommendation to prohibit use of an LEP court user’s family members or friends to interpret in court proceedings, as follows:</p> <p><i>17. Family members or friends of the LEP court user will not be appointed to interpret for courtroom proceedings. This recommendation does not prohibit family members and friends of an LEP court user from providing informal assistance in</i></p>	Former Recommendation No. 17 has been deleted.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<i>order to determine the language needed or to inform the court user of a continuance or other basic instructions related to their matter.</i>	
41 Legal Services and Community Organizations (Position = AM)	17. [ <b>*Proposed Language*</b> ] Family members and friends of the LEP court user may be appointed for courtroom proceedings <u>only if</u> : a) they meet the provisional qualification requirements, (b) an admonition regarding real or perceived conflicts of interest is provided, (c) the court informs the litigants that language services and interpreters are available at no cost to the litigant, and (d) all parties knowingly and voluntarily consent to that person as the interpreter.	Former Recommendation No. 17 has been deleted.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 17*] In light of the recommendation regarding qualification, it would be useful to say all requests must go through the interpreter office, and provisional qualifications must be prepared for review by the office. A non-interpreter should be used only for a continuance in order to obtain a certified/registered/provisionally qualified interpreter. Note: There may need to be an exception for Protective Order cases.  What admonition? For consistency, should one be drafted for use by all judicial officers? Should this be done at the local or state level?	Former Recommendation No. 17 has been deleted.
California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair (Position = AM)	Recommendation 18. We agree with the recommendation to prohibit the use of minors to interpret for their LEP family members.	Recommendation No. 23 (former No. 18) has been revised to clarify no minors, not just minor children of the LEP court users, can be appointed to interpret in court proceedings or court-ordered, court-operated events.
41 Legal Services and Community Organizations (Position = AM)	Regarding Recommendation 18, courts must be instructed that minors, regardless of their relation to the LEP litigant, should not be used as interpreters in courtroom proceedings	The JWG agrees. Recommendation No. 23 (former No. 18) has been revised to clarify that no minors, not just minor children of the LEP court users, can be appointed

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>under <i>any</i> circumstances. The use of a minor as an interpreter exacerbates concerns regarding competency, confidentiality, and conflicts of interest ...</p> <p>18. [<b>*Proposed Language*</b>] Minors will not be appointed to interpret in neither courtroom proceeding nor court-appointed, court-operated or court-managed proceeding.</p>	to interpret in court proceedings or court-ordered, court-operated events.
<p>Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)</p>	<p>[*Recommendation No. 18*] Need judicial education/ethics training on proper use of interpreters at a state level. Currently, new judges receive some information about working with interpreters at new judge orientation. Recommend that refresher training be included as part of the ethics training.</p>	Recommendation No. 50 and Goal 6 generally, address the need for and content of ongoing judicial branch training.
<p>California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair (Position = AM)</p>	<p>Recommendation 19. This recommendation appears to give significant and inappropriate discretion to courts to use of bilingual staff to interpret in courtroom proceedings. This is contrary to the overall goals of the LAP, and contrary to other recommendations. As written, this recommendation will create confusion and blur lines that need to be clear with respect to who is qualified and competent to interpret in court proceedings. This recommendation is problematic for the following reasons:</p> <p>a. Bilingual staff are not tested for the requisite skills, knowledge and proficiency in two languages to interpret in court proceedings (unless they are also certified or registered court interpreters).</p> <p>b. As acknowledged in the discussion of this section, and reported in public hearings, use of bilingual staff presents problems related to impartiality, and can become a convenient substitute for hiring needed, fully qualified interpreters.</p> <p>c. Using bilingual staff in court proceedings violates the</p>	The JWG agrees. Recommendation No. 24 (former No.19) has been revised to include the suggested “exigent circumstances” language. The requested addition of good cause finding was not added because it is already part of the provisional qualification requirements.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>regional MOUs that provide only bargaining unit members (certified and registered staff interpreters) may perform bargaining unit work and that contracting out will follow G.C. 71802. It also may violate G.C. 71802(d) of the Interpreter Act that requires courts to follow good cause and qualification rules adopted pursuant to G.C. 68561 before appointing any non-certified, or non-registered interpreters.</p> <p>We recommend revision of this recommendation as follows:</p> <p><i>19. Bilingual staff will not be appointed to interpret in courtroom proceedings except in extraordinary circumstances; if the court does appoint bilingual staff, the bilingual staff person must meet all the provisional qualification requirements, and the court must find good cause in accordance with Rule of Court 2.893.</i></p>	
<p>Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)</p>	<p>[* Recommendation No. 19*] Agreed. It should be avoided.</p>	<p>No response required.</p>
<p>California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair (Position = AM)</p>	<p>Recommendation 20. This recommendation should be reviewed and revised to reference AB2370 (Chau) which was signed by the governor and will become law in January 2015.</p>	<p>The JWG agrees and Recommendation No. 19 (former No. 20) has been revised to reference amended Government Code section 68561, specifically subsections (g) and (f), effective January 1, 2015.</p>
<p>Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)</p>	<p>[*Recommendation No. 20*] Recommend each trial court centralize process of administering and filing the interpreter oath with the interpreter office. Recommend sanctions for those who misrepresent their qualifications. Interpreters who have been certified/registered in multiple languages currently do not have to renew in all languages. For example a certified Spanish interpreter who was once registered in Italian will continue to be registered in both languages. Recommend that the Judicial</p>	<p>Recommendation No. 19 (former No. 20) has been revised to reference amended Government Code section 68561, specifically subsections (g) and (f), effective January 1, 2015.</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	Council implement a renewal process that requires interpreters to document interpretations in all certified/registered languages, and requires the interpreter to list the languages they are renewing the certification/registration for.	
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 21*] Recommend implementing better automation to manage regional coordination.	The detail of how to expand regional coordination and improve efficiencies is more appropriate for the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.
Sue Alexander, Commissioner, Superior Court of Alameda County (Position = AM)	Recommendation 22 – Need clarity regarding when the court should provide interpreters and when the justice partners have responsibility to provide the interpreter.	Former Recommendation No. 22 has been deleted and merged into Recommendation No. 50, addressing judicial branch training.
California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair (Position = AM)	Recommendation 22. A portion of this recommendation needs clarification or examples. As written, the intent of the recommendation is unclear: [...] and identifying situations where justice partners have the responsibility or capacity to provide additional certified or registered interpreters for their clients or witnesses.	Former Recommendation No. 22 has been deleted and merged into Recommendation No. 50, addressing judicial branch training.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 22*] The interpreter office should make every effort to utilize team interpreting for lengthy proceedings where the nature of the testimony or extent of interpreting needed suggests interpreting will be even more difficult than usual. It is not clear team interpreting is always necessary, therefore some effort should be made to identify when it may not be necessary and when it should be used. Recommend education and stricter guidelines from the Judicial Council regarding the best practice of team interpreting. A culture of resistance to this practice remains prevalent among some interpreters and judicial officers.  Recommend additional education about the legal requirement	Former Recommendation No. 22 has been deleted and merged into Recommendation 50, addressing judicial branch training.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal II: Provide Language Access Services in All Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	on the use of interpreters where multiple parties are involved.	
41 Legal Services and Community Organizations (Position = AM)	<p><b>Regarding Recommendations 22 and 23, it is essential that the LAP should make explicit that justice partners are not responsible for providing interpretation or language services to litigants.</b> This obligation lies with the courts under both state and federal law. It is, as we articulated above, a key, core court function. On the other hand, we do recognize that there are instances where justice partners participate in aspects of coordination, recruitment, training, and identification of appropriate interpreters and translation services.</p> <p>We suggest that the subcategories of this Goal be reorganized. We recommend the following subcategories:</p> <ul style="list-style-type: none"> <li>a) Interpreters in Courtroom Proceedings (including the use of technology);</li> <li>b) Training Regarding the Appointment of Interpreters;</li> <li>c) Recommended Processes for Providing Interpreters.</li> </ul>	<p>Recommendations Nos. 22 and 23: Former Recommendation No. 22 has been deleted and merged into Recommendation No. 50, addressing judicial branch training. As to Recommendation No. 21 (former No. 23), the JWG agrees and the recommendation has been revised and reference to justice partners deleted.</p> <p>Reorganization of the subcategories: The recommendations have been reorganized to more adequately follow the process for appointment of interpreters.</p>
California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair (Position = AM)	Recommendation 23. See 20 above. This section again references “justice partners who will be providing interpreters.” This is unclear and also raises questions about compliance with the Interpreter Act.	Recommendation No. 21 (former No. 23) has been revised and reference to justice partners deleted.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 23*] CRIS regularly reviews interpreter use and makes recommendations/modifications on staffing to maximize use of interpreters. Not sure what justice partner may be providing “interpreters.” Most do not have certified/registered staff – so does this refer to bilingual staff or some other level of interpreter?	Recommendation No. 21 (former No. 23) has been revised and reference to justice partners deleted.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal III: Provide Language Access Services at all Points of Contact Outside Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
Superior Court of Placer County, Jake Chatters, Court Executive Officer (Position = AM)	Bi-lingual staff discussion (page 51 [*p. 48 of 7/29/14 draft*]) – The narrative of the report makes a statement that bi-lingual staff should receive a higher salary. We would suggest that this language be softened to encourage the evaluation of whether staff in a particular position should receive higher pay if they are bi-lingual.	Recommendation No. 47 establishes the minimum proficiency level that should be required before staff are considered to be bilingual, and therefore eligible (at the court’s discretion) for a possible bilingual premium if they meet their court’s requirements for official classification as bilingual staff.
41 Legal Services and Community Organizations (Position = AM)	All recommendations in Goal III should be moved to Phase I.  [*See below for suggested changes for each individual recommendation.*]	The JWG disagrees. Currently, 47 of the 75 recommendations in the Language Access Plan are included in Phase 1. Implementation of the Plan will require a significant amount of time and resources, and, although the plan recognizes all recommendations are important to achieve comprehensive language access, it is unrealistic to overburden the courts in phase 1.  In addition, as provided for in the description of the Plan’s timeline for phases, every recommendation in the plan should be put in place as soon as resources are available and necessary actions can be taken. Further, the plan allows for the Implementation Task Force to determine if the phase-in should be modified after further analysis.
Indigenous Language Interpreters and Community Organizations (Position = AM)	<b>Recommendation 24.</b> We strongly support the designation of a language access coordinator for each county court. It is essential that every court have a person in charge of coordinating language services. That person should be trained in the unique needs of indigenous language speakers, including the diversity of indigenous languages and how to identify the correct interpreter.	Training issues for all court staff, including language access coordinators, are addressed under Goal 6.
41 Legal Services and Community Organizations	24. [* <b>Proposed Language*</b> ] The court in each county will designate a person that serves as a language access	While every court must identify a language access coordinator, the JWG does not agree that every court



**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal III: Provide Language Access Services at all Points of Contact Outside Judicial Proceedings</b>		
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(Position = AM)	coordinator for court staff, judicial officers, and recipients of the court’s services. The person must be able to describe the court’s language access policy and know where to access the court’s multilingual written materials to disseminate them as needed. This person must also be well versed in how to use language line and other interpretation mechanisms, and in how to help facilitate an interpreter for court staff and judicial officers. This person will be designated the point person to help court staff provide interpretive services to LEP litigants at all points of contact, both inside and outside courtroom proceedings.	must define the role in the same way. However, recommendation No. 25 (former No. 24) has been revised to include additional detail.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 24*] Recommend contact information to the designated language access office be clearly posted at public facing points of contact. It is unreasonable to think there is one person who will know every service a court provides in a large court with multiple locations. Identifying a person in each branch court, and one who knows who to ask about a service, would meet the need implied by this recommendation.	It is the intent of the JWG that local courts have flexibility in determining how to best implement this recommendation and whether one centralized office is sufficient, or whether, in multi-location courts, additional designated staff is necessary.
California State Bar’s Standing Committee on the Delivery of Legal Services (Position = AM)	As acknowledged by the plan, the needs of LEP litigants extend to all points of contact. We suggest that for the sake of uniformity, Recommendation 25 be modified to give more direction to courts about which points of contact are “critical” for LEP users. For example, critical points of contact should include clerk’s offices, self-help centers, family law facilitator’s offices, and areas where information on fee waivers would be accessed. The development of written protocols or procedures by all courts will help ensure LEP litigants have language access (Recommendation 28) at all points of contact. Also, SCDLS supports the plan’s encouragement of the hiring of bilingual staff.	The JWG appreciates the suggestion and determined that additional level of detail regarding what constitutes critical points of contact for LEP court users is more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal III: Provide Language Access Services at all Points of Contact Outside Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
41 Legal Services and Community Organizations (Position = AM)	25. <b>[*Proposed Language*]</b> Courts will have qualified bilingual staff available at the clerk’s office, filing window, information counters, intake or filing offices, cashiers, records rooms, <i>pro se</i> clinics, family law facilitator and other self help centers, and other public contact locations. At least one language spoken by the bilingual staff at each public contact location will be one of the top five languages spoken in the court’s community. The minimum level of qualification for the designation of bilingual staff member should be at least Level 3 on the Interagency Language Roundtable Skill Level descriptions for Listening and Speaking. Bilingual staff members designated for use as interpreters should be able to interpret at a skill level of at least Level 3 on the ILR scale for interpretation performance. As defined on the ILR website, a Level 3 interpreter is “[a]ble to interpret consistently in the mode (simultaneous, consecutive, and sight) required by the setting, provide renditions of informal as well as some colloquial and formal speech with adequate accuracy, and normally meet unpredictable complications successfully. Can convey many nuances, cultural allusions, and idioms, though expression may not always reflect target language conventions. Adequate delivery, with pleasant voice quality. Hesitations, repetitions or corrections may be noticeable but do not hinder successful communication of the message. Can handle some specialized subject matter with preparation. Performance reflects high standards of professional conduct and ethics.”	<p>The level of detail suggested in the proposed language is more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.</p> <p>With regard to the minimum level of qualification for the designation of bilingual staff member, the JWG believes that the minimum level as currently addressed in the plan under Recommendation No. 47 is appropriate. The plan, as provided in Recommendation No. 48, also recognizes that certain points of contact may require a higher level of proficiency than the minimum recommended level. The JWG determined that additional level of detail regarding what constitutes critical points of contact for LEP court users, and the corresponding appropriate qualifications for court staff, is more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.</p>
Superior Court of Orange County,	[*Recommendation No. 25*] Recommend that the language	The JWG recognizes the challenges that the

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal III: Provide Language Access Services at all Points of Contact Outside Judicial Proceedings</b>		
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Alan Carlson, Court Executive Officer (Position = AM)	access office designee conduct a thorough walk-through of points of contact to document current practice and make recommendations as needed. It is obviously ideal to have bilingual staff at key points of contact. However, this is not practical for most courts and for the less frequently spoken languages. In a county with multiple common languages, either staff would have to be multi-lingual, or there would need to be several staff, each bilingual in a different language. Obviously, this is not possible in most courts, particularly in small courts. Other options need to be identified, either in the recommendation and called for as part of implementation.	commentator identifies, and Recommendation No. 26 (former No. 25) states that qualified bilingual staff should be provided whenever possible.
41 Legal Services and Community Organizations (Position = AM)	26. [ <b>*Proposed Language*</b> ] All court staff that engage with the public shall be responsible for identifying the need for language services. At the point of contact, the court staff shall notify the court user of their right to an interpreter and also provide him/her with brochures, instructions, or other information in the appropriate language. Court staff should also have access to language assistance tools, such as translated materials and resources, as well as multi-language glossaries. If a court user speaks a language other than English and the court staff does not speak that language, the court staff will use a language identification card to determine the court user’s primary language and particular dialect, and any other languages she/he may speak fluently. If the court staff is not able to determine the court user’s primary language, the court staff will use a telephonic interpreter service to identify the court user’s language.  In each filing window and courtroom the court must	The level of detail provided in the proposed language is more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal III: Provide Language Access Services at all Points of Contact Outside Judicial Proceedings</b>		
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	<p>prominently display “I Speak” posters. This display will give court staff the ability to easily identify the LEP individual’s language. In addition, at each location, brochures explaining language services, which list dozens of other languages, must be available allowing the LEP individual to point to their language to identify it for the court staff.</p> <p>The court should have “I Speak” cards readily available for LEP litigants to pick up at the clerk’s office. Handing them out to litigants will ensure that no matter where in the courthouse a litigant is, s/he will be able to inform court staff of the language the litigant speaks</p>	
<p>Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)</p>	<p>[*Recommendation No. 26*] In the interest of consistency and not ‘reinventing the wheel,’ the recommendation should direct the Judicial Council to develop “I speak” cards for those languages for which they do not already exist.</p>	<p>I-Speak cards exist in a large number of languages. As resources permit, the JWG envisions that the Judicial Council, per new Recommendation No. 37, will in fact provide more I-Speak card translations for local court use.</p>
<p>Indigenous Language Interpreters and Community Organizations (Position = AM)</p>	<p><b>Recommendation 27.</b> We support the recruitment of bilingual staff persons to work in the courts. However, the courts should ensure that bilingual staff, particularly indigenous language speakers, are not used to interpret in the courtroom unless they are also trained and meet the necessary requirements to serve as interpreters. Indigenous language speaking staff at other agencies are often called on to serve as interpreters even when that is not a part of their job description and they have not received adequate training to interpret. This is something that the courts must avoid.</p>	<p>Recommendation No. 28 (former No. 27) addresses bilingual staff only, in their capacity as non-interpreter court staff, to provide assistance to LEP court users in their preferred language. The requirements for provisional qualification of interpreters where no certified or registered interpreter is available, continue apply to interpreted proceedings or events.</p>
<p>41 Legal Services and Community Organizations (Position = AM)</p>	<p><b>27. [*Proposed Language*]</b> Moving forward, the court should require bilingual ability for future court hiring for all positions involving public contact. These positions should require proficiency in languages commensurate with the</p>	<p>At this time, the JWG does not deem it feasible, on a statewide level, to require courts to hire bilingual staff for all positions involving public contact.</p>

**Draft Strategic Plan for Language Access in the California Courts**

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	needs of the local communities. Courts should conduct outreach to educational providers in the community, such as local high schools, community colleges, and universities, to promote career opportunities available to bilingual individuals in the courts and thereby increase the bilingual applicant pool.	
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 27*] See issues/questions under recommendation #47 Above [*see below*]. This recommendation, and others below, seek to impose upon trial courts an obligation to promote career opportunities and develop education associated with interpreting. While there is obviously a need to increase the number of people who can provide language assistance, it is not clear that it is an appropriate role of the court to go out and develop solutions to the shortage. The courts are not expected to do that for other professions, for example, attorneys or court reporters, so it is not clear they should do so for interpreters. A more productive approach would be to ask the Judicial Council to engage with the education world to alert them to the need and provide assistance regarding programs. The recommendation implies that courts should solve the problem on their own.	The JWG feels strongly that courts have an important role to play in encouraging their community members to contribute to the court system, and to increase the pool of qualified professionals, from attorneys to court staff to court interpreters.  Courts, including judicial officers, are involved in community events to promote the judicial branch, encourage attorneys to volunteer as judges pro tem or settlement conference judges, encourage pro bono, etc. They participate in law school or local and state bar activities, and others. These are all concerted efforts by the branch to improve the administration of and access to justice.
California Rural Legal Assistance, Inc. (Position = AM)	<b>Recommendation 28: Language services outside judicial proceedings when bilingual staff are not available.</b> Recommendation 28 states that courts will develop protocols or procedures for providing language services outside judicial proceedings when bilingual staff persons are not available. This is an essential step for ensuring clerk’s office and self-help center access for indigenous language speakers, since as far as we know, no California court currently employs any bilingual indigenous language speaking staff. Recommendation 28 is currently placed in Phase II and should be moved to Phase I. Courts should start immediately outlining the procedures to be	The JWG disagrees. Currently, 47 of the 75 recommendations in the Language Access Plan are included in Phase 1. Implementation of the Plan will take a significant amount of time and resources, and, although the plan recognizes all recommendations are important to achieve comprehensive language access, it is unrealistic to overburden the courts in phase 1.  In addition, as provided for in the description of the Plan’s timeline for phases, every recommendation in this plan should be put in place as soon as resources are

**Draft Strategic Plan for Language Access in the California Courts**

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	followed for providing outside-the-courtroom access to indigenous language speakers. There is no benefit to waiting until policies for placement of bilingual staff have been developed and implemented, since current bilingual staffing will not be of assistance to indigenous language speakers.	available and necessary actions can be taken. Further, the plan allows for the Implementation Task Force to determine if the phase-in should be modified after further analysis.  Note that former No. 28 is now Recommendation No. 29.
41 Legal Services and Community Organizations (Position = AM)	<p>Recommendation 28 should be moved from Phase II to Phase I. This is a critical item that cannot wait to be implemented. The court has acknowledged that there is not sufficient bilingual staff to accommodate the vast array of languages spoken by California’s LEP population. As such, having in place a protocol on what to do when a bilingual staff is unavailable is critical.</p> <p>28. <b>[*Proposed Language*]</b> Once court staff determines the LEP language and that LEP services are needed, the court must utilize the Department of Justice’s hierarchy of language services to provide interpretive services outside the courtroom setting. In accordance with this hierarchy:</p> <ul style="list-style-type: none"> <li>- The first choice is always to use bilingual staff to provide services directly in the preferred language.</li> <li>- If bilingual staff is unavailable at a particular location, court staff from another location should be brought in to assist as a second choice.</li> <li>- While the court must strive to provide in person interpretation, the third choice is to use VRI to draw on interpreters from other courts.</li> </ul>	<p>Note that former No. 28 is now Recommendation No. 29.</p> <p>Move to Phase 1: The JWG disagrees. Currently, 47 of the 75 recommendations in the Language Access Plan are included in Phase 1. Implementation of the Plan will take a significant amount of time and resources, and, although the plan recognizes all recommendations are important to achieve comprehensive language access, it is unrealistic to overburden the courts in phase 1.</p> <p>In addition, as provided for in the description of the Plan’s timeline for phases, every recommendation in this plan should be put in place as soon as resources are available and necessary actions can be taken. Further, the plan allows for the Implementation Task Force to determine if the phase-in should be modified after further analysis.</p> <p>Proposed language: The level of detail provided in the proposed language is more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.</p>

**Draft Strategic Plan for Language Access in the California Courts**

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	<ul style="list-style-type: none"> <li>- If all the options above are exhausted, the fourth choice is to use a <i>qualified</i> volunteer.</li> <li>- Finally, if all other options are unavailable, telephonic or language line service may be used as the last resort. The minimum level of qualification for the designation of telephonic interpreter should be at least Level 3 on the Interagency Language Roundtable Skill Level descriptions for Interpretation Performance. See description in Recommendation 25.</li> </ul>	
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 28*] Recommend regular reminders and training for court staff.	Ongoing training of court staff is addressed in Recommendation No. 50.  Note that former No. 28 is now Recommendation No. 29.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 29*] Recommend building stakeholder buy-in from all represented court staff.	The JWG agrees with the commentator and recommends that courts work with appropriate staff to discuss what resources and tools may be necessary to implement the recommendations contained in the Language Access Plan.  Note that former No. 29 is now Recommendation No. 30.
41 Legal Services and Community Organizations (Position = AM)	30. [ <b>*Proposed Language*</b> ] Before implementing the use of remote interpreter services outside the courtroom through a pilot program, courts and the Judicial Council should develop a well-designed protocol, consistent with Recommendation 28, and all court staff should receive proper training. The pilot should be limited in scope and focused on a specific situation such as a self-help center, taking into consideration surrounding noise, limited space, and privacy issues.	Proposed language: The details of the pilot program recommended are more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.  Timeline: The JWG disagrees with moving Recommendation No.

**Draft Strategic Plan for Language Access in the California Courts**

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	<p>Recommendation 30 should be moved to Phase I because it will help the court draw down the excess funding. This is key to securing more funding for future access to court services including language access services.</p>	<p>31 (former No. 30) to Phase 1. Currently, 47 of the 75 recommendations in the Language Access Plan are included in Phase 1. Implementation of the Language Access Plan will take a significant amount of time and resources, and, although the plan recognizes all recommendations are important to achieve comprehensive language access, it is unrealistic to overburden the courts in phase 1.</p> <p>In addition, as provided for in the description of the Plan’s timeline for phases, every recommendation in this plan should be put in place as soon as resources are available and necessary actions can be taken. Further, the plan allows for the Implementation Task Force to determine if the phase-in should be modified after further analysis.</p>
<p>Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)</p>	<p>[*Recommendation No. 30*] This is a great idea. To the extent that the centralized bank of bilingual professionals are court employees (interpreters and bilingual staff) the court would optimize resources and reduce third party fee-for-service costs.</p>	<p>No response required.</p>
<p>41 Legal Services and Community Organizations (Position = AM)</p>	<p>31. [<b>*Proposed Language*</b>] Before initiating an inter-court pilot to utilize technology for workshops, training, or information nights, courts must develop proper protocol and training for all court staff. The pilot should not expand to cover different court services until the program can be evaluated and revised to address issues that arise.</p> <p>Recommendation 31 should be moved to Phase I because it will help the court draw down the excess funding.</p>	<p>Proposed language: The details of the pilot program recommended are more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.</p> <p>Timeline: The JWG disagrees with moving Recommendation No. 31 (former No. 30) to Phase 1. Currently, 47 of the 75 recommendations in the Language Access Plan are included in Phase 1. Implementation of the Language</p>



**Draft Strategic Plan for Language Access in the California Courts**

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		<p>Access Plan will take a significant amount of time and resources, and, although the plan recognizes all recommendations are important to achieve comprehensive language access, it is unrealistic to overburden the courts in phase 1.</p> <p>In addition, as provided for in the description of the Plan’s timeline for phases, every recommendation in this plan should be put in place as soon as resources are available and necessary actions can be taken. Further, the plan allows for the Implementation Task Force to determine if the phase-in should be modified after further analysis.</p>
41 Legal Services and Community Organizations (Position = AM)	32. <b>[*Proposed Language*]</b> Courts must ensure that court-appointed professionals, such as psychologists, mediators, social workers, and guardians, can provide linguistically accessible services. As with court staff that engage with the public, courts should prioritize hiring professionals with bilingual ability and at a minimum use qualified interpreters so LEP litigants can properly access these services to the same degree as English speakers	The JWG has revised the language of Recommendation No. 33 (former No. 32).
Superior Court of Alameda County, Leah T. Wilson, Court Executive Officer (Position = AM)	[*Recommendation No. 32*] Not clear how this recommendation can feasibly be implemented. How are courts to ensure equivalent services? By audit? Self-report?	The JWG has revised the language of Recommendation No. 33 (former No. 32).
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	<p>[*Recommendation No. 32*] Orange County does provide interpreters for psych evaluations in jail during normal work hours. If after-work hours or off-site, the evaluator is advised to hire their own interpreter.</p> <p>There have been instances where we have sent an interpreter off site or after hours – for example: When the case is in</p>	No response required.

**Draft Strategic Plan for Language Access in the California Courts**

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	<p>alternate defense and the court is paying all the fees.</p> <p>We get a lot of questions about this process as well. Recent examples include a father being evaluated during business hours, off site, with short notice. The evaluator requested a Vietnamese interpreter and one was sent.</p> <p>If a court interpreter is not provided, the evaluators sometimes have a hard time getting an interpreter. The agencies may request a full-day rate for a two hour interview. CRIS uses their best judgment in covering these requests.</p> <p>Contracting with bilingual professionals would be great, but I'm not sure it is feasible – especially with the variety of languages and the limited hours that many evaluators are available for court work.</p> <p>If CRIS is to supply interpreters during business hours to travel to an outside facility for an evaluation other than the jail, this would increase work for coordinators and more interpreters (and coordinators) could be needed. For example, the court may authorize an interpreter for any service needed (investigation, visitation or any participation in services).</p>	
<p>California Rural Legal Assistance, Inc. (Position = AM)</p>	<p><b>Recommendation 33: Use of bilingual volunteers.</b> We strongly oppose the adoption of Recommendation 33 because the use of volunteers to provide language services has a disproportionate negative effect on indigenous language speakers' access to adequate language services. Our work with indigenous interpreters and indigenous language speakers throughout California has revealed that many agencies rely heavily on "volunteer" indigenous interpreters who are most often high school students without adequate training. In addition to providing unreliable language service to indigenous</p>	<p>The JWG recognizes that volunteers are often untrained and unqualified to interpret, and that the use of unpaid interpreters can eliminate incentives for pursuit of the interpreting profession. However, the JWG is also aware that volunteers have been an invaluable resource for courts to provide services to ever-increasing numbers of court users, especially LEP court users, accessing the courts at a time when budget cuts have significantly impaired the ability of courts to meet the demand for services. Recommendation No. 34 (former No. 33) is not</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	language speakers, this practice undermines the efforts of indigenous interpreters to make a career out of professional-level interpreting. If public institutions continue to make use of unpaid indigenous interpreters, there will be no incentive for those with the necessary language skills to invest in training, and the current dearth of qualified and available indigenous interpreters will continue. Paying indigenous language interpreters fair compensation to provide language services outside the courtroom will help support the development of an indigenous interpreting profession that can provide the same level of service that speakers of Spanish and other languages already receive.	intended for volunteer interpreters in the courtroom. It is meant to address the needs at court services such as self-help centers and information kiosks that can't be fully met with existing staff. Internships can also provide an invaluable experience and exposure for would-be interpreters, court staff, and attorneys.
Indigenous Language Interpreters and Community Organizations (Position = AM)	<b>Recommendation 33.</b> We do not support this recommendation and believe it should be removed from the Plan. Volunteers should not be relied on to provide language services. Indigenous language interpreters have long been treated by many agencies and service providers as “second class interpreters,” and they are paid little or nothing for their services. The vast majority of indigenous interpreters are unable to dedicate themselves to interpreting full time (and to investing in ongoing training) in part because they receive such little pay. Allowing courts the possibility of using volunteer interpreters will have a disproportionate effect on indigenous language speakers and interpreters, because it will interfere with efforts to professionalize indigenous interpreting and make it a viable career option. Courts should not be permitted to engage indigenous interpreters (or any interpreters) without providing them fair compensation.	See response above.
41 Legal Services and Community Organizations (Position = AM)	33. [* <b>Proposed Language*</b> ] Courts should only utilize qualified bilingual volunteers when no other alternatives are available, such as bilingual staff in person, staff brought in from another location, or interpreters via	See response above. In addition, Recommendation No. 34 (former No. 33) provides for appropriate training and supervision of volunteers.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal III: Provide Language Access Services at all Points of Contact Outside Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	VRI. Before making use of any volunteers, courts must conduct careful screening/testing of qualifications and provide extensive training of potential volunteers.	
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 33*] Justice Corps volunteers and interns would be great but require that our court hire additional staff to run the program, including determining whether the volunteers are qualified. The recommendation assumes volunteers are available. It is unlikely they are available in sufficient numbers to have much impact on the total need. Moreover, it is unlikely the unions will agree to very extensive use of volunteers.	Recommendation No. 34 (former No. 33) merely proposes that courts should consider, where appropriate, the use of bilingual volunteers. Where a court does not have the resources to properly supervise and train volunteers, a supply of volunteers, or even a need for them, courts are not required to use volunteers.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 34*] If information is available on our website in different languages, then a separate language access kiosk is not necessary. As to the reference to “top five” and “5 percent or more”, see response to recommendation 35 above [*see below*].	Not all LEP court users have access to the internet and to information on the web. Additionally, many courts do not have information on their websites. Recommendation No. 35 (former No. 34) provides for pilot programs to explore a variety of information delivery mechanisms to reach LEP court users. The JWG agrees that the reference to the number of languages in which information should be provided was inconsistent and lacked clarity or statewide applicability. The plan has been modified, including a clear standard definition of applicable language threshold, to ensure a consistent approach pending further research by the Implementation Task Force.
Superior Court of Placer County, Jake Chatters, Court Executive Officer (Position = AM)	Recommendation 35 (page 51) – The Working Group recommends providing information on language access services in the top five languages used in the County and any language that is spoke by more than 5% of the County. We would suggest rewording this recommendation to match the language used in Recommendations 39 and 42 (“court community’s top five languages or, if more appropriate, into any languages spoken by 5 percent or more of the population served by the	Former Recommendation No. 35 has been deleted and incorporated into Recommendation No. 5. The JWG agrees, however, that the reference to the number of languages in which information should be provided was inconsistent and lacked clarity or statewide applicability. The plan has been modified, including a clear standard definition of applicable language threshold, to ensure a consistent approach pending further research by the

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal III: Provide Language Access Services at all Points of Contact Outside Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	court. At the minimum, all such materials should be available in English and Spanish.”).	Implementation Task Force.
41 Legal Services and Community Organizations (Position = AM)	<p>35. [<b>*Proposed Language*</b>] Courts must provide notice of the availability of language access services and related language access policies at all points of contact with the court in English, the top five languages spoken in that court’s county, and, if applicable, in every other language spoken by either five percent or more of the county’s population or 500 persons or more in a specific courthouse’s service area.</p> <p>Courts must provide visible signage indicating the litigant’s right to language services. This should be placed in all public areas and in each courtroom. Courts must post signs throughout the court that indicate “the court serves all people. It does not matter where you were born or what language you speak.”</p> <p>For each notice the court sends out to litigants, the court must include language that indicates the court’s obligation to provide free interpretation services. The notice should also include the LEP coordinator’s number as well as the LEP specific call-in numbers (described below).</p> <p>35.1(<i>new</i>) All bilingual staff must be tested through a standardized process before being instructed to utilize their language skills with court users. Such testing should include various levels designating oral and written proficiency. Staff shall be compensated accordingly with corresponding pay differentials. Utilization of language skills shall be made part of all job duties for staff with public contact.</p> <p>Qualified bilingual staff shall be designated on the court-wide phone list to be called upon to assist in appropriate situations. Guidelines and protocols shall be developed and trainings</p>	<p>Former Recommendation No. 35 has been deleted and incorporated into Recommendation No. 5.</p> <p>Translation: With regard to the applicable language threshold for translation of notices, the plan has been modified, including a clear standard definition to ensure a consistent approach pending further research by the Implementation Task Force.</p> <p>Signage: Addressed in Recommendation No. 42 (former No. 41).</p> <p>Content of the notice: The content proposed beyond what is already included in the plan is more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.</p> <p>Timeline: Recommendation No. 5, which incorporates former No. 35, has been moved to Phase 1.</p> <p>New proposed recommendation: The JWG believes the proposed recommendation is not necessary. Recommendations Nos. 47 and 48 address the standardization of qualifications, testing, and training of bilingual staff.</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal III: Provide Language Access Services at all Points of Contact Outside Judicial Proceedings</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>provided to all staff.</p> <p>All bilingual staff shall be required to attend regular trainings regarding how to appropriately utilize their language skills with court users. The Office of Language Access shall develop standardized training curriculum and language resources, such as glossaries and other language-specific resources</p> <p>Recommendation 35 should be moved to Phase I because it is urgent and easy to implement but will have a tremendous impact on LEP litigants. For too long, litigants have been denied interpretive services. For this reason, it is key that litigants be properly informed of the courts’ language access services in order for LEP individuals to have true meaningful access to the courts. Additionally, Recommendation 35 is directly related to Recommendation 5.</p>	
<p>Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)</p>	<p>[*Recommendation No. 35*] The reference to “top five” and “5 percent or more” seems overbroad. It is unclear whether the “top five” would include a language which is spoken by under 1% of the population in some counties. Maybe better to have one standard, such as any language spoken by more than 10%, or some reasonable level based on actual experience in counties. For example, the top five language requests in Orange in 2013 in criminal/traffic cases were:</p> <ul style="list-style-type: none"> <li>• Spanish 82.4%</li> <li>• Vietnamese 9.6%</li> <li>• Korean 1.9%</li> <li>• Farsi 0.8%</li> <li>• Mandarin 0.7%</li> </ul> <p>Only the top two languages involved more than 5% of need</p>	<p>Former Recommendation No. 35 has been deleted and incorporated into Recommendation No. 5. The JWG agrees, however, that the reference to the number of languages in which information should be provided was inconsistent and lacked clarity or statewide applicability. The plan has been modified, including a clear standard definition of applicable language threshold, to ensure a consistent approach pending further research by the Implementation Task Force.</p>

SP14-05

**Draft Strategic Plan for Language Access in the California Courts**

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	<p>(a better measure than population), so preparing materials for the very low usage may not be cost effective, and might be better handled some other way.</p> <p>Additional efforts will be required to comply with this depending on the final recommendation.</p>	

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal IV: Provide High Quality Multi-Lingual Translation and Signage</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
Diana Barahona, Court Interpreter, California Federation of Interpreters (Position = N)	Regarding #36, Establishment of Translation Committee: The courts already employ many qualified translators on a full-time basis. To save money, I propose that the Translation Committee take advantage of this fact and request that qualified court interpreters volunteer to translate forms and signage into other languages.	The committee appreciates the recommendation that the translation committee (name TBD) should utilize court interpreter volunteers to translate forms and signage into other languages to save money. The translation committee will maximize existing resources at the local court level to secure quality translation of materials to other languages, and will secure additional resources where necessary to ensure expediency, quality control and standardization.
Sue Alexander, Commissioner, Superior Court of Alameda County (Position = AM)	[*Recommendations No. 36 and 61*] Advisory Committees – 2 advisory committees are recommended – Implementation and Translation. Is the intent for these to be free standing advisory committees or sub committees of existing advisory committees and are they time limited or ongoing?	Recommendation No. 60 (former No. 61) states the Judicial Council will create a Language Access Implementation Task Force, which includes representatives of major stakeholders. The translation committee is likely to be ongoing.
Indigenous Language Interpreters and Community Organizations (Position = AM)	<b>Recommendation 36.</b> The development of glossaries should not be limited to certified languages, but should include indigenous languages as well, as these can serve as important training tools and reference materials for indigenous language interpreters.	The JWG agrees that glossaries can serve as important training tools and reference materials for all interpreters, in all languages. However, the development of glossaries requires significant resources and the JWG believes it is critical to target all certified languages first. The JWG will relay this comment to the Implementation Task Force for further study and evaluation regarding inclusion of other glossaries in the future.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 36*] Orange County already has a protocol for local translations. The translators are qualified court interpreter employees who receive premium pay for translating per the MOU. For larger jobs, an outside vendor is used.	No response required.
Indigenous Language Interpreters and Community Organizations (Position = AM)	<b>Recommendation 37.</b> In addition to creating and sharing informational and educational materials in writing, the courts should also develop and share informational and educational	The JWG appreciates this comment and the need in indigenous communities for information in formats other than writing. The creation of videos is expensive



**Draft Strategic Plan for Language Access in the California Courts**

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	videos in indigenous languages because, as noted above, written materials will not meet the needs of most low-literacy indigenous language speakers.	and time-consuming, so Recommendation No. 18 (Former No. 15) focuses on the state’s 8 top languages and additional languages by captioning, which does not address the concern of indigenous language speakers. The JWG will submit this comment to the Implementation Task Force for further research into feasibility.
Sue Alexander, Commissioner, Superior Court of Alameda County (Position = AM)	Translations – There are several places that reference either the top 5 languages or languages spoken by 5% or more of the population. Is the intent to do whichever is greater? Some places say, whichever “is appropriate” (Recommendation 38) and others say “at least” (Recommendation 42). For example, if the top 5 languages total 40% of the population but there are 2 additional languages that more than 5% of the population speak, should the translations be done in all 7 languages? If there are no languages other than English that are spoken by 5% of the population, are translations done in the top 5 languages? If done at the state level, this is probably a non-issue since most common languages will be either the top 5 or 5% of some court’s population.	The JWG agrees that the reference to the number of languages in which information should be provided was inconsistent and lacked clarity or statewide applicability. The plan has been modified, including a clear standard definition of applicable language threshold, to ensure a consistent approach pending further research by the Implementation Task Force.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 38*] Determine where this has been done, and what signs may need to have created. Do signs need to be approved by Facilities? How often should the signs/languages be reviewed? The top five can change from year to year? Signs coming out of Facilities budget? As to the reference to “top five” and “5 percent or more”, see response to recommendation 35 above.	The questions posed by the commentator are more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.  See response to former Recommendation No. 35 above re. the reference to the language thresholds for translation.
Superior Court of Placer County,	Recommendation 39 (page 57) – The Working Group	The JWG appreciates the suggestion and the challenges

**Draft Strategic Plan for Language Access in the California Courts**

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Jake Chatters, Court Executive Officer (Position = AM)	recommends providing sight and written translation of orders in all situations. We would suggest dividing this recommendation into one for sight translation and a second for written translation to better support implementation efforts. Striving to provide sight translation as part of Phase II of your implementation plan is a reasonable, if challenging, goal. As indicated in your Strategic Plan, the written translation of documents is substantially more complicated and therefore, may be more appropriately slated for Phase III.	that may be posed by Recommendation No. 40 (former No. 39), in particular the provision of written translations. However, as written, the recommendation merely provides a consideration of providing written translations. The minimum standard recommended addresses existing translations of Judicial Council forms that should not add to the courts' burden.
Sue Alexander, Commissioner, Superior Court of Alameda County (Position = AM)	[*Recommendation No. not stated; seems to relate to No. 39*] Include having the Judicial Council Staff develop cards in all 147 languages that state that the matter is being continued to request an interpreter and the continuance date, and, until interpreters are available in all subject areas, if the litigant is to bring someone, who is appropriate to act as an interpreter. In many cases the litigant can't even understand when they are to return when the matter is continued to obtain an interpreter.	The detail suggested is more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 39*] Sight translation is provided. Providing written translations of court orders would be labor intensive, requires a translator rather than an interpreter, and cannot generally be a generic form since court orders vary from person to person. Most Judicial Council forms do not have a translated version. See #36 above – would these forms fall under Judicial Council translation? If it's a Judicial Council form, then shouldn't the Judicial Council translate it?	The JWG appreciates the challenges that may be posed by Recommendation No. 40 (former No. 39), in particular the provision of written translations. However, as written, the recommendation merely provides a consideration of providing written translations. The minimum standard recommended addresses existing translations of Judicial Council forms that should not add to the courts' burden.
California State Bar's Standing Committee on the Delivery of Legal Services (Position = AM)	We support the plan's recommendation for the multilanguage translation of critical Judicial Council forms and the development of signage to help LEP litigants physically navigate the courts. SCDLS suggests that the plan create a timeline for translation of crucial forms. We also suggest that the signage be translated as soon as practical for language access resources already being provided by courts.	The detail suggested is more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.  Former Recommendation No. 42 has been deleted and incorporated into Recommendation No. 5.

**Draft Strategic Plan for Language Access in the California Courts**

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	Recommendation 42 should also be implemented for all language services already provided by courts.	
41 Legal Services and Community Organizations (Position = AM)	<p>We agree that the LAP should include the creation of the Translation Advisory Committee in Phase I of the implementation plan. However, given the necessity of informing court users of both their right to language access services and the information needed to obtain such services, such recommendations must absolutely be included in Phase I and not Phase II.</p> <p>This is especially true where the creation of a multi-lingual “tagline” has already been used in local courts.</p> <p>Furthermore, the creation of the Translation Advisory Committee and the statewide coordination of the multilingual translation of court forms and signage explaining court services, forms that implicate a litigant’s rights, duties, or privileges to their civil case, or forms explaining the availability of free language services must be provided <b>immediately</b> and not in Phase II as currently outlined.</p> <p>Below is proposed language to modify or replace the existing language in the LAP’s recommendations for Goal IV.</p> <p>39. Courts will provide sight translation of court orders and <i>must</i> provide written translation of an order to LEP litigants when the LEP litigant’s language is a language spoken by either at least five percent or more of the county’s population or at least 500 persons in a specific courthouse’s service area. Where the Judicial Council has already provided a translated version of any court form in a litigant’s preferred language (e.g. on the California Courts website), the court must provide that translated version of that form</p>	<p>Recommendation No. 36 is in Phase 1.</p> <p>Proposed language for Recommendation No. 40 (former No. 39): The detail suggested is more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.</p> <p>Proposed new recommendation: The detail suggested is more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.</p>

**Draft Strategic Plan for Language Access in the California Courts**

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	<p>to the LEP litigant <i>even if</i> the litigant’s language is not one covered under the five percent or 500 persons threshold.</p> <p>39.1(<i>new</i>) Courts must identify a process by which to handle the submission of non-English forms submitted by LEP litigants. Courts must not outright reject such forms without providing alternative processes by which an LEP litigant can submit forms either in English or non-English language.</p>	
<p>Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)</p>	<p>[*Recommendation No. 40*] Other than signage, I’m not sure what this means.</p>	<p>Recommendation No. 41 (former No. 40) addresses the redesign of courthouses to be more intuitive for court users, including LEP persons, to diminish the need for and reliance upon signage and maps for wayfinding.</p>
<p>Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)</p>	<p>[*Recommendation No. 42*] See #38 above</p> <p>Determine where this has been done, and what signs may need to be created.</p> <p>Do signs need to be approved by Facilities? How often should the signs/languages be reviewed?</p> <p>The top five can change from year to year? Signs coming out of Facilities budget?</p> <p>As to the reference to “top five” and “5 percent or more”, see response to recommendation 35 above.</p>	<p>The questions posed are more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.</p> <p>Re. the language threshold comment, see response to former Recommendation No. 35 above.</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal V: Expand High Quality Language Access Through the Recruitment and Training of Language Access Providers</b>		
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Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*From p. 61*] The notion that an “agreed-upon glossary of terms” can be developed is quite idealistic. One of the roles of the appellate courts is to tell us what terms mean when there is a disagreement. It might be more realistic to develop a glossary which indicates the different terms people might use in English and in another language, and what the differences in nuances are. It is not unusual to have interpreters disagree about which term to use, especially where there is no comparable word or concept in another language and culture.	By “an agreed-upon glossary of terms,” the JWG intends to include proposing different terms that may appropriately be used, and did not mean to imply that every term would have only one adequate translation.
California Rural Legal Assistance, Inc. (Position = AM)	<p><b>Recommendation 43: Standards for qualification of interpreters.</b> The Plan states that existing standards for qualifying court interpreters will remain in effect and will be regularly reviewed by the Court Interpreters Advisory Panel (CIAP). While current standards may be adequate to ensure the competency of interpreters in certified languages, indigenous language interpretation, for which there are no certification exams, is lacking any meaningful quality control. The fact that many indigenous language interpreters are only fluent in an indigenous language and Spanish (not English) creates additional challenges for ensuring high quality indigenous language interpreting. The majority of indigenous interpreters in the courts are not fluent enough in English to pass the oral proficiency exam required to become registered, and judges are ill-equipped to determine indigenous interpreters’ competency under the existing provisional qualification rules.</p> <p>The Judicial Council, the courts, and the CIAP should confront these challenges through collaboration with indigenous language interpreters. The Plan should direct the Judicial Council and the CIAP to form a special advisory committee or working group, including indigenous language interpreters and representatives of indigenous interpreter organizations, tasked</p>	The JWG appreciates the perspective presented and agrees that there are particular challenges presented regarding the quality of interpreters for languages for which there is no certification or registration offered, as well as for relay interpreters. The suggestions proposed, however, are more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.

**Draft Strategic Plan for Language Access in the California Courts**

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	with the development of qualification standards for indigenous language interpreters in the courts. A collaboration among CRLA, the Legal Aid Association of California, and the Ventura and Santa Barbara County Superior Courts has already resulted in two highly productive meetings with interpreters and indigenous community organizations to discuss indigenous language access in the courts; this group could form the basis of such a working group or committee.	
Indigenous Language Interpreters and Community Organizations (Position = AM)	<b>Recommendation 43.</b> We agree that it is important for the courts to ensure that interpreters are qualified and competent. However, the courts and the Court Interpreters Advisory Panel (CIAP) must also consider the unique challenges in determining the qualifications and competency of indigenous language interpreters (for example, the wide variety of regional differences within languages, the lack of standardized written versions of indigenous languages, and the fact that many indigenous interpreters are not fluent in English and must work together in relay with Spanish-English interpreters). The Plan should require that the CIAP include as a member at least one indigenous language interpreter, and ideally, one for each of the major indigenous languages spoken in California. The indigenous language interpreters on the CIAP should consult with other indigenous interpreters, including the organizations collaborating on these comments, to gain insight and provide accurate representation. With the support and input of these interpreters and organizations, the CIAP should develop standards for qualifying indigenous language interpreters, both those who interpret from their indigenous language directly to English as well as those who interpret from their indigenous language to Spanish.	The JWG appreciates the perspective presented and agrees that there are particular challenges presented regarding the quality of interpreters for languages for which there is no certification or registration offered, as well as for relay interpreters. The suggestions proposed, however, are more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.
41 Legal Services and Community Organizations	43. [ <b>*Proposed Language*</b> ] Courts and the Judicial Council should provide training and mentoring programs to prepare	The JWG appreciates the particular challenges presented regarding the quality of relay interpreters. The proposed

**Draft Strategic Plan for Language Access in the California Courts**

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(Position = AM)	<p>relay interpreters to meet the standards established. Many relay interpreters lack formal education and training and may require assistance in the form of ethics and other trainings and reference materials in the intermediate language.</p> <p>Courts should ensure that interpreters are competent in the language(s) in which they interpret. In addition to the existing standards for qualification, courts should establish a comprehensive system for credentialing or registering relay interpreters that includes prescreening, ethics training, an orientation program, continuing education, and a system to voir dire language services providers' qualifications in all settings for which they are used.</p>	<p>language, however, is more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.</p>
<p>Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)</p>	<p>[*Recommendation No. 43*]The Judicial Council should continue to oversee qualifying interpreters. Additionally, recommend that the Judicial Council background check and fingerprint all certified/registered interpreters to relieve each trial court of the cost, and also the interpreter of having to repeat the process in each court where they work. Often, contractors are used in multiple counties and each county conducts and pays for a background check. Also, recommend that the Judicial Council provide some sort of oversight for continuing certification that ensures that interpreters are still qualified.</p>	<p>The JWG appreciates the comment. This comment will be forwarded to the Implementation Task Force and/or the Court Interpreters Advisory Panel (CIAP) for further review.</p>
<p>Indigenous Language Interpreters and Community Organizations (Position = AM)</p>	<p><b>Recommendations 44 – 46.</b> It is essential for the court system to invest in training for indigenous language interpreters, and the Plan should include a specific mandate to do so. The vast majority of indigenous language interpreters only interpret occasionally and are unable, because of the expense of training, the lack of work (though not necessarily the lack of need for their services), and poor pay, to sustain a career as interpreters. Providing high-quality free or low-cost training is the first step</p>	<p>The JWG appreciates the perspective presented and agrees that there are particular challenges presented regarding the quality of interpreters for languages for which there is no certification or registration offered, as well as for relay interpreters. The suggestions proposed, however, are more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.</p>

**Draft Strategic Plan for Language Access in the California Courts**

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	toward creating a more qualified and readily available group of indigenous interpreters. The Plan should direct the Judicial Council to collaborate with existing indigenous interpreters and interpreter organizations to develop a comprehensive free or low-cost interpreter training program to ensure there are sufficient qualified interpreters to meet the needs of currently underserved indigenous language speaking populations.	Re. directing the Judicial Council to collaborate with existing indigenous interpreters and interpreter organizations, Recommendation No. 45 already addresses such partnerships, and internship and mentorship opportunities with interpreter organizations.
California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair (Position = AM)	<p>[*Recommendation No. 45*] Mentoring programs are recommended in the plan as a recruitment method (recommendation 45). CFI agrees that mentoring programs should be implemented as a training and recruitment tool for individuals seriously preparing for certification and a career in interpreting. Participants should be selected and screened based on standardized criteria. They should receive formal training, and should have opportunities for observation and increasing levels of practice with careful supervision and feedback. Mentoring programs should not be used to fill basic language access needs in the court system or as a source of free labor. Language access services need to be of predictable quality and regularly available; mentoring and volunteer programs are not suited to provide the necessary level of reliability and service.</p> <p>In our experience, courts have not implemented appropriate training programs, but instead have sought to put “interns” to work as free labor covering in-court proceedings in civil matters, without appropriate training, mentoring and supervision by a certified interpreter. We are receptive to working with the courts to establish appropriate mentoring programs with the features described above, for the purpose of increasing the ability of prospective interpreters to become certified and increase the pool of qualified interpreters.</p>	The JWG appreciates the comment and the suggestion by CFI to collaborate with courts regarding mentoring programs.



**Draft Strategic Plan for Language Access in the California Courts**

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<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
41 Legal Services and Community Organizations (Position = AM)	45. <b>[*Proposed Language*]</b> The Judicial Council and the courts should work with interpreter organizations and educational providers (including community colleges and state universities) to examine ways to better prepare prospective interpreters to pass the credentialing exam. Once these strategies have been identified, the courts and Judicial Council will allocate the necessary resources to implementing the strategies. The Judicial Council and courts will: <ul style="list-style-type: none"> <li>- Create and make available standardized training materials to prepare individuals for the qualification exams.</li> <li>- Partner with community organizations and education providers to develop exam preparation courses/tests.</li> <li>- Create internship and mentorship opportunities in the courts and in related legal settings (such as work with legal services providers or other legal professionals) to help train and prepare prospective interpreters in all legal areas.</li> </ul>	The JWG believes existing Recommendations Nos. 45 and 46 already address the proposed language.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	<b>[*Recommendation No.45*]</b> This is a good idea, but courts must consider the following: 1) Interns may not be allowed by union contracts, especially if the union feels that everything is unit work; 2) Time to oversee, schedule, background check, and provide feedback may become too labor intensive, especially in courts with staff reductions; and 3) If the court chooses to do background checks, there is a fee.	No response required.
California State Bar’s Standing Committee on the Delivery of Legal Services (Position = AM)	<b>[*Recommendations 45 and 46*]</b> SCDLS commends the courts and the Judicial Council’s commitment to recruit and train language access providers and to support the development of proficiency standards to ensure that language services are high quality. SCDLS agrees that both recruiting and training prospective interpreters are essential to help fulfill the demand for increased numbers of high quality interpreters in the years to come as the Language Access plan is implemented. We also	The JWG appreciates the support regarding these recommendations and suggestions proposed. However, the JWG believes the proposed additions are more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal V: Expand High Quality Language Access Through the Recruitment and Training of Language Access Providers</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>support Recommendation 45, which acknowledges the importance of courts and community partners to work together to examine strategies to help prospective interpreters pass the credentialing exam. However, beyond developing initial strategies, this recommendation does not address specifically how the courts and the Judicial Council can work with these partners, or the roles they should play to effectively carry out the strategies to ensure that prospective interpreters are able to prepare for and pass the credentialing exam. Furthermore, Recommendation 46, which generally encourages collaboration, does not specify how the Judicial Council and interpreter groups should collaborate to develop trainings for interpreters who interpret in civil cases and remotely. Recommendations 45 and 46 would be improved by including an actual action plan or process that will help ensure that the recommendations result in positive changes in the future. SCDSL feels that having a pre-determined structure (perhaps involving an official subcommittee, working group, development of court supported pilot projects or training programs) to institute the collaborated strategies on a statewide level would help with these efforts. Beyond collaboration, the recommendations should require the Judicial Council, courts and interested partners to develop specific project goals, objectives, activities, and perhaps an evaluation plan to help further improve and increase the number of highly trained and certified interpreters that are physically and remotely available to LEPs in California.</p>	
<p>California Rural Legal Assistance, Inc. (Position = AM)</p>	<p><b>Recommendations 45 and 46: Training for prospective interpreters to pass credentialing exams, interpret in civil cases, and interpret remotely.</b> Any standards developed for qualifying indigenous language interpreters should be supported by training programs that will ensure enough indigenous interpreters are able to meet those standards.</p>	<p>The JWG appreciates the perspective presented. The suggestions proposed, however, are more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal V: Expand High Quality Language Access Through the Recruitment and Training of Language Access Providers</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	Recommendations 45 and 46 suggest that the Judicial Council collaborate with educational institutions and interpreter organizations to better prepare prospective interpreters to pass the credentialing exam and provide interpretation in civil cases and via remote technology. The Plan must do more than suggest collaboration, particularly with respect to meeting the training needs of indigenous language interpreters. It should call for the development of concrete training programs to train a reliable, qualified supply of interpreters in underserved languages, including indigenous languages. The same indigenous interpreter advisory committee or working group mentioned in our comments on Recommendation 43 could assist the Judicial Council in developing and implementing a training plan for indigenous interpreters to prepare them to meet whatever credentialing standards are put in place.	
41 Legal Services and Community Organizations (Position = AM)	46. [*Proposed Language*] The Judicial Council should collaborate with interpreter organizations and educational groups to create training programs for those who will be interpreting in civil cases and those who will be providing remote interpreting. The goal of this collaboration will be to produce effective, standardized training materials for current and future interpreters working with civil cases and remote interpreting technologies. Trainings should incorporate: - Reference materials containing standardized explanations of legal terminology and court procedures for civil cases - Remote interpreting trainings should educate current and future interpreters on effectively providing quality interpretation using technology.	The JWG believes that Recommendation No. 46 is sufficient as written and other recommendations already incorporate the suggested language. Any further detail regarding these collaborative efforts is more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 46*] Recommend the Judicial Council Video Broadcasts be expanded and other instructor led training be developed to cover the various topics related to all case types.	The suggestion proposed is more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal V: Expand High Quality Language Access Through the Recruitment and Training of Language Access Providers</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
41 Legal Services and Community Organizations (Position = AM)	47. [ <b>*Proposed Language*</b> ] At a minimum, courts should require bilingual staff to possess a Superior proficiency level. Speakers with Superior proficiency are capable of assisting LEP speakers at access points that Intermediate Mid speakers are not. The LAP should require courts hire and retain a minimum number of staff with Superior proficiency in the languages most frequently encountered in the court's service area.	With regard to the minimum level of qualification for the designation of bilingual staff members, the JWG believes that the minimum level as currently addressed in the plan under Recommendation No. 47 is appropriate. The plan, as provided in Recommendation No. 48, also recognizes that certain points of contact such as self-help centers and information windows will require a higher level of proficiency than the minimum recommended Recommendation No. 47.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	<p>[*Recommendation No. 47*] A bilingual standard is desirable, however, there is a cost of \$165 to take the Oral Proficiency Exam, as well as time involved. Will employees asking for bilingual pay be required to take the exam? Who will pay for it? If the court required the current 155 employees who receive bilingual pay take the test, it would cost \$25,575.00. Do the employees go to the test center on our time or theirs? During a discussion at the Judicial Council it was thought that if the employees wanted the premium pay, they would do this on their own time and be required to pay. Would this discourage staff from asking for the premium pay and using their bilingual skills?</p> <p>Recommend the AOC determine a less expensive method of qualifying bilingual staff who will not be used in courtrooms.</p> <p>Recommend a higher level of proficiency be required for paralegals.</p>	<p>The questions posed are more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.</p> <p>Re. higher level of proficiency for paralegals: The plan, as provided in Recommendation No. 48, also recognizes that certain points of contact such as self-help centers and information windows will require a higher level of proficiency than the minimum recommended Recommendation No. 47.</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal V: Expand High Quality Language Access Through the Recruitment and Training of Language Access Providers</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	Recommend trial courts check the local county HR to see if there is a less expensive method - piggy back.	
41 Legal Services and Community Organizations (Position = AM)	48. <b>[*Proposed Language*]</b> Courts must ensure that the staff member at the point of contact possesses the language proficiency designated by the Judicial Council. This should be done in a standardized format, such as requiring staff members claiming to be bilingual take the OPE.	The JWG believes existing Recommendations No. 47 and 48 adequately address the goals behind the proposed language.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	<b>[*Recommendation No. 48*]</b> On-line training is great. However, Judicial Council needs to keep in mind the length of training as it will pull critical staff from operations.	No response required.
41 Legal Services and Community Organizations (Position = AM)	49. <b>[*Proposed Language*]</b> The Judicial Council staff will work with educational providers, community-based organizations, and interpreter organizations to identify recruitment strategies to encourage bilingual individuals to pursue the interpreting profession or employment opportunities in the courts as bilingual staff. This includes identifying bilingual individuals and tailoring programs to fit their needs. Once these strategies have been identified, the Judicial Council will dedicate the resources necessary to implementing them.  Courts and the Judicial Council must implement an accountability mechanism to assess annual recruitment and retention. Action items as part of this recommendation include: - The Judicial Council will build coalitions with community organizations, local colleges and training centers to provide outreach on careers within the court system requiring language skills. The Judicial Council should work with career centers, attend job fairs, and develop an online presence, as well as other media strategies to promote opportunities. - The Judicial Council will implement mentor programs and training programs for individuals interested in becoming	The level of detail suggested in the proposed language is more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>interpreters or working for the courts.</p> <p>- The Judicial Council will make the certification and examination process more accessible by offering scholarships or other assistance to prospective interpreters and bilingual staff who speak underserved languages.</p>	
<p>41 Legal Services and Community Organizations (Position = AM)</p>	<p>All of Section V’s recommendations, except for recommendation 49 on recruitment, are in the first phase and should remain there. Parts of Recommendation 49, such as building relationships with community networks, should occur immediately to ensure a qualified resource pool of future bilingual staff and interpreters. However, this is partially accounted for in Recommendation 45 on training. Additionally, several recommendations must be implemented if a serious recruitment initiative is to be effective, so it is less urgent to move recruitment to Phase I.</p>	<p>No response required.</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal VI: Provide Judicial Branch Training on Language Access Policies and Procedures</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
<p>California Commission on Access to Justice, Hon. Ronald B. Robie, Chair (Position = AM)</p>	<ul style="list-style-type: none"> <li>• <b>Staff training on language access policies and procedures is critical.</b> The Commission applauds Recommendation 50, regarding training court staff, administrators and bench officers to provide consistent, effective, and culturally competent language access services. In <i>Language Barriers</i>, the Commission recommended this type of training to give court staff the skills to determine what language assistance is needed, and what level of interpreter is capable of providing adequate service under the circumstances. The report further recommended that staff be provided with training in cultural differences because litigants from other countries may bring different political and cultural norms and perceptions that can affect courtroom communication. The report highlights the importance of adequate training because court staff without knowledge of the potential problems posed by cultural differences could inadvertently act or fail to act in ways that could prejudice the interests of litigants.</li> </ul>	<p>No response required.</p>
<p>California Rural Legal Assistance, Inc. (Position = AM)</p>	<p><b>Recommendation 50:</b> Recommendation 50 should include training for judicial officers and court staff on how to best identify the language needs of indigenous language speaking court users. As we have previously mentioned, the diversity of regional variations within indigenous language groups often leads to an individual being provided an interpreter whom he or she does not understand, and indigenous language speakers are often erroneously provided interpretation in Spanish. The Plan should state that the Judicial Council will consult with indigenous interpreters and community groups (possibly the group mentioned above in comments on Recommendations 43, 45 and 46) to develop protocols for identifying indigenous languages (i.e. what questions court staff must ask in order to</p>	<p>The specific detail of what will be included in the curricula for all training of court staff and judicial officers is more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal VI: Provide Judicial Branch Training on Language Access Policies and Procedures</b>		
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	determine the language and regional variant spoken by an indigenous court user) and ensuring the correct interpreter is provided. The plan should require that court staff be trained in these protocols and provided continually updated information on the indigenous interpreter resources available to them.	
Superior Court of Fresno County, Sheran L. Morton, Court Executive Officer (Position = AM)	<p><b>Phase I – 50. Judicial Branch training regarding language access plan. Recommendation: Modify the second bullet to read, “Review the Professional Standards and Ethics for California Court Interpreters, Fifth Edition, May 2013.”</b></p> <p>The second bullet of this section currently reads: “The interpreter’s ‘ethical duty to clarify issues’ during interpretation and to report impediments to performance.</p> <p>It is unclear what the interpreter’s ‘ethical duty to clarify issues’ really means. California Rules of Court Rule 2.890 sets forth the requirements for the professional conduct for interpreters. Additionally, the <i>Professional Standards and Ethics for California Court Interpreters</i>, Fifth Edition, May 2013 goes into depth regarding the appropriate role of the interpreter. As the staff of the Judicial Council develop curricula for statewide and regional training, in addition to resource materials both the court and the interpreters need one document to specify the expectations so everyone has a chance for success.</p> <p>This also ties back to the critical need as currently set forth in <b>Phase III number 64, Complaints regarding court interpreters</b>, and the need for evaluations. Everyone needs to know and understand the expectations to allow us to reach our goal for fair and consistent service for LEP court users.</p>	Recommendation No. 43 already addresses the ongoing review by the Court Interpreters Advisory Panel of all existing standards for court interpreters.
Indigenous Language Interpreters and Community Organizations	<b>Recommendation 50.</b> The Plan should state that training for judges and court staff will include cultural sensitivity and	Recommendation No. 50 already addresses, in the last bullet point, training on cultural competence for all court



**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal VI: Provide Judicial Branch Training on Language Access Policies and Procedures</b>		
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(Position = AM)	competency training for working with indigenous court users. As stated above in Recommendation 1, this should also include training for court staff in how to properly identify indigenous languages and find the correct interpreter match. Spanish-English court interpreters should also receive this training as part of their continuing education requirements, because they are often in a position to recognize when an indigenous language speaker has been erroneously provided with Spanish interpretation. Mandated cultural sensitivity training for Spanish interpreters will also assist them to better cooperate with indigenous interpreters in relay interpreting settings, where some understanding of indigenous cultural norms, formal education levels, and linguistic differences would allow for better quality relay interpretation.	staff and judicial officers. With regard to the other additions proposed, the specific detail of what will be included in the curricula for all training of court staff and judicial officers is more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.
California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair (Position = AM)	Recommendation 50. We recommend adding a bullet point to this description of what training should include, as follows: • The interpreter’s need for basic information, preparation time, and pre-appearance interviews in some proceedings such as trials and other evidentiary hearings.	Recommendation No. 50 has been revised to include more detail regarding working with interpreters. Any detail of what should be included in training curricula beyond what is already in the recommendation is more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.
41 Legal Services and Community Organizations (Position = AM)	50. [*Proposed Language*] Judicial officers, court administrators, court staff, and court-appointed professionals will receive systematic training regarding the requirements and mandates under state and federal law, the judicial branch’s language access polices and requirements as delineated in California’s LAP, as well as the policies and procedures of their individual courts. Courts will schedule such trainings at regular intervals, at least every two years, and incorporate this information into written materials available to all staff and reviewed with new hires. Courts must also schedule additional trainings when policies are updated or changed. Each court’s	The specific detail of what will be included in the curricula for all training of court staff and judicial officers, as well as timelines for trainings and reporting by courts of designated training, are more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.

**Draft Strategic Plan for Language Access in the California Courts**

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	<p>designated trainings coordinator must report to the state office the following information: (a) number of trainings their staff attended; (b) who led the trainings; and (c) materials reviewed at such trainings.</p> <p>At a minimum, the mandatory training topic areas include:</p> <ul style="list-style-type: none"> <li>- Background on language access issues, including review of legal requirements, mandates and policies</li> <li>- Review of California’s LAP</li> <li>- Processes for identifying LEP court users and for identifying the language spoken (including for indigenous and other languages with high degrees of regional variation)</li> <li>- Language access services available to LEP litigants, including technological assistance (interpreters, bilingual staff, translated materials, websites, VRI, headphones, kiosks)</li> <li>- Processes for appointment of interpreters and methods for verifying interpreter’s credentials</li> <li>- Role of interpreters inside and outside the courtroom</li> <li>- Interpreter code of ethics, including duty to clarify issues during interpretation and to report impediments to performance</li> <li>- Legal services and community-based organizations that court staff can refer to for more information on how to better serve LEP individuals</li> <li>- Cultural competency and awareness trainings on working with specific populations</li> <li>- How to work effectively with interpreters</li> <li>- (For judicial officers) Optimal methods for managing court proceedings involving interpreters, including the challenges of interpreter fatigue and the need to control rapid rates of speech and dialogue</li> <li>- (For qualified, non-certified bilingual court staff) How to work as an interpreter</li> </ul>	

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal VI: Provide Judicial Branch Training on Language Access Policies and Procedures</b>		
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	<ul style="list-style-type: none"> <li>- Available technologies and minimal technical and operational standards for providing remote interpreting</li> <li>- Role of the court’s language access coordinator</li> </ul>	
<p>Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)</p>	<p>[*Recommendation No. 50*] Recommend each trial court develop a communication plan for ensuring that the language access plan and policies are widely disseminated and appropriately applied.</p> <p>Local Orange County Interpreter Information Sheet distributed to judicial officers and court clerks, Spring 2014, and shared with the Judicial Council.</p> <p>It’s recommended that the Judicial Council send curriculum out for comment once it’s developed.</p> <p>Strongly recommend that temporary judges and judges sitting on assignment be included in the training.</p>	<p>Recommendations Nos. 25, 50, 51, and 52 all address methods for ensuring the language access plan and its provisions are widely disseminated and properly applied.</p> <p>It is the intent of the JWG that temporary judges and judges sitting on assignment be included, as Recommendation No. 50 provides.</p>
<p>Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)</p>	<p>[*Recommendation No. 51*] This would be part of the training</p>	<p>No response required.</p>
<p>41 Legal Services and Community Organizations (Position = AM)</p>	<p><b>Recommendation 52.</b> Bench cards and other language used by judges when explaining an individual’s language access rights should be conveyed in plain, understandable language. While the use of more accessible language is important throughout court proceedings, given the inherent communication challenges faced by LEP litigants, it is especially necessary to ensure that they understand their right to language assistance.</p>	<p>Recommendation No. 52 is aimed at creating a bench card for use by judicial officers to understand the court’s language access policies, not at creating materials or providing information to the public or LEP court users at large, which is addressed elsewhere in this plan. Therefore, the JWG believes the wording of Recommendation No. 52 is sufficient as written.</p>
<p>41 Legal Services and Community Organizations (Position = AM)</p>	<p>52. [*Proposed Language*] Judicial Council staff should develop bench cards that summarize salient language access policies and procedures and available resources to assist bench</p>	<p>The specific detail of what will be included in the benchcards, and the process by which local courts will communicate local policies, are more appropriate for</p>

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	officers in addressing language issues that arise in the courtroom. Each individual court’s language access coordinator should be responsible for memorializing local policies and procedures in an easy-to-read format that should be regularly updated and distributed to all court staff, community members, and local agencies and organizations that serve LEP populations.	consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 52*] Orange County’s Interpreter Information Sheet has been submitted to CIAP as one example.	The JWG appreciates the submission. Samples have been collected and will be submitted to the Implementation Task Force.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal VII: Conduct Outreach to Communities Regarding Language Access Services</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
California Commission on Access to Justice, Hon. Ronald B. Robie, Chair (Position = AM)	<ul style="list-style-type: none"> <li><b>The courts should continue to communicate with the Limited English Proficient community and LEP advocates.</b> The Commission is aware of the tremendous amount of work that was involved in creating the <i>Strategic Plan</i> and commends the Joint Working Group for listening to so many voices in developing the <i>Plan</i>, particularly those of the LEP community and of the legal services community. Both the public hearings and Recommendation 53, “Courts should establish partnerships with local community-based organizations...to gather feedback to improve court services for LEP court users and disseminate court information and education,” parallel the recommendation in <i>Language Barriers</i> that “local courts work with community-based organizations...to address language access issues and needs.” Ongoing communication, education, and improvements to language access in the courts will ensure that the goals of the <i>Strategic Plan</i> continue to be met in the future.</li> </ul>	No response required.
41 Legal Services and Community Organizations (Position = AM)	53. [ <b>*Proposed Language*</b> ] Courts should establish partnerships with local community-based organizations, including social service providers, legal services organizations, government agencies, and minority bar associations to gather feedback to improve court services for LEP court users and disseminate court information and education throughout the community. Gathering such feedback should include, but is not limited to, a survey of local partners to determine current language needs, as a supplement to existing data sources.	The JWG believes that the proposed addition regarding one of the ways to gather feedback is not necessary, as courts should have the flexibility to develop the feedback mechanisms that are most appropriate given their existing, and new, relationships with their communities.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	<p>[*Recommendation No. 53*] What does this look like? Is more needed than we have already done?</p> <p>We have complaint/suggestion forms. We have received</p>	With regard to the questions posed, they are more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.

**Draft Strategic Plan for Language Access in the California Courts**

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	<p>feedback from our Leadership Academy for community leaders, and the court has conducted various surveys over the years. Staff did reach out to all bar associations to offer training on working with court interpreters; and other than the attorneys at family law and juvenile, no one was very interested.</p> <p>There are probably ethical issues with courts “establish[ing] partnerships” with organizations, in particular when the organizations are engaged in advocacy or often appear in court. Providing a transparent means of accepting comments would be sufficient.</p>	<p>Term “partnership”: Recommendation No. 53 has been revised to remove the word “partnership” and reference the need to strengthen existing relationships and create new ones.</p>
<p>41 Legal Services and Community Organizations (Position = AM)</p>	<p>54. [*<b>Proposed Language*</b>] Courts should take affirmative steps to inform the public with specific information about language access services available in the courts by, among other means, ongoing communication with community-based organizations and other stakeholders. Such specific information disseminated to the public should include, but is not limited to: what an interpreter does and cannot do; the availability of free interpretation services; acknowledgement of improvements in language access over past practices; federal and state rights that guarantee meaningful language access; how to use and access self-help centers; basic, key requirements of the final LAP; information about Alternative Dispute Resolution programs; the potential use of video remote interpretation; and the availability of a complaint process regarding the quality of language assistance.</p>	<p>Former Recommendation No. 54 has been deleted and incorporated into Recommendation 5.</p>
<p>Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)</p>	<p>[*Recommendation No. 54*] LEP plan posted on website. Other suggestions? Press release?</p>	<p>Note, former Recommendation No. 54 has been deleted and incorporated into Recommendation No. 5.</p> <p>With regard to the request for suggestions, they are more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal VII: Conduct Outreach to Communities Regarding Language Access Services</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
		suggestions to said committee.
41 Legal Services and Community Organizations (Position = AM)	55. <b>[*Proposed Language*]</b> To maximize both access and efficiency, multilingual audio and/or video recordings should be used to provide important general information and answers to frequently asked questions when possible; however, courts should also utilize alternative non-English language resources both in courthouses and in outside community outreach efforts, out of recognition that certain LEP individuals, including elderly and low-income persons, may not have sufficient comfort, familiarity, or regular access to certain technologies such that newer platforms would not convey information as effectively as more traditional methods.	The JWG believes the current plan language addresses providing information to LEP court users in a variety of formats, taking into account the concerns raised by the commentator. See Recommendations Nos. 5, 18 (former No. 15), 32 (former No. 31), 35 (former No. 34), 38 (former No. 37), and 53.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	<b>[*Recommendation No. 55*]</b> This is a great idea where the information is not likely to change, or is not different depending on the judicial officer.	The JWG agrees that these tools are best directed at information not likely to change or not dependent on a particular courtroom or courthouse.
41 Legal Services and Community Organizations (Position = AM)	56. <b>[*Proposed Language*]</b> Courts should collaborate with a diverse selection of local media providers (including non-English television stations, local websites, newspapers, and radio stations) and leverage the resources of media outlets—including ethnic media that communicate with consumers in their language—as a means of disseminating information throughout the community about language access services, the court process, and available court resources.  56.1. (new) Courts should designate an individual or office responsible for overseeing and coordinating outreach efforts within a court’s service area to ensure that information communicated to the public is accurate and consistent over time, as well as to foster longterm working relationships with various community groups and other stakeholders.	The JWG appreciates the additional proposed language but does not believe it is necessary for inclusion and for the effectiveness and intent of Recommendation No. 55 (former No. 56).  With regard to the request for additional recommendations, they are more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal VII: Conduct Outreach to Communities Regarding Language Access Services</b>		
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	<p>Similarly, centralized coordination should take place at the state level.</p> <p>56.2. (new) Where applicable, courts should place special emphasis on conducting outreach activities with smaller, less-widely spoken language groups and underserved languages, including indigenous language communities, both in terms of informing these groups about the availability of court services, but also with respect to potential recruitment of bilingual/multilingual language assistance providers.</p>	
<p>Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)</p>	<p>[*Recommendation No. 56*] See #53 and 54 above. These are all related.</p>	<p>See responses to Recommendation No. 53 and former Recommendation No. 54 above.</p>
<p>41 Legal Services and Community Organizations (Position = AM)</p>	<p>It is unacceptable that all of the [*community outreach*] recommendations under this section fall under Phase III. Courts should begin implementing these recommendations as quickly as possible, particularly those concerning the formation of partnerships with community groups and other stakeholders. Such partnerships will provide crucial feedback and avenues through which to distribute vital information to the public, and will inform much of the implementation of the LAP.</p> <p>Partnerships with the local community and disseminating information regarding language access services are critical in providing meaningful access to justice. Not taking steps to appropriately outreach to the community immediately paralyzes the effectiveness of the policies themselves. At a minimum, Recommendations 53, 54, and 56.1 should be moved into Phase I, and the remaining recommendations should be moved into Phase II.</p>	<p>The JWG disagrees and believes that it is of higher priority to put various language access services in place before doing additional community outreach. However, court efforts to conduct new or strengthened community outreach may begin right away.</p>



**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal VIII: Identify Systems, Funding, and Legislation Necessary for Plan Implementation and Language Access Management</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
California Commission on Access to Justice, Hon. Ronald B. Robie, Chair (Position = AM)	<ul style="list-style-type: none"> <li><b>Additional resources from the legislature are needed to implement the plan.</b> The Commission strongly endorses Recommendation 57 of the Strategic Plan, regarding securing funding for language implementation through legislation, so that all phases of the plan can be fully implemented without <i>any</i> reduction in other court services, which are already highly impacted by the last four years of budget cuts.</li> </ul>	<p>No response required.</p> <p>Note that former Recommendation No. 57 is now Recommendation No. 56.</p>
Sue Alexander, Commissioner, Superior Court of Alameda County (Position = AM)	Complaint process – There may be an issue of having bilingual staff assist (page 78) since that may be the only staff that speaks the complainant’s language and may be the one they are complaining about. If that’s the case, there may need to be some referral process for assistance, keeping in mind confidentiality issues.	The JWG agrees about the potential for a conflict and believes courts, at the local level, are best equipped to handle this situation if and when it arises.
Indigenous Language Interpreters and Community Organizations (Position = AM)	<b>Recommendations 57 – 60.</b> The court system’s efforts to obtain sufficient funding to support the expansion of language access services should include funding allocated specifically for indigenous interpreter training. If this is not considered a budget priority, courts will continue to struggle to find qualified indigenous language interpreters and indigenous court users will continue to suffer from unequal access to the courts.	<p>The JWG believes detail on the allocation of funding is more appropriate for consideration by the Implementation Task Force. The JWG will forward all relevant suggestions to said committee.</p> <p>Note that former Recommendations Nos. 57-60 are now Recommendations No. 56-59.</p>
41 Legal Services and Community Organizations (Position = AM)	57. [* <b>Proposed Language*</b> ] The judicial branch will advocate for sufficient funding to provide comprehensive language access services as a core function and necessary cost of business. The funding request should reflect the incremental phasing in of the language access plan.	<p>The JWG believes the proposed language is not necessary to convey the intent and applicability of this recommendation.</p> <p>Note that former Recommendation No. 57 is now Recommendation No. 56.</p>
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 57*] Funding needs to include money to cover coordinators and staff to support expanded language access and training.	<p>The JWG agrees that this should be a component of any funding request.</p> <p>Note that former Recommendation No. 57 is now</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal VIII: Identify Systems, Funding, and Legislation Necessary for Plan Implementation and Language Access Management</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
		Recommendation No. 56.
41 Legal Services and Community Organizations (Position = AM)	58. <b>[*Proposed Language*]</b> Funding requests for comprehensive language access services must be premised on the best available data that identifies the resources necessary to effectuate the recommendations of California’s Language Access Plan. This may include information being gathered in connection with the recent Judicial Council decision to expand the use of Program 45.45 funds for civil cases where parties are indigent; information being gathered for the 2015 Language Need and Interpreter use Report; already-available data through the Department of Education and local welfare agencies such as the Department of Public Social Services; and information that can be extrapolated from the Resource Assessment Study (which looks at court staff workload), as well as other court records (e.g., self-help center records regarding LEP court users).	The JWG believes the proposed language is not necessary to convey the intent and applicability of this recommendation.  Note that former Recommendation No. 58 is now Recommendation No. 57.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 58*] Recommend the Judicial Council provide support and resources as needed to assist trial courts in capturing accurate cost data for funding requests.	Recommendations Nos. 6 and 7 already address support by the Judicial Council regarding capturing necessary data.  Note that former Recommendation No. 58 is now Recommendation 57.
41 Legal Services and Community Organizations (Position = AM)	59. <b>[*Proposed Language*]</b> Judicial Council staff will pursue other funding opportunities from federal, state, or nonprofit entities, such as the National Center for State Courts, which are particularly suitable for one-time projects such as translation of documents or production of videos.	The JWG agrees with the use of “will” and has revised Recommendation No. 58 (former No. 59) accordingly.
Superior Court of Orange County, Alan Carlson, Court Executive Officer	[*Recommendation No. 59*] If other funding is available, courts should be made aware of it and requesting the funding should not be overly complicated. Generally, one-time funders	The Judicial Council is not in control of whether funding applications or opportunities from other outside agencies are overly burdensome or complicated. Judicial Council

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal VIII: Identify Systems, Funding, and Legislation Necessary for Plan Implementation and Language Access Management</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
(Position = AM)	<p>are interested in new ideas or new approaches, not routine expenses, such as translation of documents or replication of videos where someone has already done something like what is being requested.</p> <p>The National Center for State Courts is not a funding source, although they may seek courts to engage in pilot projects with funding FROM the courts or other funders.</p>	<p>staff currently makes and should continue to make every effort to assist courts in completing grant applications. The JWG agrees that one-time funding applications will need to take the funders’ eligibility requirements into account. Pilot-related funding can be useful for courts that are expanding into new service delivery models.</p> <p>Note that former Recommendation No. 59 is now Recommendation No. 58.</p>
41 Legal Services and Community Organizations (Position = AM)	<p>60. <b>[*Proposed Language*]</b> Courts will pursue other funding opportunities at the national, state, or local level to support the provision of language access services. Courts should seek, for example, onetime or ongoing grants from federal, state, or local governments, and others.</p>	<p>The decision to pursue other funding opportunities must be left to the discretion of the courts, as the decision often involves consideration of other local needs and resources.</p> <p>Note that former Recommendation No. 60 is now Recommendation No. 59.</p>
Superior Court of Alameda County, Leah T. Wilson, Court Executive Officer (Position = N)	<p><b>[*Recommendation No. 60*]</b> The pursuit of grant funding does not seem like a realistic strategy for systemic and structural expanded language access. Grant funds are limited-term, and are often tied to specific deliverables/objectives, which may or may not align with the statewide strategies outlined in this Plan. Reliance on grant funds can lead organizations down a path of chasing funding, rather than implementing policy consistently. Further, any significant reliance on this funding source will result in disparate service levels from court to court, which in and of itself will raise access and equity concerns.</p>	<p>The JWG is not suggesting that courts rely on grant funds to provide language access. To the contrary, as stated in Recommendation No. 59 (former No. 60), courts are merely encouraged to pursue other funding opportunities, and such opportunities are meant to support the provision of language access services, and not be the sole or principal source of funds for provision of services.</p>
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	<p><b>[*Recommendation No. 60*]</b> Recommend the Judicial Council provide guidance, support and coordination in this area to ensure trial courts are not competing against each other for these sources of funding.</p>	<p>While Judicial Council staff currently supports trial courts in identifying or seeking sources of funding, the JWG acknowledges that coordination of efforts would be useful and will forward this comment to the Implementation Task Force.</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal VIII: Identify Systems, Funding, and Legislation Necessary for Plan Implementation and Language Access Management</b>		
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	More fundamentally, one time funding will not solve the basic problems covered in this report, which are ongoing, and have existed for quite some time.	Note that former Recommendation No. 60 is now Recommendation No. 59.
Indigenous Language Interpreters and Community Organizations (Position = AM)	<b>Recommendation 61.</b> The Language Access Implementation Advisory Committee should include representation of indigenous language interpreters as well as indigenous community organizations to ensure that the particular needs of indigenous language speakers are understood and addressed throughout implementation of the Plan.	Recommendation No. 60 (former No. 61) states the Judicial Council will create a Language Access Implementation Advisory Committee, which includes representatives of major stakeholders, including court interpreters among others.
41 Legal Services and Community Organizations (Position = AM)	61. [ <b>*Proposed Language*</b> ] The Judicial Council will create a Language Access Implementation Advisory Committee (name TBD) to develop a phased implementation plan for presentation to the council. As part of its implementation plan, the committee will identify the yearly costs required to phase in the LAP recommendations. Legal services and community organizations must be included in this Implementation Committee as stakeholders.	The specific duties of the Implementation Task Force are more appropriate for consideration by the Implementation Task Force itself. The JWG will forward all relevant suggestions to said committee.  Note that former Recommendation No. 61 is now Recommendation No. 60.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 61*] Recommend trial courts be allowed flexibility to implement to meet local needs considering local resources and regional MOUs.	The JWG believes the plan provides local courts the necessary flexibility to meet local needs and consider local resources and memoranda of understanding.  Note that former Recommendation No. 61 is now Recommendation No. 60.
41 Legal Services and Community Organizations (Position = AM)	62. [ <b>*Proposed Language*</b> ]The Implementation Committee will develop a single form available free of charge either online or at the courts that is available statewide as a mechanism for monitoring all concerns related to language access at the local or state level. The form should be used as part of multiple processes identified in the following recommendations of this plan. However, completion of such form is not necessary to raise a complaint.	Recommendation No. 62 has been revised to clarify the availability of the complaint form in hard copy.  Regarding proposed Recommendation 63.5, the JWG believes that the Implementation Task Force will be able to seek community input as needed.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal VIII: Identify Systems, Funding, and Legislation Necessary for Plan Implementation and Language Access Management</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	63.5. (new) The courts will create both a statewide Language Access Oversight Committee (LAOC) and local LAOCs to ensure implementation of the language access plan on a statewide and local level. Such LAOCs must include legal services providers and provide monitoring functions	
Indigenous Language Interpreters and Community Organizations (Position = AM)	<b>Recommendation 62 – 67.</b> The compliance and monitoring system should include provision of clear information to the public. Any complaint forms or processes should be designed to be as simple, streamlined, and user-friendly as possible to in order to be accessible to all court users, including indigenous language speakers.	The JWG agrees and has included this language. Recommendation No. 62 provides for a single complaint form, readily available, and Recommendation No. 64 provides for the system to be clearly communicated and in plain language.  Note that former Recommendations Nos. 62-67 are now Recommendations No. 61-65.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 62*] Recommend local court involvement in order to address local issues. Recommend state oversight as it pertains to ruling as to certification/ registration status.	Recommendation No. 63 (former No. 66) has been revised to indicate that review of complaints regarding a court’s provision, or lack of provision, of language access services shall occur at the local level, and that complaints shall be reported to the Judicial Council for the purposes of ongoing monitoring of the language access plan.
California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair (Position = AM)	Recommendations 62, 65 and 66. We support the concept of a complaint form related to language access issues, and assessment of interpreter skills and adherence to ethical requirements. These processes should be developed with interpreter organizations, and should include peer review and	The JWG appreciates support for Recommendations Nos. 62, 65 and 63 (former No. 66). With regard to specifics regarding the implementation of these recommendations, they are more appropriate for consideration by the Implementation Task Force itself.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal VIII: Identify Systems, Funding, and Legislation Necessary for Plan Implementation and Language Access Management</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	an opportunity for interpreters to be informed of and respond to any issues that arise.	The JWG will forward all relevant suggestions to said committee.
41 Legal Services and Community Organizations (Position = AM)	We propose one of these two options: - Recommendation 63 be moved from Phase II to Phase I; move Recommendations 64-67 to Phase I, OR - Include specific baseline procedural safeguards in the LAP itself or to be developed by the Implementation in Phase I; move Recommendations 64-67 to Phase II.	Recommendation Nos. 61 (former No. 63) and 63 (former No. 66) have been moved to Phase 1. Recommendation Nos. 64 has been moved to Phase 2. Recommendation No. 65 remains in Phase 3. Former Recommendation 67 has been deleted.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 63*] Data collection requirements should be made known to courts well in advance of collection, so that the infrastructure to collect the data may be put in place. This often requires modification to CMSs, training of staff, etc.	With regard to specifics regarding plan compliance and monitoring, implementation of this recommendation is more appropriate for consideration by the Implementation Task Force itself. The JWG will forward all relevant suggestions to said committee.
Superior Court of Fresno County, Sheran L. Morton, Court Executive Officer (Position = AM)	<b>PHASE III – 64. Complaints regarding court interpreters Recommendation: begin developing a process to evaluate interpreters immediately.</b> Currently there is no standardized process to evaluate the quality and the accuracy of an interpreter’s skills. This makes it extremely difficult – almost impossible - to handle a complaint regarding an interpreter. In the past, when a complaint was made regarding an interpreter’s inaccurate interpretation of what was said in the courtroom, the Judicial Council staff attorneys were unable to help with any type of solution or even a viable recommendation. The interpreters are the only court employees that do not have an evaluation process in place. This opens up courts for grievances, PERB charges, and general distrust by our employees and the very people we are working so hard to provide quality access to our courts.	No response required.
41 Legal Services and Community Organizations	64. [*Proposed Language*] The Judicial Council, together with stakeholders, will develop a complaint process by which	Recommendation No. 64 has been revised to add further language regarding development of a process to ensure

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal VIII: Identify Systems, Funding, and Legislation Necessary for Plan Implementation and Language Access Management</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
(Position = AM)	the quality and accuracy of an interpreter’s skills and adherence to ethical requirements can be reviewed.	compliance with qualification standards and appropriate remedial action if necessary.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 64*] This is long overdue and should be combined with recommendation 43 above.	No response required.
41 Legal Services and Community Organizations (Position = AM)	66. [ <b>*Proposed Language*</b> ] Individual courts and their Language Access Coordinators will develop a process by which LEP court users, their advocates and attorneys, or other interested persons may seek review of a court’s provision of, or failure to provide, appropriate language access services, including issues related to locally produced translations. The process must consider local labor agreements. “Local courts must follow the local baseline procedures offered in this plan and further developed by the Implementation Committee. The Language Access Coordinator must serve as a point-person to receive and administer complaints, and also to adjudicate complaints.	Recommendation No. 63 (former No. 66) has been revised to indicate that review of complaints regarding a court’s provision, or lack of provision, of language access services shall occur at the local level, and that complaints shall be reported to the Judicial Council for the purposes of ongoing monitoring of the language access plan.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 66*] Orange County already has a feedback process available and any language related complaints are sent to the CRIS office for review. CRIS takes action if necessary, and responds to the complainant.	No response required.
41 Legal Services and Community Organizations (Position = AM)	67. [ <b>*Proposed Language*</b> ] The Implementation Committee will develop a process by which a litigant or his or her legal representative may request a review of the outcome of any complaint submitted to a court regarding (1) quality or accuracy of an interpreter’s skills and adherence to ethical requirements as described in Recommendation 64; (2) the quality of translations approved by the judicial Council as described in Recommendation 65; or (3) provision of, or failure to provide, appropriate language access services, as described	Recommendation No. 67 has been deleted.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal VIII: Identify Systems, Funding, and Legislation Necessary for Plan Implementation and Language Access Management</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	in Recommendation 66. The Implementation Committee or another centralized body will adjudicate appeals, with published decisions as binding precedent. Filing and decisions shall be stored in a database to monitor progress and areas for improvement.	
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 67*] Why would a language access complaint be given any different treatment than another complaint? Does there really need to be a formal review process? Someone who is unhappy with the response they receive will find a way to elevate the complaint anyway.	Recommendation No. 67 has been deleted.
41 Legal Services and Community Organizations (Position = AM)	68. [ <b>*Proposed Language*</b> ] The Judicial Council will create a statewide repository of language access resources, whether existing or to be developed, that includes translated materials, audiovisual tools, and appeal decisions on complaints pertaining to implementation of the LAP Plan, interpretation, or translation. The statewide LAOC shall have discretion to determine whether certain appellate decisions shall serve as binding precedent on implementation of the LAP statewide.	The JWG has maintained the language of Recommendation No. 66 (former No. 68). The JWG has deleted former Recommendation No. 67, and therefore, there is no statewide review of locally determined-upon complaints, so appeals at the statewide level are not included in this plan.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 68*] Recommend translation committee oversight to ensure quality material is being posted.	The JWG agrees. Note that former Recommendation No. 68 is now Recommendation No. 66.
41 Legal Services and Community Organizations (Position = AM)	69. [ <b>*Proposed Language*</b> ] The California Courts of Appeal and the Supreme Court of California will discuss and adopt applicable parts of California’s Language Access Plan with necessary modifications.  69.1. (new) The Implementation Committee will meet with the statewide LAOC at least quarterly and more often as needed to ensure implementation of the LAP.  69.2. (new) The Implementation Committee, along with the	Changing “should” to “must”: The JWG has maintained the language of Recommendation No. 67 (former No. 69).  Re. proposed new recommendations 69.1 and 69.2: Further specifics regarding the implementation of these recommendations or of the duties of the Implementation Task Force are more appropriate for consideration by the Implementation Task Force itself. The JWG will forward all relevant suggestions to said committee.



**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal VIII: Identify Systems, Funding, and Legislation Necessary for Plan Implementation and Language Access Management</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>statewide LAOC, shall conduct public hearings throughout the state after Phases I, II, and III to assess the ongoing needs, and as often thereafter as deemed necessary by the committee.</p> <p>69.3. (new) The courts must record proceedings involving LEP litigants. Transcripts from such proceedings may be used in the complaint process or for monitoring purposes, and may also be used for appeals. Courts must notify LEP litigants of their right to have proceedings recorded or reported, subject to fee waiver rules.</p>	<p>Re. proposed new recommendation 69.3: The JWG does not believe at this time that it is appropriate to recommend or request that courts record proceedings involving LEP litigants.</p>
<p>Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)</p>	<p>[*Recommendation No. 70*] Recommend civil case types adopt the same rules of court that apply to criminal and juvenile matters for making a finding of good cause.</p> <p>Recommend these rules be updated for all case types. Concerns: What if NO interpreter is available – credentialed or not? Can the courts deny a request for an interpreter? If the court advertises that interpreters are available in civil and small claims and can’t meet the demand, what are the expectations?</p>	<p>Recommendations 69 through 73 (former 70 through 74) are technical recommendations which work together to assure that the processes, rules, forms and legislation will all be in place to provide qualified interpreters in civil cases, including small claims. When a certified or registered interpreter is not available, good cause procedures and guidelines should be consistent with those required in criminal and juvenile matters.</p>
<p>California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair (Position = AM)</p>	<p>Recommendations 70, 71. Good cause and qualification procedures should be the same for civil as criminal. There should not be a different standard.</p>	<p>Recommendations 69 through 73 (former 70 through 74) are technical recommendations which work together to assure that the processes, rules, forms and legislation will all be in place to provide qualified interpreters in civil cases, including small claims. When a certified or registered interpreter is not available, good cause procedures and guidelines should be consistent with those required in criminal and juvenile matters.</p>
<p>41 Legal Services and Community Organizations (Position = AM)</p>	<p>Under Recommendations 70 and 73, “good cause” for appointing a non-certified interpreter should be narrowly defined. As written, the description of the issue and the</p>	<p>Recommendations 69 through 73 (former 70 through 74) are technical recommendations which work together to assure that the processes, rules, forms and legislation</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal VIII: Identify Systems, Funding, and Legislation Necessary for Plan Implementation and Language Access Management</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>recommendation leave the impression that court labor issues, without more, can be good cause for using non-credentialed interpreters. This cannot be the case, because that exception would give any court good cause for not using credentialed interpreters at any time. We believe using current Rule 2.893 would prevent this from happening. However, the LAP should specify that court labor issues cannot be an independent basis for used non-credentialed interpreters.</p> <p>70. <b>[*Proposed Language*]</b> The Judicial Council should, under Government Code section 68564, establish procedures and guidelines for determining “good cause” to appoint non-credentialed court interpreters in civil matters. “Good cause” should be narrowly defined as extenuating circumstances in non-priority cases where the court must demonstrate in writing to the Language Access Coordinator an inability to provide a certified interpreter. The Implementation Committee and/or the LAOC must review these statements periodically to determine where courts are failing to provide certified interpreters.</p>	<p>will all be in place to provide qualified interpreters in civil cases, including small claims. When a certified or registered interpreter is not available, good cause procedures and guidelines should be consistent with those required in criminal and juvenile matters.</p> <p>.</p>
<p>Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)</p>	<p>[*Recommendation No. 71*] See #70 above.</p>	<p>Recommendations 69 through 73 (former 70 through 74) are technical recommendations which work together to assure that the processes, rules, forms and legislation will all be in place to provide qualified interpreters in civil cases, including small claims. When a certified or registered interpreter is not available, good cause procedures and guidelines should be consistent with those required in criminal and juvenile matters.</p>
<p>41 Legal Services and Community Organizations (Position = AM)</p>	<p>73. <b>[*Proposed Language*]</b> The judicial council should sponsor legislation to amend Code of Civil Procedure section 116.50 dealing with small claims actions to reflect that interpreters in small claims cases must, as with other matters,</p>	<p>Recommendations 69 through 73 (former 70 through 74) are technical recommendations which work together to assure that the processes, rules, forms and legislation will all be in place to provide qualified interpreters in</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal VIII: Identify Systems, Funding, and Legislation Necessary for Plan Implementation and Language Access Management</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	be credentialed except for a finding of good cause to appoint a non-credentialed interpreter. “Good cause” should be narrowly defined as extenuating circumstances in non-priority cases where the court must demonstrate in writing to the Language Access Coordinator an inability to provide a certified interpreter.	civil cases, including small claims. When a certified or registered interpreter is not available, good cause procedures and guidelines should be consistent with those required in criminal and juvenile matters.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 73*] If the court advertises that interpreters are available in civil and small claims and can’t meet the demand, what are the expectations? Rather than confusing the language with credentialed/qualified, why not just say certified, registered, or provisionally qualified interpreters? Credentialed sounds like another level or classification of interpreter.	Recommendation No. 72 (former No. 73) has been modified as follows: “The Judicial Council should sponsor legislation to amend Code of Civil Procedure section 116.550 dealing with small claims actions to reflect that interpreters in small claims cases should, as with other matters, be certified or registered, or provisionally qualified where a credentialed interpreter is not available.”
Diana Barahona, Court Interpreter, California Federation of Interpreters (Position = N)	Regarding recommendation #75, which proposes increasing the number of days independent contractors can work per year:  I propose that the law not be changed. If independent contractors want to work for the courts for more than 100 days, they can simply apply for employment under “F” status. This would make them employees, able to work as many days per year as they wanted to, while imposing no obligation on them to accept assignments. Because of this, it is unnecessary to make any changes to the Trial Court Interpreter Employment and Labor Relations Act.  Attempts to change the law would be highly detrimental to interpreters, the courts and to LEP individuals. The Trial Court Interpreter Employment and Labor Relations Act was passed to provide secure employment and benefits to hundreds of interpreters who were acting as de facto public employees, as	Recommendation No. 74 (former No. 75) states that the Language Access Implementation Task Force (name TBD) should evaluate existing law, including a study of any negative impacts of the Trial Court Interpreter Employment and Labor Relations Act on the provision of appropriate language access services. Any recommendations by that committee to make changes to existing law will be made at a future time after study and evaluation.

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal VIII: Identify Systems, Funding, and Legislation Necessary for Plan Implementation and Language Access Management</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	well as to make the quality of interpreting more uniform and professional. The 100-day rule was put into the law to prevent widespread outsourcing interpreting services to the private sector that could be provided by court employees. The obvious solution to the need for more court interpreters is not to re-privatize interpreting services, but to hire more interpreter employees.	
California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair (Position = AM)	<p>[*Recommendation No. 75*] The contracting out limitations in the Interpreter Act allow significant use of contractors and should not be changed. These restrictions support the employment system. If the courts have difficulty attracting and retaining enough interpreters this can better be addressed by creating a career path for young interpreters and improving working conditions and pay.</p> <p>We do not agree that the 100-day rule (limiting contractor use to 100 days per calendar per county) has a negative impact on courts' access to certified interpreters. In languages other than Spanish this is not an issue because the volume of work is such that contract interpreters will rarely hit that limit. Individual contractors can work in multiple counties and work full time for the courts by working in only three counties (241 work days per year). Moreover, a contractor who works 100 days in a single trial court is working nearly 50% time. These individuals do not have to stop working for the trial court; they have the option instead, under the law, to become as-needed employees and continue working in a manner that is very similar to contracting. They can continue working only as available, and the courts are not obligated to use them if there is not work. This flexibility in the employment system makes this a non-issue.</p> <p>The courts have not raised this as a problem in collective</p>	See response for Recommendation No. 74 (former No. 75).

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal VIII: Identify Systems, Funding, and Legislation Necessary for Plan Implementation and Language Access Management</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	bargaining. To the extent that there is a demonstrable problem with this limitation that affects the courts ability to access needed interpreters, however, the courts could seek relief on this issue in collective bargaining.	
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	[*Recommendation No. 75*] The 100-day limit on contractors may lead to a shortage of interpreters. By 100 days, most of them have already received a 45-day intermittent offer and they don't want to be an employee. At 100 days the court must stop using them. The contractor then accepts jobs in other counties – working anyway – and the other county often has to pay premium rates and/or mileage to get the interpreter. Overall it would be less expensive for the state if there were no limits. If someone doesn't want to be an employee, let them work as a contractor as needed. Not clear why the recommendation is to repeal CCP 116.550 and GC 68560.5(a), but only study the impact of GC 71802? The special provisions for certain categories of interpreters are a problem, recommend repealing the special interest provisions of this section as well.	No response required.  Note that former Recommendation No. 75 is now Recommendation No. 74.
Diana Barahona, Court Interpreter, California Federation of Interpreters (Position = N)	Regarding recommendation #76, which proposes having LEP persons waive their right to an interpreter:  I propose that no waivers of interpreter be allowed without counsel present. A person who doesn't have a lawyer and who doesn't understand English well (LEP) cannot make a knowing, intelligent and voluntary waiver of an interpreter. A waiver should only be allowed if the LEP individual has legal counsel present.  That said, people previously identified as LEP who don't have lawyers present should be allowed to state to the court that they are, in fact, proficient in English, (which is not the same as waiving their right to an interpreter) that they understand everything that is going on and that they can express	Recommendation No. 75 (former No. 76) has been significantly revised: “75. The Implementation Task Force will develop a policy addressing an LEP court user’s request of a waiver of the services of an interpreter. The policy will identify standards to ensure that any waiver is knowing, intelligent, and voluntary; is made after the person has consulted with counsel; and is approved by the appropriate judicial officer, exercising his or her discretion. The policy will address any other factors necessary to ensure the waiver is appropriate, including: determining whether an interpreter is necessary to ensure the waiver is made knowingly; ensuring that the waiver is entered on the record, or in writing if there is no official record of the proceedings;

**Draft Strategic Plan for Language Access in the California Courts**

All comments are verbatim unless indicated by an asterisk (\*).

<b>Goal VIII: Identify Systems, Funding, and Legislation Necessary for Plan Implementation and Language Access Management</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>themselves clearly. Whether this is the case can be determined by the judicial officer, using the same standards used to find that jurors are proficient in English.</p>	<p>and requiring that a party may request at any time, or the court may make on its own motion, an order vacating the waiver and appointing an interpreter for all further proceedings. The policy shall reflect the expectation that waivers will rarely be invoked in light of access to free interpreter services and the Implementation Task Force will track waiver usage to assist in identifying any necessary changes to policy. (Phase 1).”</p>
<p>Indigenous Language Interpreters and Community Organizations (Position = AM)</p>	<p><b>Recommendation 76.</b> Because of cultural norms and historical experience making do with only Spanish language interpretation, many indigenous language speakers could be easily swayed to waive their right to an interpreter in their language by the mere suggestion that they are permitted to do so. In developing a rule of court to allow for waiver of an LEP person’s right to an interpreter, the Judicial Council should explicitly ensure that the option to waive the right to an interpreter must always be presented to an LEP person in his or her preferred language. In enforcing such a rule, judges, court staff, and interpreters should be sensitive to the risk of unintentionally persuading an indigenous language speaker to waive his or her right to an indigenous language interpreter and receive training on how to avoid such an outcome.</p>	<p>Recommendation No. 75 (former No. 76) provides for development of a policy that would include judicial discretion in granting or denying a waiver (see above).</p>
<p>Superior Court of Los Angeles County (no name provided) (Position = AM)</p>	<p>[*Recommendation No. 76*] As demonstrated above, LASC shares many of the strategic directions laid out in the Plan. However, we have a significant disagreement with the following: “The Judicial Council should develop a rule of court establishing a procedure by which LEP persons may, at any point, be allowed to waive the services of an interpreter so long as the waiver is knowing, intelligent, and voluntary; is made after the person has consulted with counsel (if any); and is approved by the appropriate judicial officer, exercising his or her discretion. At any later point in the proceedings, the LEP</p>	<p>Recommendation No. 75 (former No. 76) provides for development of a policy that would include judicial discretion in granting or denying a waiver (see above).</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal VIII: Identify Systems, Funding, and Legislation Necessary for Plan Implementation and Language Access Management</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	<p>person may, by a showing of good cause, request an order vacating the waiver and appointing an interpreter.” This decision is best made by the judge assigned to the case in light of case law and the facts of the case, rather than through court rule.</p>	
<p>California Federation of Interpreters, by Mary Lou Aranguren, CFI Legislative Committee Chair (Position = AM)</p>	<p>[*Recommendation No. 76*] In our experience, judges routinely accept interpreter waivers in criminal matters without an understanding that having an LEP person proceed in a case without an interpreter has serious due process implications. Attorneys regularly waive their client’s right to an interpreter without knowledge or understanding of case law that requires waiver of the constitutional right to an interpreter in criminal matters must be personal, knowing, intelligent and voluntary.</p> <p>Waiving the right to an interpreter without an interpreter to take the waiver begs the question as to how a knowing and personal waiver can be made without an interpreter to ensure the LEP court user fully understands.</p> <p>We are concerned about institutionalizing this practice by providing procedures that, similar to the good cause clause, may become a routine method of circumventing language access requirements. LEP persons generally do not understand their language access rights in the first place, and can easily feel pressured to “cooperate” with authorities and proceed without full understanding. In reality, judicial officers and attorneys often place greater value on expediency and convenience than on protecting language access rights. LEP persons likewise may value convenience or wish to avoid delays and may be willing to sacrifice full understanding or participation. This is not necessarily in the interest of the other parties or the court itself, since all parties have an interest in sound decisions being made based on a clear understanding of</p>	<p>See above for Recommendation No. 75 (former No. 76)</p>

**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal VIII: Identify Systems, Funding, and Legislation Necessary for Plan Implementation and Language Access Management</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	the facts and evaluation of the credibility of all information provided to the court.	
41 Legal Services and Community Organizations (Position = AM)	<p>Under Recommendation 76, the LAP should not require good cause or a request to “vacate the waiver” for a litigant to change his or her mind and request an interpreter following a waiver. LEP litigants have a right to an interpreter and that must be allowed at any time regardless of any prior waiver, especially given the possibility that a litigant may not realize the severity of the need for an interpreter until actively trying to navigate proceedings without one.</p> <p>76. <b>[*Proposed Language*]</b> The Judicial Council should develop a rule of court establishing a procedure by which LEP persons may, at any point, be allowed to waive the services of an interpreter so long as the waiver is knowing, intelligent, and voluntary; is made after the person has consulted with counsel (if any); and is approved by the appropriate judicial officer, exercising his or her discretion. At any point later in the proceedings, the LEP person may rescind the waiver and request an interpreter.</p>	Recommendation No. 75 (former No. 76) has been revised and the requirement of good cause to vacate the waiver has been deleted.
Superior Court of Orange County, Alan Carlson, Court Executive Officer (Position = AM)	<p><b>[*Recommendation No. 76*]</b> Questions: Who has determined that the person is LEP? The court? A clerk? Is this only for instances when an LEP party has asked for an interpreter and then changes their mind and the court wants to ensure that they are knowingly giving up their rights? Why would you need an order vacating the waiver? Wouldn't the minutes indicate the party requests an interpreter, and one would be appointed? From then on, the case would be flagged for an interpreter, unless the person waives one again.</p> <p>For consistency should the waiver be drafted so that all judicial officers use the same wording? Would this be at a state or local</p>	Recommendation No. 75 (former No. 76) has been significantly revised, and charges the Implementation Task Force with developing a policy for waiver of a court interpreter by a LEP court user (see above).



**Draft Strategic Plan for Language Access in the California Courts**

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<b>Goal VIII: Identify Systems, Funding, and Legislation Necessary for Plan Implementation and Language Access Management</b>		
<b>Commentator</b>	<b>Comment</b>	<b>Committee Response</b>
	level? There was no discussion of waiver in the body of the report	
California Commission on Access to Justice, Hon. Ronald B. Robie, Chair (Position = AM)	<ul style="list-style-type: none"> <li><b>Implementation of the Strategic Plan should be swift.</b> The Commission commends the Joint Working Group for proposing that Phase I of the Plan be implemented in 2015, and that the courts “will provide language access in all court matters by 2020.” As the Commission’s report <i>Language Barriers</i> noted nearly a decade ago, “(t)he starkest consequence of linguistic barriers to the courts is simply that justice is unavailable.”</li> </ul>	No response required.
Legal Aid Association of California (Position = AM)	<p><b>There must be no unnecessary delay in creating the statewide Language Access Implementation Advisory Committee.</b> LAAC is concerned, as stated in the collaborative comments, that there is no deadline for the creation of the Language Access Implementation Advisory Committee (LAIAC). We urge the Judicial Council to adopt a firm and immediate deadline so that no further work is delayed by the process of creating the LAIAC. The LAP has overly generous deadlines and includes in later phases many recommendations that we believe should be implemented in Phase I. In addition, even the Phase I recommendations could be unnecessarily delayed if local courts wait to act until the LAIAC is created, meets, and makes specific recommendations or requirements.</p> <p><b>The LAP must require statewide and local or regional Language Access Oversight Committees.</b> As written, the plan requires an implementation committee, but not a committee that would oversee ongoing policies and procedures in action after the implementation plan is adopted by the LAIAC. LAAC believes that separate bodies are necessary to monitor local court procedures and make local recommendations to meet the</p>	<p>It is the intent of the JWG that Recommendation No. 60 (former No. 61) regarding the creation of a Language Access Implementation Task Force, slated for Phase 1, be implemented immediately upon approval of this plan by the Judicial Council.</p> <p>The specific makeup and duties of the Language Access Implementation Task Force will be determined when the Chief Justice makes her appointments. The JWG added brief language to Recommendation No. 60 to clarify that the Implementation Task Force membership should include representatives of the key stakeholders in the provision of language access services in the courts, including, but not limited to, judicial officers, court administrators, court interpreters, legal services providers, and attorneys that commonly work with LEP court users.</p>

**Draft Strategic Plan for Language Access in the California Courts**

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	<p>specific needs of their constituents. Legal services organizations will be instrumental in helping to identify additional manuals, documents, and other resources for those needing interpreters to access court services. The local Language Access Oversight Committees (LAOC) should monitor the complaints received to identify larger systemic problems submitted by court users via the complaints.</p> <p><b>Legal services representatives must have dedicated membership on all committees with implementation and monitoring roles for the LAP.</b> Having committee members who are knowledgeable about the challenges faced by low-income LEP Californians attempting to access the courts is extremely important. LAAC believes that the easiest way to ensure this is to have legal services representation on the LAIAC and statewide and local LAOCs. LAAC believes it is important to have at least two representatives so that a richer set of perspectives are represented in the committees. Additionally, legal services representatives, as shown by the collaborative comment, are extremely knowledgeable about availability of data, potential sources of additional funding, and the importance of the ultimate long-term success of the goals of this plan.</p>	



## JUDICIAL COUNCIL OF CALIFORNIA

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# REPORT TO THE JUDICIAL COUNCIL

For business meeting on January 22, 2015

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**Title**

Court Facilities: Trial Court Facility  
Modification Advisory Committee Fiscal  
Year 2013–2014 Annual Report

**Agenda Item Type**

Information Only

**Date of Report**

December 18, 2014

**Submitted by**

Trial Court Facility Modification Advisory  
Committee  
Hon. David Edwin Power, Chair

**Contact**

Patrick McGrath, 916-643-8051  
[patrick.mcgrath@jud.ca.gov](mailto:patrick.mcgrath@jud.ca.gov)

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### Executive Summary

The Trial Court Facility Modification Advisory Committee (TCFMAC) has completed its facility modification funding for fiscal year (FY) 2013–2014. In compliance with the *Trial Court Facility Modifications Policy* adopted by the Judicial Council on July 27, 2012, the TCFMAC is submitting the annual report for FY 2013–2014 as Attachment A.

### Previous Council Action

The Trial Court Facility Modification Working Group was established by Judicial Council policy in 2005. The working group first met in April 2006 and operated under the *Trial Court Facility Modifications Policy*,<sup>1</sup> adopted by the Judicial Council in 2005 and revised on July 27, 2012. The primary oversight responsibilities included reviewing statewide facility modification requests and approving facility modification funding.

The working group's charge was formalized by the Judicial Council on December 14, 2012, and the working group was assigned additional oversight responsibility for the operations and maintenance of existing facilities, noncapital-related real estate transactions, energy

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<sup>1</sup> As adopted in 2005, the policy was known as the *Prioritization Methodology for Modifications to Court Facilities*. When it was revised in 2012, the name also changed. See [www.courts.ca.gov/documents/jc-20120727-itemG.pdf](http://www.courts.ca.gov/documents/jc-20120727-itemG.pdf).

management, and environmental management and sustainability. On April 25, 2013, the working group's status was elevated to that of advisory committee.

The Judicial Council allocated the FY 2011–2012 budget of \$30 million at the August 26, 2011, meeting. The FY 2012–2013 budget of \$50 million was allocated at the July 27, 2012, Judicial Council meeting. The FY 2013–2014 budget of \$50 million was allocated at the October 25, 2013, Judicial Council meeting.

The TCFMAC reports previously approved by the Judicial Council are available at [www.courts.ca.gov/2567.htm](http://www.courts.ca.gov/2567.htm) under Research and Reports: Conditions in Our Courts.

### **Concerns of Stakeholders**

An invitation to comment on the *Annual Report of the Trial Court Facility Modification Advisory Committee for Fiscal Year 2013–2014* was posted to Serranus, for a two-week period. To announce the invitation to comment, an email was sent to presiding judges, assistant presiding judges, court executive officers, and Judicial Council members, and a notice in *Court News Update* was sent to all Judicial Council and Court staff.

One comment was received supporting the report and thanking the advisory committee for their commitment to transparency and demonstrating that the facility modification funding is being spent wisely.

### **Policy and Cost Implications**

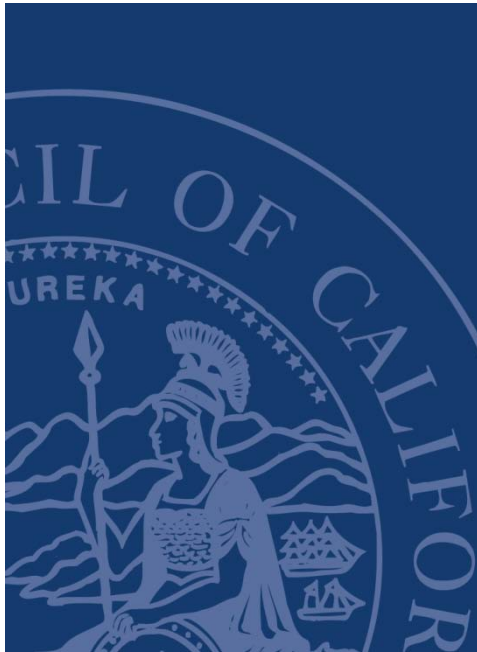
The TCFMAC had an approved FY 2013–2014 budget of \$50 million to fund the required program components. A total of 1,123 projects were reviewed and approved by the committee with a total approximate value of \$40 million. The committee also approved \$3 million for secondary project phases and required cost increases for projects that began in previous years. The committee approved \$7 million to support project management functions; preliminary project planning and estimating; plan check and review services; permitting and inspections; commissioning services; and ancillary functions required to execute the facility modification program. The balance of funding was accrued to cover the branch's portion of county-managed emergency projects.

### **Implementation Efforts**

The attached report is factual, with no recommendations and no consequential costs or impacts.

### **Attachments**

1. Attachment A: *Annual Report of the Trial Court Facility Modification Advisory Committee for Fiscal Year 2013–2014*



# **Annual Report of the Trial Court Facility Modification Advisory Committee for Fiscal Year 2013–2014**

PURSUANT TO THE *TRIAL  
COURT FACILITY MODIFICATIONS  
POLICY* ADOPTED BY THE  
JUDICIAL COUNCIL ON JULY 27,  
2012

JANUARY 22, 2014



JUDICIAL COUNCIL  
OF CALIFORNIA

TRIAL COURT FACILITY MODIFICATION  
ADVISORY COMMITTEE

## **Introduction**

This annual report for fiscal year (FY) 2013–2014 provides an overview of the Trial Court Facility Modification Advisory Committee (TCFMAC), the committee’s activities, project authorizations for the past fiscal year, ongoing facility assessments, and funding concerns.

The TCFMAC reviews and approves facility modification requests from across the state in accordance with the *Trial Court Facility Modifications Policy* (Attachment A). The committee reviews facility modifications that are ranked and prioritized by staff in accordance with the *Trial Court Methodology for Prioritizing and Ranking Facility Modifications* (Attachment B).

The TCFMAC had an approved FY 2013–2014 budget of \$50 million to fund the required program components. A total of 1,123 projects were reviewed and approved by the committee with a total approximate value of \$40 million (Attachment G). The committee also approved \$3 million for secondary project phases and required cost increases for projects that began in previous years. The committee approved \$7 million to support project management functions; preliminary project planning and estimating; plan check and review services; permitting and inspections; commissioning services; and ancillary functions required to execute the facility modification program. The balance of funding was accrued to cover the branch’s portion of county-managed emergency projects.

The TCFMAC primarily limited approvals for facility modification projects to Priority 1 (Immediately or Potentially Critical) and Priority 2 (Necessary, But Not Yet Critical) projects. However, the committee reviewed and approved 14 Priority 3 (Needed) projects whose primary focus was energy conservation. These projects, estimated at \$1.35 million, will pay for themselves in 2.4 years, based on the projected energy savings of \$560,000 per year in reduced energy consumption.

Due to limitations of facility modification funding, many courts funded enhancements to their own facilities through the Court-Funded Facilities Request (CFRs) program administered by the Judicial Council. In FY 2013–2014 there were 29 facility modification-related projects funded by the courts with a total estimated cost of \$4.7 million, and 28 lease-related requests funded by the courts with a total estimated cost of \$2 million. These projects would have gone unfunded without the financial assistance from the courts.

The current operations and maintenance and facility modification funding levels for the Judicial Branch are insufficient to address all the facilities needs of the courts. While recognizing the significant increase of \$15 million starting with the 2014-15 fiscal year, bringing the program funding to a total of \$65 million per year, the resources for the program are still substantially insufficient to address all the courts’ needs. This puts the court operations at increased risk for system failures, services outages, and facility closures. As the events occur, there are negative

impacts on the courts and all of its constituents, including plaintiffs, jurors, attorneys, and the general public. This condition only adds to the overburdened facility modification program and the construction funds which support this effort.

As a result, the budget will not maintain the condition or functionality of the current judicial branch facilities. The current level of funding forces the TCFMAC to address only the most critical facility modification needs across the state. Lower-priority projects will be deferred until they become immediate or critical needs. Current high priorities include roof replacements, elevator renovations, and the replacement of cooling towers and chillers. Lower-priority projects such as the replacement of interior finishes, installation of new security equipment, and painting of building exteriors will continue to be deferred.

## **Background**

The Trial Court Facility Modification Advisory Committee<sup>1</sup> was established by Judicial Council policy in 2005. The committee first met in April 2006 and operated under the *Trial Court Facility Modifications Policy*<sup>2</sup> adopted by the Judicial Council, which was revised on July 27, 2012. The primary oversight responsibility included reviewing statewide facility modification requests and approving facility modification funding. The working group's charge was formalized by the Judicial Council on December 14, 2012, and the committee was assigned additional oversight responsibility of the operations and maintenance of existing facilities, noncapital-related real estate transactions, energy management, and environmental management and sustainability.

From July 2013 to June 2014, the following members served on the committee over the course of the fiscal year:

- Hon. David Edwin Power, Chair and Judge of the Superior Court of Solano County;
- Hon. William F. Highberger, Vice-Chair and Judge of the Superior Court of Los Angeles County;
- Hon. Donald Cole Byrd, Assistant Presiding Judge of the Superior Court of Glenn County;
- Hon. Laura W. Halgren, Judge of the Superior Court of San Diego County;
- Hon. Gary Nadler, Judge of the Superior Court of Sonoma County;
- Ms. Sherri R. Carter, Court Executive Officer of the Superior Court of Los Angeles County;
- Ms. Linda Romero Soles, Court Executive Officer of the Superior Court of Merced County;
- Ms. Christina M. Volkers, Court Executive Officer of the Superior Court of San Bernardino County;
- Ms. Jeanine D. Tucker, Court Executive Officer of the Superior Court of Tuolumne County;
- and
- Mr. Michael M. Roddy, Court Executive Officer of the Superior Court of San Diego County.

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<sup>1</sup> From 2005–2013, the Trial Court Facility Modification Advisory Committee operated as a working group. On April 25, 2013, the working group's status was elevated to advisory committee.

<sup>2</sup> As adopted in 2005, the policy was known as the *Prioritization Methodology for Modifications to Court Facilities*. When it was revised in 2012, the name also changed. See [www.courts.ca.gov/documents/jc-20120727-itemG.pdf](http://www.courts.ca.gov/documents/jc-20120727-itemG.pdf).

Hon. Gary Nadler, Judge of the Superior Court of Sonoma County, tendered his resignation to the advisory committee in February 2014 upon his appointment to the Judicial Council. His wise counsel and diligence in his service to the committee since 2012 will be missed. Judge Nadler's vacancy was filled in August 2014 by Hon. Vanessa W. Vallarta, Judge of the Superior Court of Monterey County.

Ms. Sherri R. Carter, former court executive officer of the Superior Court of Riverside County, submitted her resignation to the advisory committee when she was appointed as the court executive officer for Los Angeles County. Ms. Carter was responsible for leading the development and implementation of the Trial Court Facility Maintenance Pilot Delegation Program during her tenure on the committee. Mr. Michael M. Roddy, court executive officer of the Superior Court of San Diego County, was appointed to the advisory committee in December 2013 to backfill Ms. Carter's vacancy.

Hon. Laura W. Halgren's membership term ended September 2014. Her contributions and insights since 2011 provided immense value. Judge Halgren's vacancy was filled in November 2014 by Hon. James L. Stoelker, Judge of the Superior Court of Santa Clara County.

The members met approximately every 45 days—either in a full-day, in-person meeting or via a phone conference—to review facility modification requests, approve funding, and provide guidance to the Judicial Council on the prioritization and funding of facility modifications. The chair, vice-chair, and members of the advisory committee also conduct site visits on an as-needed basis. In-person meetings are normally held in the Judicial Council Sacramento field office. The exception was the May 2014 meeting, which was at the Orange County Central Justice Center and hosted by the Superior Court of Orange County Presiding Judge Glenda Sanders, Assistant Presiding Judge Charles Margines, and Mr. Alan Carlson, court executive officer.

## **Annual Report**

The TCFMAC is required by the policy to provide an annual report to the Judicial Council. This report fulfills that requirement and covers activities between July 1, 2013, and June 30, 2014.

## **Facility Modification Priorities**

The policy breaks facility modifications into six priority categories as follows:

**Priority 1—Immediately or Potentially Critical.** A Priority 1 ranking is appropriate where a condition of the facility requires immediate action to return the facility to normal operations or where a condition exists that will become critical if not corrected expeditiously. Such conditions necessitate a facility modification to prevent accelerated deterioration, damage, or dysfunction;



to correct a safety hazard that imminently threatens loss of life or serious injury to the public or court employees; or to remedy intermittent function, service interruptions, or potential safety hazards. These conditions may include, but are not limited to, major flooding, substantial damage to roofs or other structural building components, or actual or imminent hazardous material release or exposure. Depending on scope, complexity, and impact, a severe deterioration in life safety or security components may also be considered a condition requiring a Priority 1 facility modification.

Because of their critical nature, Priority 1 facility modification requests are addressed immediately by Judicial Council staff using internal procedures—including a method and a process for setting aside funds to address Priority 1 requests—that ensure timely and effective responses to unplanned damage, deterioration, or dysfunction resulting from an emergency or other potentially critical conditions. The TCFMAC reviews staff decisions at its next scheduled meeting. They validate that both the necessity and the scope of the work meet the requirements of a Priority 1 facility modification.

**Priority 2—Necessary, But Not Yet Critical.** A Priority 2 ranking is appropriate where a facility requires a modification to preclude deterioration, potential loss of function or service, or associated damage or higher costs if correction of a condition is further deferred.

**Priority 3—Needed.** A Priority 3 ranking is appropriate where addressing a facility modification will reduce long-term maintenance or repair costs or improve the functionality, usability, and accessibility of a court facility. Such a condition is not hindering to the most basic functions of the facility, but its correction will improve court operations.

**Priority 4—Does Not Meet Current Codes or Standards.** A Priority 4 ranking is appropriate where a facility or one or more of its components do not conform to current code requirements, despite having complied with all codes in place at the time of initial construction. Such conditions are considered *legally nonconforming*, and their modification to meet current code requirements is generally not required.

**Priority 5—Beyond Rated Life, But Serviceable.** A Priority 5 ranking is appropriate where a facility is currently adequate to support court operations but, owing to some condition, cannot be expected to fully and properly function as designed for more than one year without the requested facility modification.

**Priority 6—Hazardous Materials, Managed But Not Abated.** A Priority 6 ranking is appropriate for a facility modification where a facility contains hazardous materials, such as asbestos or lead-based paints, that are managed in place and not yet abated.

## **Funding Sources and Restrictions**

The Facility Modification Program is funded from four sources:

- State Court Facilities Construction Fund (SCFCF);
- Immediate and Critical Needs Account (ICNA), Senate Bill 1407 funding;
- Court Facilities Architecture Revolving Fund, established by the Judicial Council for continuous appropriation of SCFC and ICNA monies; and
- Reimbursable funds, to cover a county’s share of facility modification costs in shared-use facilities.

The Facility Modification Program budget for FY 2013–2014 was \$50 million. Of that amount, \$18.2 million for approved facility modification projects was moved from the FY 2013–2014 Facility Modification Program budget to the Court Facilities Architecture Revolving Fund. A total of \$26.7 million was encumbered on Service Provider contracts for approved projects ready for execution. A total of \$5.1 million was encumbered to pay counties for the Judicial Council’s share of county-executed facility modification work.

The committee used its council-approved authority to reallocate funding based on changing needs over the course of the fiscal year:<sup>3</sup>

**Table 1. Fiscal Year 2013–2014 Funding Reallocation**

<b>Fiscal Year 2012–2013 Budget Allocation</b>	<b>Council-Approved Allocation (in millions)</b>	<b>TCFMAC Final Allocation (in millions)</b>
Priority 1, Emergency Facility Modifications	7.0	6.8
Planned Priorities 2–6, Facility Modifications	0	0
Unplanned Priorities 2–6, Facility Modifications	39.0	39.7
Statewide Facility Modification Planning	4.0	3.5
<b>Total Expenditure</b>	<b>\$50.0</b>	<b>\$50.0</b>

**Significant Expenditures in FY 2013–2014**

Contractors for both the Judicial Council and the counties performed 1,123 facility modifications in FY 2013–2014, for a total shared cost of more than \$46 million. The vast majority of individual authorizations was for facility modifications less than \$15,000 each and involved minor renovations and hardware replacements within court facilities and the associated planning efforts. Of the 1,123 facility modifications, 24 facility modification projects each had a total cost of \$300,000 or more. These 24 projects, estimated at approximately \$24 million, represent 48 percent of the total facility modification expenditures for this year. Attachment C lists these large facility modifications and provides a short description of each. Estimates within this attachment reflect updated costs based on changes to project scope and design. Changes to

<sup>3</sup> Expenditures are based on data as of June 30, 2014. Some are based on estimated costs for work not yet completed, and so the actual costs may vary slightly.

project costs have been approved by the TCFMAC.

### **Facility Assessment Program**

The key to the long-term management of the judicial branch facilities is a solid facility assessment program that captures the current conditions of deferred maintenance in the facilities and identifies the normal and likely life cycle requirements for major building system and component renewals. The Judicial Council has begun such a program and has completed assessments of more than 14 million square feet in 207 facilities. This figure represents about 88 percent of the square footage the branch is financially responsible for. Not included in the current assessment effort are smaller, remote facilities; leased facilities; and county-managed facilities with a small portion of court space. When completed, the assessment program data will cover approximately 95 percent of the Judicial Council's financial responsibility.

The assessments do not capture all building issues but focus on existing systems and equipment. They provide limited identification of enhancements required because of changes in building codes since original construction and Americans with Disabilities Act (ADA) issues. They do not specifically address lack of security or functional obsolescence of design, court operational functionality, or space issues.

The assessment program uses a software program developed by VFA, Inc., a national firm that specializes in facility assessment and capital renewal planning. The VFA system contains condition data for more than 181,000 facilities, 80 percent of which are federal and state agencies, with the remaining 20 percent coming from commercial companies and health organizations across the country. The total portfolio captured within its database exceeds 4 billion square feet. Based on its assessment, VFA creates a Facility Condition Index (FCI) for each facility. The FCI indicates the cost of deferred maintenance in a facility relative to the cost of that facility's replacement. The lower the FCI score, the better the condition of the facility. Nationwide, the average FCI in VFA's database is 9 percent. To date, the average FCI for fully assessed California courts is 35 percent. This indicates that, within the past three years, California's court facilities have moved from "Managed Care" to "Reactive Management." (See Figure 1 on page 9.)

The average FCI for all courts in VFA's database is 34 percent, so unfortunately California courts are working in facilities that, collectively, are in slightly worse condition than their counterparts around the country. Further, lack of capital reinvestment will continue the decline of the operational capabilities for the existing branch portfolio.

The goal of the Judicial Council is to maintain the portfolio of court facilities at a level of "Comprehensive Stewardship" based on the standards of the service-level matrix included in Figure 1. The figure uses industry standards to show a full range of facility conditions, from "Crisis Response," where there is a constant need for emergency action to keep the court in

operation, to the “Showpiece Quality” category, which represents the ideal facility conditions. (A description of service levels follows.) With the FCI representing the best indicator, the worst Judicial Council facilities fall in the “Crisis Response” category; a few are in the “Showpiece Quality” category, and the majority falling into the low range of Managed Care. Some of the worst buildings are facilities targeted for replacement via the Capital Construction Program—should program budgets allow their construction—or small modular units that are beyond their useful life. Conversely, the best facilities are less than 10 years old.

Service levels:

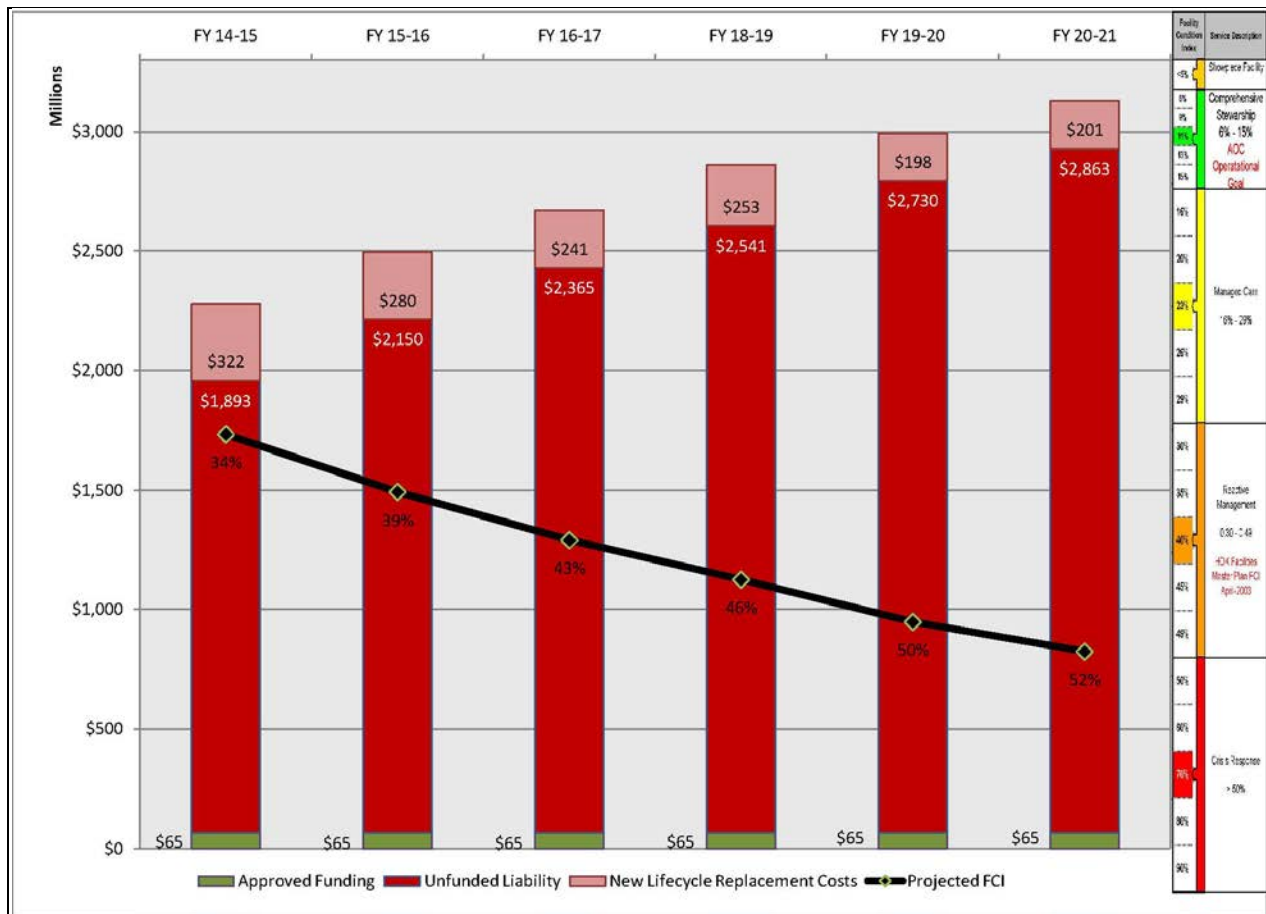
- **Showpiece Quality.** Facilities are maintained at the highest level; majority of maintenance work is preventive. Equipment and building are fully functional and in excellent operating condition.
- **Comprehensive Stewardship** (Judicial Council goal). Equipment and building are usually functional and in good condition. Some reactive maintenance and emergency response is needed. Response is timely to service requests.
- **Managed Care.** Equipment and building components are mostly functional, with occasional breakdowns. Maintenance performed is more reactive than preventive. Response to service requests takes a little longer.
- **Reactive Management.** Equipment and building components are frequently broken and inoperative, and they continue to deteriorate. Maintenance is almost exclusively reactive, and response is no longer timely.
- **Crisis Response.** Building components and equipment are routinely broken and inoperative. Wear and tear continues unabated. Preventive maintenance is no longer performed, and response is limited to emergencies.

The most rundown Judicial Council facilities in the Crisis Response category have seen some improvements, but the ongoing aging of the portfolio continues to affect the overall improvement of the building components and equipment. With limited resources, system replacements are funded only when systems fail or come close to failure (Priorities 1–3). An adequately funded facility management program would replace systems when they reach the end of their functional lives (Priority 5) but before they fail or require excessive maintenance costs, which would require that many Priority 5 facility modifications be funded each year.

The Facility Modification budget for FY 2014–2015 increases from \$50 million to \$65 million. However, this allocation is insufficient to meet the needs of the 16.8 million square feet of judicial branch funded facilities eligible for facility modification funding. Figure 1 highlights the current anticipated funding compared to the growing need for additional funding over the next five years. Unless the current plan is adjusted, courts can expect the general condition of their facilities to continue to decline. This decline will place the portfolio well into Crisis Response range, which is typified by a high level of system and equipment failure that will cause significant negative operational impact on the courts. Attachment D contains a list of all assessed facilities and their FCI ratings.

Figure 1 also indicates expected changes to the FCI for the existing portfolio over the next five years based on our current assumptions for funding during this time of severe fiscal limitation for the state. See Attachment F for a full detailed description of the Facility Service Level Matrix referenced in Figure 1.

**Figure 1. FCI Relative to Potential Funding, FY 2014–2015 to FY 2020–2021**



### Committee Activities

The committee’s *Trial Court Methodology for Prioritizing and Ranking Facility Modifications* (Attachment B) implements the ranking requirement of the *Facility Modification Policy* regarding how potential facility modifications are prioritized by means of numerical scoring for each factor in six categories. Facility modifications are first prioritized and then scored; the lower the score, the higher the ranking. Thus, all Priority 2 facility modifications are ranked above all Priority 3 facility modifications. Recent revisions of the methodology distinguish the priority of graffiti removal based on whether the graffiti is in public or nonpublic areas of the court and score county-managed projects in the same manner we score Judicial Council-managed facility modifications.

Using this ranking methodology, the Judicial Council staff prepares a preliminary ranking list

for the committee. The committee reviews, revises, and finalizes the list for use when considering which facility modifications to fund.

The committee held 10 meetings in FY 2013–2014. Table 2 outlines the activities of the TCFMAC, indicating the number of facility modifications reviewed and funded and the number of facility modifications reported as completed by staff.

**Table 2. Facility Modification Activity**

	Number of Facility Modifications	Estimated Cost
Reviewed and Approved (Attachment G)	1,123	\$40,335,998
Funded and Open*	445	\$80,596,080
Completed**	1,031	\$23,376,946

\* Includes all funded FMs that were still open on June 30, 2014, regardless of the year of funding.

\*\* Includes all FMs completed during FY 2013–2014, regardless of the year of funding.

A breakdown of FY 2013–2014 approved facility modification funding, by priority and court, is provided in Attachment E. The vast majority of funding went to Priority 2 facility modifications because of an increase in the Judicial Council’s direct maintenance responsibility of more facilities coupled with no significant increase in funding. Figure 2 shows how funding of the various priorities has changed over time. The first few years show a balance between the various priorities, whereas this year shows that almost all funding went to the two highest priorities.

**Figure 2. Funded Facility Modifications by Priority Ranking**

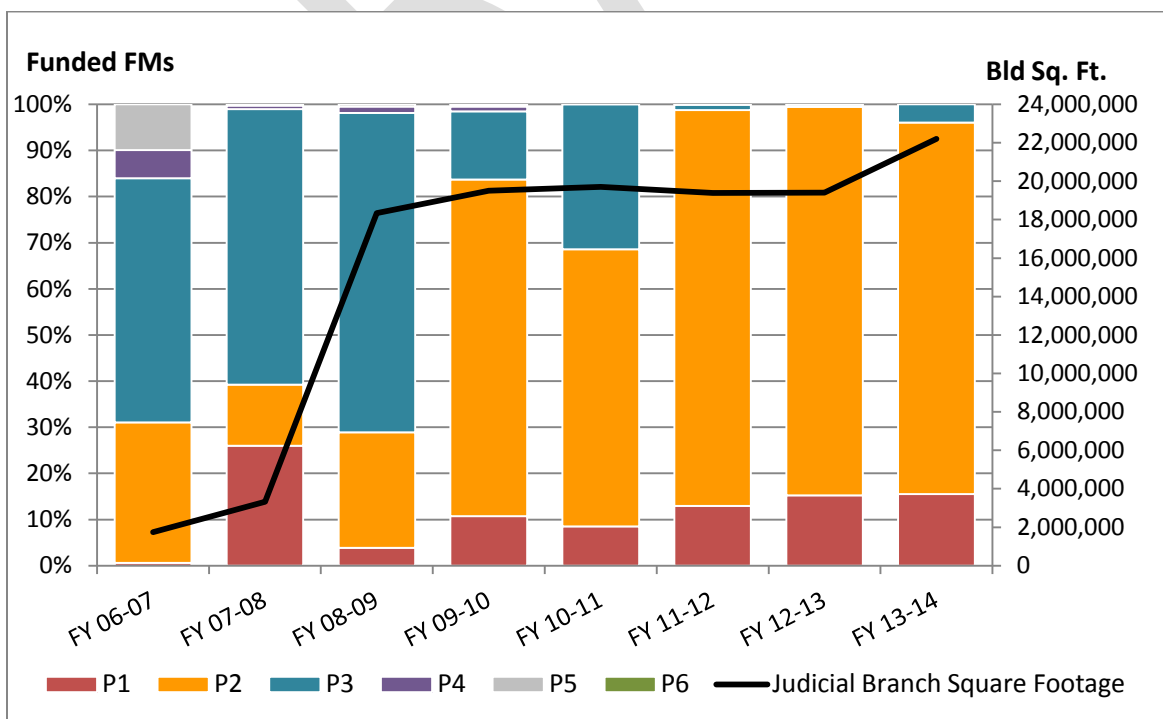


Figure 2 represents the breakdown of dollars spent by priority, expressed as a percentage of the facility modifications funded during each fiscal year. The line represents the growth in responsible square footage. Priority 2 projects such as exterior walls, conveying systems, HVAC system issues, and roofing continue to lead the list of projects receiving funding. Priority 1 emergencies continue to increase due to lack of program funding.

## **Operations and Maintenance**

TCFMAC oversight includes routine, recurring, and generally anticipated maintenance and repairs of court facilities that must be performed periodically throughout the life of a facility to keep the building, equipment, and utilities infrastructure in a condition adequate to support its designed level of service. Broad oversight of the entire existing facility management program under one advisory committee helps ensure that the various aspects of the program work in harmony and will provide the most effective overall program.

## **Committee Activity Summary**

In addition to reviewing and funding facility modifications and operations and maintenance, the committee has continued to refine the processing and internal policies for managing all relevant data and making funding decisions. The committee has also:

- Reviewed and discussed updates to the committee’s funding methodology guidelines and the role of Judicial Council staff, contractors, and the courts in management of court facilities;
- Reviewed and supported full SB 1407 funding for the Facility Modification Program and reviewed implications of reduced funding;
- Toured the Orange County Central Justice Center in Santa Ana and provided onsite field evaluations of proposed facility modifications and space utilization plans in the Superior Court of Placer County and Superior Court of San Joaquin County;
- Participated as members of the Court Facilities Advisory Committee;
- Discussed the Chief Justice’s “Access 3D” vision regarding remote, equal, and physical access to the courts. The committee will focus on ensuring safe, well-maintained, and cost-effective facilities are accessible to all;
- Discussed and considered Court-Funded Facilities Requests, which is a Judicial Council–approved process that authorizes court contributions to fund urgent court facilities needs such as leases and facility modifications;
- Reviewed and approved energy efficiency projects to offset the impact of increasing utility

rates on the operations and maintenance budget. The committee also received an informational report on solar options, which have the potential to reduce costs for court facilities;

- Reviewed and discussed the draft of *Trial Court Food Service Vendor Policy*, intended to establish consistency with respect to vendor operations within Judicial Council–managed facilities;
- Discussed and considered the emerging issue of charging electric vehicles at court facilities. *Guideline 16—Charging Stations for Electric Vehicles* was unanimously approved by the committee as direction to staff regarding the operational responsibility for the charging stations at court facilities. Currently, the Judicial Council does not have facility modification funding for this effort;
- Discussed and reviewed the Courthouse Maintenance Survey responses from the courts and presented the responses at the joint meeting between the Trial Court Presiding Judges Advisory Committee and the Court Executives Advisory Committee.
- Implemented the new rule 10.75 of the California Rules of Court, *Meetings of Advisory Bodies*. The committee worked closely with Judicial Council’s Legal Services office to ensure all additional procedural steps were consistent with the new requirements;
- Received a status report on the Trial Court Facility Maintenance Pilot Delegation Program from the four delegated courts (Orange, Riverside, Imperial, and San Luis Obispo). The committee also reviewed the performance of the regional operations and maintenance service providers, which serve the 54 counties that are not part of the Trial Court Facility Maintenance Pilot Program; and
- Reviewed budget issues associated with lack of funding, lack of staffing, and the ongoing funding needs associated with the increasing portfolio square footage, utility rates, and construction costs.

### **Customer Surveys**

To validate that the facility modification and operations and maintenance programs are successfully meeting the needs and requirements of the courts, the Judicial Council staff request court feedback through formalized customer satisfaction surveys. For facility modifications, a customer satisfaction survey is conducted at the completion of each project. For regular operations and maintenance performed at the courts, a customer satisfaction survey is conducted by randomly selecting 20 percent of the total job orders processed. During FY 2013–2014, 268 facility modification surveys and 5,019 operations and maintenance surveys were sent. The surveys received indicate the courts’ general satisfaction with the performance of the facility modification and operations and maintenance programs, only 2 percent of responses indicated there is room for improvement



or work completed was unsatisfactory.

In addition to the ongoing customer surveys, the committee released a directed survey to all branch presiding judges and court executive officers, with topics centered on service provider performance and program funding. Over 60% are satisfied with the services provided by the service providers, but there is a general consensus among the courts expressing concerns regarding the program being severely underfunded. The top three facility-related priorities for the courts are equipment repairs, preventative maintenance, and structural repairs. The survey responses continue to assist the committee with understanding the needs and priorities of the courts.

### **Committee's Funding Concerns**

Due to continued lack of program funding at industry standard thresholds, the committee continues with the run-to-failure funding methodology that primarily focuses on critical system replacements and high value improvements to the infrastructure. These projects, primarily responding to failed building systems, are critical to mitigating negative operational impacts to court facilities throughout the state. Examples of these critical system replacements include failed roofing causing interior structural damage; failed fire protection monitoring systems causing safety issues; failed elevator systems causing entrapments; failed HVAC equipment causing uncomfortable and unsafe working conditions; and failed plumbing systems causing flooding. Without an adequate operations and maintenance budget to perform the appropriate preventative maintenance, these critical systems will continue to fail and will continue to interrupt court operations.

The Facility Modification Program has faced funding challenges and continues to do so. The facility modification budget for FY 2011–2012 was \$30 million; in FY 2012–2013 and FY 2013–2014, the budget was increased to \$50 million; and in FY 2014–2015 the budget will increase to \$65 million. These historical budgets have failed to meet the identified needs of the judicial branch's facility program as identified in Figure 1 above. Even with the additional \$15 million in FY 2014–2015, the program continues to face obstacles associated with maintaining adequate staffing levels to perform the critical planning functions and adequate funding to address the critical system replacements.

This lack of funding capability is a result of continued state budget difficulties and the redirection of State Court Facilities Construction Funds to support court operations. Because of the current limited funding, any work deemed noncritical to ongoing operations was not funded, leading to more emergency projects and increased cost to the state over the long term. Next year in FY 2014–2015, few if any Priority 3 projects are likely to be funded. With current funding levels, there will be no ability to fund Priority 4, 5, or 6 facility modifications in the next few years. Equipment and systems that are beyond their rated life will not be replaced until their condition degrades further and requires immediate action to prevent negative impacts to the public and court operations. For example, building systems such as HVAC, plumbing, electrical, and conveyance will continue to fail and cause a negative impact

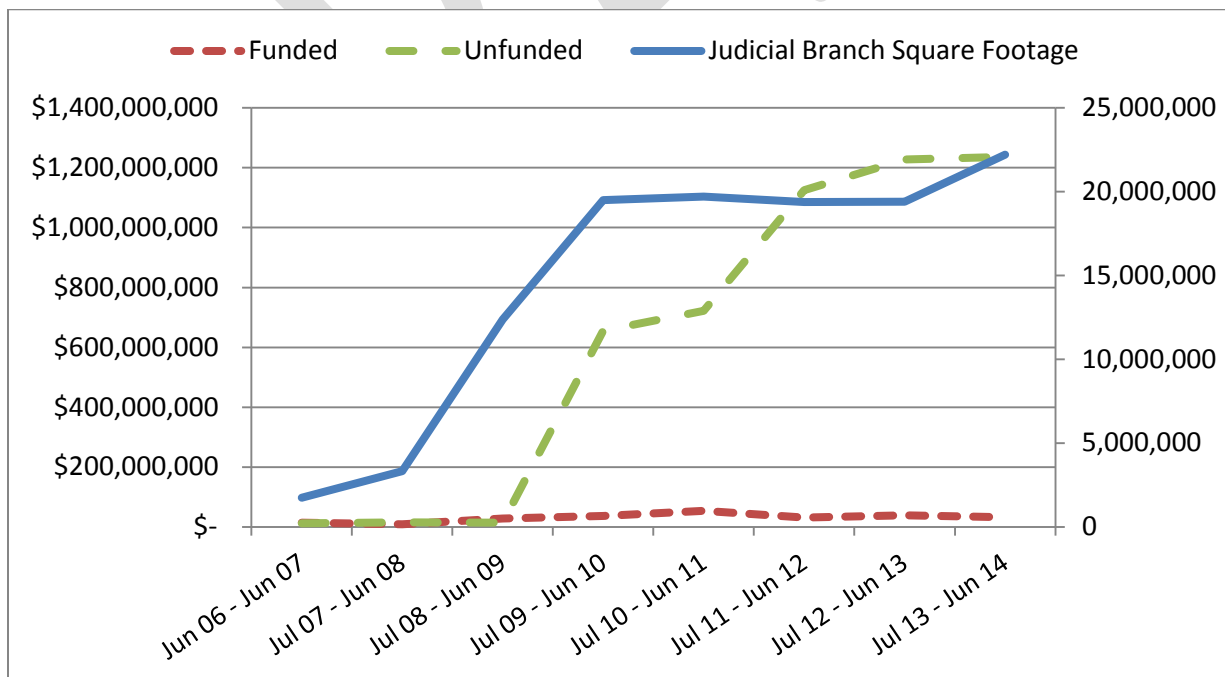
to court operations. Current funding levels are not sufficient for entire building system replacements across the state; only renovations and repairs can be adequately funded.

Security funding responsibility continues to be unclear. At this time, the security projects funded through the advisory committee are for like-for-like replacements when equipment has failed and for hardware replacements where physical threats or privacy concerns are present, such as lock sets in holding areas, courtrooms, secure hallways, and judges’ chambers. Security enhancements—such as additional cameras, software upgrades, and digital equipment where currently none is present—are not being funded.

Court inspections by the State Fire Marshall and the Air Quality Management District have the potential to come with extreme costs due to outdated systems and facility infrastructure not complying with current codes and requirements related to fire safety and emissions standards. In FY 2013–2014, \$1.5 million was allocated to facility modifications addressing citations and notices of corrections.

Figure 3 below shows the unfunded facility modification backlog in relation to the increasing square footage. The figure shows that the growth of square footage is exceeding the growth in facility modification funding. Current funding levels are not adequately addressing the unfunded backlog of work: it will take years to complete even under the best funding scenarios and assuming no new work requests are added to the list.

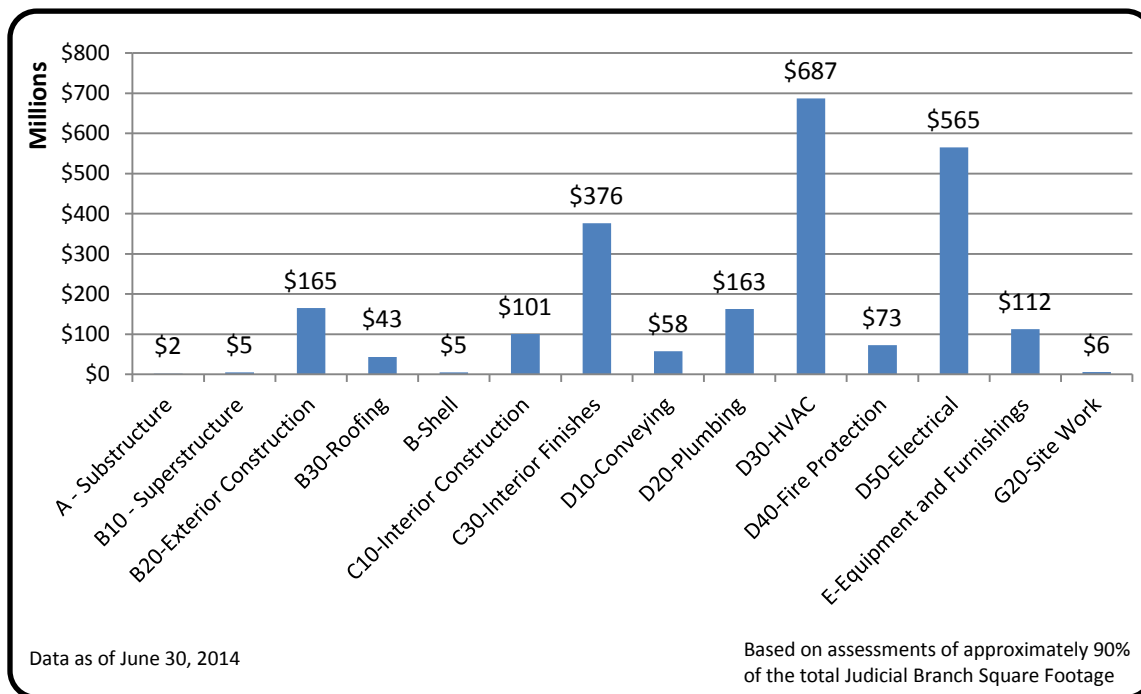
**Figure 3. Funded Facility Modifications and Unfunded Facility Modification Backlog**



The largest need for additional funding is in the critical system areas of HVAC (heating,

ventilation, and air conditioning) and the aging electrical infrastructure. This is evident by the deferred projects currently identified but that remain unfunded. See Figure 4 for a breakdown of unfunded projects by building system.

**Figure 4. Identified Requests by Building System**



## Conclusion

Obtaining appropriate funding and staffing levels continue to challenge the committee in its efforts to implement the Facility Modification Program as directed by policy. The limited resources available require the committee to continue to defer much needed renovations of the facility infrastructure.

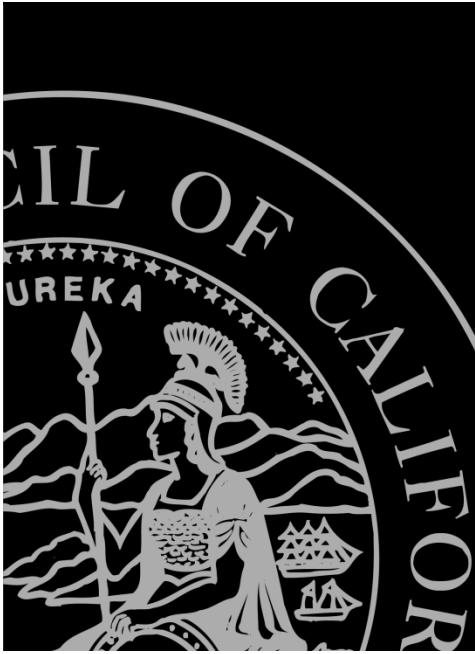
As evidenced in Figure 2, unless additional program funding is allocated, facility conditions will continue to degrade and critical system failures will increase. Inadequate funding will continue to hinder the Judicial Council’s ability to provide and maintain safe, dignified, and fully functional facilities that accommodate the needs of all court users, as well as our justice system partners.

## Attachments

1. Attachment A: *Trial Court Facility Modifications Policy, July 27, 2012*
2. Attachment B: *Trial Court Methodology for Prioritizing and Ranking Facility Modifications, October 25, 2012*
3. Attachment C: *Description of Funded Facility Modifications Over \$300,000 FY 2013–2014*

4. Attachment D: Trial Court Facility Condition Index
5. Attachment E: Approved Facility Modification Funding by Priority and County FY 2013–2014
6. Attachment F: Facility Service Level Matrix
7. Attachment G: Facility Modifications Reviewed and Approved Between July 1, 2013, and June 30, 2014

DRAFT



# **Trial Court Facility Modifications Policy**

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ADOPTED AND EFFECTIVE  
JULY 27, 2012



ADMINISTRATIVE OFFICE  
OF THE COURTS

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OFFICE OF COURT CONSTRUCTION  
AND MANAGEMENT

## **I. Purpose**

Government Code section 70391(h) requires the Judicial Council to allocate appropriated funds for the maintenance and construction of court facilities. Government Code section 70374(c)(1) authorizes the use of funds in the State Court Facilities Construction Fund for projects involving, among other things, rehabilitation, renovation, or replacement of court facilities. This document presents the methodology and process for identifying and prioritizing facility modifications (Facility Modifications) to be made to trial court facilities, the responsibility or title for which rests with the state.

This document replaces and supersedes the Judicial Council's *Prioritization Methodology for Modifications to Court Facilities*; last revised April 24, 2009 and, if approved, would become effective on July 27, 2012.

## **II. Definitions**

### **A. Facility Modification**

A Facility Modification is a physical modification to a facility or its components that restores or improves the designed level of function of a facility or facility components. A Facility Modification may consist of:

- A modification that alters or increases the designed level of services of a building;
- A “special improvement” meaning a one-time modification to a facility that is not expected to be repeated during the lifetime of the facility;
- An alteration, addition to, or betterment of a facility that changes its function, layout, capacity, or quality;
- A rehabilitation, which restores a facility to its former state or capacity;
- A renovation, which restores a facility to a former or better state, including by repairing or reconstructing facility components;
- A replacement, which puts a new facility component of the same or better quality or function, in the place of an existing facility component;
- The addition of new systems, equipment, or components to a facility that would not otherwise exist;
- A modification to a facility that is required to bring the facility into compliance with law, including but not limited to the Americans with Disabilities Act, title 24 of the California Code of Regulations, and federal and state hazardous materials laws and regulations;
- Any of the foregoing where a facility or its components are damaged, seriously deteriorated, dysfunctional, subject to intermittent service outage, or otherwise in insufficient operating condition as a result of

- deferred maintenance, emergency, acts of God, severe wind or weather conditions, vandalism, or criminal activity; and
- A correction of collateral damage arising from an emergency incident or unanticipated finding that is discovered during the performance of Facility Modification work.

A Facility Modification differs from routine maintenance and repair of a court facility, which is the routine, recurring, and generally anticipated work that must be performed periodically throughout the life of a facility to keep the building and its grounds, equipment, and utilities infrastructure in a condition adequate to support their designed level of service. Routine maintenance and repair includes annual or less frequent periodic repairs and replacements of building components and equipment consistent with manufacturers' recommendations or industry-recommended service cycles. While a Facility Modification may either restore or improve a facility's designed level of function, routine maintenance and repair always maintains, without materially improving, the facility and its components at their designed level of function. Routine maintenance and repair is the basic and ongoing work that is needed, as part of ordinary facility operation and management, to keep the facility and its components in a condition adequate to support existing facility operations and to prevent deterioration, break down, and service interruptions.

In some instances, it is difficult to distinguish between a Facility Modification, on the one hand, and routine maintenance and repair, on the other hand. Facility Modifications are distinguished from routine maintenance and repair based on the scope and complexity of the work to be performed, and the anticipated impact of the work on the ongoing operation of the facility. Factors to be considered in evaluating the scope, complexity, and impact of a project include:

- The amount of time and materials needed to complete the work;
- The number of steps involved in completing the project;
- The type and number of tools required to perform the work;
- The extent to which facility structures or equipment must be altered or moved to complete the project;
- Whether the facility component involved is a substantial part of a major facility system;
- Whether one or more facility systems will be disrupted or taken out of service as a result of the project; and
- Whether the project involves critical facility systems such as life safety or security equipment, HVAC equipment, utilities infrastructure, roofs and other structural components, or accessibility features (i.e., elevators, escalators, doors, parking lots and structures).

Projects of greater scope and complexity or with a more critical impact on the ongoing safe and secure operation of the court facility are more likely to be Facility Modifications; however, for projects that are more difficult to distinguish, case-by-case evaluation is required.

A Facility Modification differs from a capital project, which significantly increases the facility's gross area; substantially renovates the majority (more than 50 percent) of the facility; involves the construction of a new facility or a facility acquisition; or changes the use of the facility, as in a conversion from another use to court use.

## **B. Judicial Branch Facilities' Customer Service Center (CSC)**

The Judicial Branch Facilities' Customer Service Center, or CSC, is a 24-hour service center established to receive, track, and control all work statewide related to court facilities. The center is managed by the Office of Court Construction and Management (OCCM), a division of the Administrative Office of the Courts (AOC), through its Real Estate and Asset Management Services' Facilities Management Unit. The CSC is the primary contact point for all Facility Modification requests and all maintenance services. The e-mail address is [csc@jud.ca.gov](mailto:csc@jud.ca.gov).

## **C. Facility Modification Budget Allocation Categories**

### **1. Statewide Facility Modifications Planning Allocation**

The Statewide Facility Modifications Planning Allocation is the portion of the Facility Modifications budget set aside by the Judicial Council for planning, investigations, and other activities related to the identification, solution analysis or development of Facility Modification requirements, estimates, and plans. This includes studies of issues that may eventually require Facility Modifications as well as full facility assessments used for long-range planning of the Facility Modification program. This budget does not include detailed construction design work, which is incorporated into the cost of each specific Facility Modification.

### **2. Priority 1 Facility Modifications Allocation**

The Priority 1 Facility Modifications Allocation is the portion of the Facility Modification budget set aside by the Judicial Council for performance of emergency Facility Modifications. Due to the unpredictable nature of these Facility Modifications funding must be set aside to ensure an adequate reserve to address any emergencies that may arise over the course of the Fiscal Year.

### **3. Planned Facility Modifications Allocation**

The Planned Facility Modifications Allocation is the portion of the Facility Modification budget set aside by the Judicial Council for Facility Modifications that the TCFMWG has fully vetted and recommended for funding at the beginning of the Fiscal Year and that are approved by the Judicial Council. Typically these Facility Modifications are considered to be among the highest



priority from those *not* funded in the previous year due to budget constraints. Funds remaining in this allocation after all Planned Facility Modifications have been completed can be reallocated by the among the other Facilities Modification Budget Categories. The Judicial Council will be advised of any such reallocations in the annual information report submitted after the close of each fiscal year. The report also will indicate if any Planned Facility Modifications approved by the council are cancelled.

#### **4. Priority 2-6 Facility Modifications Allocation**

The remainder of the Facility Modifications budget is set aside by the Judicial Council for Priority 2–6 Facility Modifications that were either not received prior to the beginning of the fiscal year or involved lower-priority work not yet fully vetted and estimated but eligible for funding during the current fiscal year depending on funds available and priority of the requested modification.

This budget allocation is spread over the course of the Fiscal Year by the TCFMWG to fund requests that are ad hoc or unplanned, but that rank among the highest priority Facility Modifications. The TCFMWG will determine at the beginning of the fiscal year the amount to be used at each of its meetings as part of a plan to stage the work over the course of the year. This will allow for funding decision at each meeting to ensure funds are spent appropriately and fully for the fiscal year. Based on this funding determination the AOC staff will present a proposed list of Facility Modification at each meeting. The TCFMWG will then approve or disapprove funding for each of the proposed Facility Modifications.

### **III. Priority Categories**

#### **Priority Categories for Facility Modifications**

Projects determined to be Facility Modifications will be assigned one of the six priority categories described below. These priority categories are based on methods commonly used by private sector facility management firms. Facility Modifications will be prioritized based on confirmation that the requested project qualifies as a Facility Modification under the criteria in section IIA above, as well as by priority category, specific justifications, effect on court operations, public and employee safety, risk management and mitigation, funding availability, equity among the courts, implementation feasibility, cost/benefit analysis, planning and design status, contribution to ADA compliance, and status of major capital improvements.

Facility Modifications determined to be Priority 1 will be addressed immediately and regardless of whether the court occupies a shared-use facility. Planned Priority 2–6

Facility Modifications requested for shared-use facilities will be assigned an appropriate priority category; their prioritization and implementation may be dependent, however, on financial participation by the county that shares the building.

Priority categories for Facility Modifications are as follows:

***Priority 1—Immediately or Potentially Critical.*** A Priority 1 ranking is appropriate where a condition of the facility requires immediate action to return the facility to normal operations or where a condition exists that will become critical if not corrected expeditiously. Such conditions necessitate a Facility Modification to prevent accelerated deterioration, damage, or dysfunction; to correct a safety hazard that imminently threatens loss of life or serious injury to the public or court employees; or to remedy intermittent function, service interruptions, or potential safety hazards. These conditions may include, but are not limited to, major flooding, substantial damage to roofs or other structural building components, or actual or imminent hazardous material release or exposure. Depending on scope, complexity, and impact, a severe deterioration in life safety or security components may also be considered a condition requiring a Priority 1 Facility Modification.

Owing to their critical nature, Priority 1 Facility Modification requests will be addressed immediately by AOC staff using internal procedures—including a method and a process for setting aside funds to address Priority 1 requests—that ensure timely and effective responses to unplanned damage, deterioration, or dysfunction resulting from an emergency or other potentially critical conditions.

***Priority 2—Necessary, But Not Yet Critical.*** A Priority 2 ranking is appropriate where a facility requires a modification to preclude deterioration, potential loss of function or service, or associated damage or higher costs if correction of a condition is further deferred.

***Priority 3—Needed.*** A Priority 3 ranking is appropriate where addressing a Facility Modification will reduce long-term maintenance or repair costs or improve the functionality, usability, and accessibility of a court facility. Such a condition is not hindering to the most basic functions of the facility, but its correction will improve court operations.

***Priority 4—Does Not Meet Current Codes or Standards.*** A Priority 4 ranking is appropriate where a facility or one or more of its components does not conform to current code requirements, despite having complied with all codes in place at the time of initial construction. Such conditions are considered *legally nonconforming*, and their modification to meet current code requirements is generally not required.

**Priority 5—Beyond Rated Life, But Serviceable.** A Priority 5 ranking is appropriate where a facility is currently adequate to support court operations but, owing to some condition, cannot be expected to fully and properly function as designed for more than one year without the requested Facility Modification.

**Priority 6—Hazardous Materials, Managed But Not Abated.** A Priority 6 ranking is appropriate for a Facility Modification where a facility contains hazardous materials, such as asbestos or lead-based paints, that are managed in place and not yet abated.

#### **IV. Process for Requesting and Prioritizing Facility Modifications**

##### **A. Requesting Facility Modifications**

Potential Facility Modifications will be identified by court and AOC personnel through requests made to the CSC. The AOC staff in collaboration with the local court staff will

- confirm that each requested project is a Facility Modification under the criteria set forth above in section II;
- assign a priority category to each request;
- resolve any questions and develop a preliminary cost estimate; and
- finalize the scope of the Facility Modification.

**1. Priority 1 Requests.** Owing to their critical nature, Priority 1 requests will be addressed immediately by AOC staff using internal procedures that ensure timely and effective responses to unplanned damage, deterioration, or dysfunction resulting from an emergency or other potentially critical conditions. AOC staff will report to the TCFMWG on all Priority 1 request as part of the next scheduled TCFMWG meeting.

**2. Priority 2–6 Requests.** Requests for Priority 2–6 Facility Modifications will be tracked by the AOC and the courts using the AOC’s Computer Aided Facility Management (CAFM) database. Each request will outline the problem to be addressed and state the impact if the problem is not addressed. Requests will be processed by CSC staff and tracked in CAFM.

##### **B. Prioritizing Requests for Priority 2–6 Facility Modifications**

The following criteria will be used in ranking of all noncritical Facility Modifications:

- priority category
- specific justifications, effect on court operations
- public and employee safety and security, and risk management
- funding availability
- equity among the courts
- implementation feasibility

- cost/benefit analysis
- design and plan status,
- contribution to ADA compliance
- planned major capital improvements

## **V. Trial Court Facility Modifications Working Group**

### **A. Trial Court Facility Modifications Working Group: Membership and Terms**

The Trial Court Facility Modifications Working Group (TCFMWG) has been established by the Judicial Council to review Facility Modification needs across the state. Judges or court executive officers from any California court who have knowledge of or interest in facilities management or construction are eligible to apply for membership. The TCFMWG consists of five judges selected by the Trial Court Presiding Judges Advisory Committee and three Court Executive Officers selected by the Court Executive Officers Advisory Committee. Members serve a three-year term, though terms may be extended at the discretion of the chair of the Court Facilities Working Group (CFWG). The chair and vice-chair of the TCFMWG are appointed from among the TCFMWG membership by the Chief Justice, with recommendations from the chair of the CFWG. AOC staff is responsible for notifying the pertinent selection committee when new members need to be appointed.

### **B. Trial Court Facility Modifications Working Group: Duties and Procedures**

The TCFMWG will meet as needed to review the AOC staff prepared reports, which will include a suggested ranked list of all proposed Facility Modifications with fully developed scopes of work and cost estimates as well as current funding availability. The total cost of all modifications on the draft ranked list may not exceed total available funding for the current fiscal year. Based on a review of the AOC reports and any other available information, the TCFMWG will determine which modifications to recommend for funding in the current fiscal year and which should be deferred for future consideration based on funding availability. The group may also determine that certain items do not qualify as Facility Modifications and remove them from the list of recommended projects.

### **C. Trial Court Facility Modifications Working Group: Annual Recommendation to the Judicial Council**

1. The Legislature appropriates funding to the annual Facility Modification budget (annual budget) out of the State Court Facilities Construction Fund and the Immediate and Critical Needs Account.
2. Based on the annual budget, the AOC staff to the TCFMWG will develop a proposed allocation among the four Facility Modification Budget Allocation Categories and a list of potential Planned Facility Modifications.

3. The TCFMWG will consider the AOC staff proposal and develop a recommended allocation among the four Facility Modification Budget Allocation Categories; Priority 1 Facility Modifications, Statewide Facility Modification Planning, Planned Facility Modifications, and Priority 2–6 Facility Modifications.
4. The TCFMWG will also use this AOC staff proposal to determine if there are high priority Facility Modifications that should be funded with the Planned Facility Modification allocation. A list of proposed Planned Facility Modifications, if any, will be developed, and will include the location, a short description, and estimated cost of each Planned Facility Modification. Based on the Annual Budget, the TCFMWG may recommend all funding be preserved for use on the highest priority Facility Modifications throughout the year and not recommend any Planned Facility Modifications.
5. The TCFMWG’s draft recommendations of the proposed funding allocation and the list of Planned Facility Modifications will be made available to the trial courts for comment by posting them on Serranus and emailing them to the Presiding Judges and the Court Executive Officers. The comments and the TCFMWG’s responses will be included with the final recommendations in a report to the CFWG.
6. Based upon comments received, the TCFMWG will determine its final recommended funding allocation and list of Planned Facility Modifications, which will be presented to the CFWG for review and approval. The CFWG may approve the TCFMWG recommendations in whole or it may revise the recommendations.

The CFWG will forward its recommended funding allocation and list of Planned Facility Modifications to E&P for placing on a Judicial Council business meeting agenda for the council’s consideration and approval or revision.

7. This policy, and the budget allocations and list of Planned Facility Modifications approved by the Judicial Council will be the basis on which the TCFMWG and the AOC in collaboration with the local courts will proceed to implement Facility Modifications.
8. During the fiscal year, justifiable reasons may arise for reallocating funds among the four Facility Modification budget allocations—Statewide Facility Modification Planning, Priority 1, Planned, and Priorities 2–6. Under this policy, the Judicial Council delegates to the TCFMWG the authority to redistribute funds among the four budget allocations as necessary to ensure that

the funds are used in the fiscal year and are used for the highest priority Facility Modifications, consistent with this policy and the criteria outline in section IV.B above. All reallocations will be reported to the council as part of the annual report on the activities of the TCFMWG.

9. The Judicial Council also delegates to the TCFMWG the authority to approved Priority 1 and 2 Facility Modifications between the beginning of the fiscal year and the Judicial Council's approval of the annual budget allocation and list of Planned Facility Modifications. This is necessary to ensure that emergency and necessary Facility Modifications that could impact court operations are not delayed. The TCFMWG will not expend more than 20% of the annual budget prior to the Judicial Council's approval.

**D. Trial Court Facility Modifications Working Group: Annual Informational Report**

The TCFMWG will develop an informational annual report summarizing its activities during the preceding fiscal year. Like the annual budget allocation recommendation, this report will be provided to the courts for comment in the same manner as the recommendations to the Judicial Council outlined above.

This report will be developed in the second quarter of the new fiscal year after all data is available and analyzed for the preceding year. This report will include data on actual expenditures, requests received, any backlog of work based on industry standard major facility systems, funding of modifications by priority, time required to complete each project, cancellation of any council-approved projects, redistribution of funding between categories, and other significant TCFMWG activities.

The CFWG will review this report and forward it to E&P for placing on a Judicial Council business meeting agenda as an informational item.

**E. Trial Court Facility Modifications Working Group: Quarterly Report to E&P**

The TCFMWG will develop a quarterly report to provide to E&P, which will also be provided to the Judicial Council at the next council meeting. The report will include a list of all Facility Modifications funded during the quarter, as well as any reallocation of fund between the funding categories. The first of these reports will be presented to E&P in October 2012 covering the first quarter of FY 2012-13.

# **Trial Court Methodology for Prioritizing and Ranking Facility Modifications**

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ADOPTED BY  
THE TRIAL COURT FACILITY  
MODIFICATION WORKING GROUP,  
OCTOBER 25, 2012



ADMINISTRATIVE OFFICE  
OF THE COURTS

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OFFICE OF COURT CONSTRUCTION  
AND MANAGEMENT



## Attachment B

This document presents a methodology and process adopted by the Trial Court Facility Modification Working Group (Working Group) for prioritizing and ranking modifications to trial court facilities. It also includes operating guidelines established to help guide Working Group meetings and to establish AOC versus court funding for a variety of facility related issues.

### Facility Modification Defined

Facility Modifications (FM) as defined by the Judicial Council in its [December 2, 2005 Report on Facility Modifications Prioritization \(Judicial Council Report\)](#) are a generally planned, *physical modification* to a facility component or components that restores or improves the designed level of function of a facility or facility components.

There is no upper or lower dollar limit for FM. Small repairs will normally be handled as Job Orders but depending on the operations and maintenance budget, some smaller repairs either individually or collectively may need to be funded as FMs. Larger projects may be funded as Capital Projects.

FMs are *distinguished from major capital outlay projects* in that the latter significantly increases the facility's gross area, as in an addition to a structure; substantially renovate a major portion of the facility; comprise a new facility or an acquisition; or change the use of the facility, as in a conversion from another use to court use.

### Priority Categories

Facility modifications are assigned one of six priority categories. These categories, adopted by the Judicial Council Report, are based on methods commonly used by private sector facility management firms. Facility modifications that are determined to be priority 1 will be addressed immediately and regardless of whether the court occupies a shared-use facility. Planned priority 2–6 facility modifications requested for court exclusive and shared-use facilities will be assigned an appropriate priority category. Implementation of modifications in shared-use facilities, however, may be dependent on financial participation by the county that occupies space in the building.

**Priority 1—Immediately or Potentially Critical.** Condition requires immediate action to return a facility to normal operations, or a condition that will become immediately critical if not corrected expeditiously. Such conditions necessitate the need to stop accelerated deterioration or damage, to correct a safety hazard that imminently threatens loss of life or serious injury to the public or court employees, or to remediate intermittent function and service interruptions as well as potential safety hazards. Such conditions may include, but are not limited to, the following: major flooding; substantial damage to roofs or other structural building components; or hazardous material exposure. Depending on scope and impact, a severe deterioration in life safety protection may also be considered a priority 1 condition requiring a facility modification.



## Attachment B

Owing to their critical nature, priority 1 requests will be addressed immediately by AOC staff using internal procedures that ensure timely and effective responses to unplanned emergency or potentially critical conditions, including a method and a process for setting aside funds to address priority 1 conditions.

**Priority 2—Necessary, but Not Yet Critical.** Condition requires correction to preclude deterioration, potential loss of function or service, or associated damage or higher costs if correction is further deferred.

**Priority 3—Needed.** Condition to be addressed will reduce long-term maintenance or repair costs or will improve the functionality, usability, and accessibility of a court. The condition is not hindering the most basic functions of a facility, but its correction will support improved court operations.

**Priority 4—Does Not Meet Current Codes or Standards.** Condition does not conform to current code requirements, yet it complied at the time of initial construction. Such conditions are considered legally nonconforming and are generally not required to be modified to meet current code requirements.

**Priority 5—Beyond Rated Life, but Serviceable.** Condition is currently adequate but cannot be expected to function as designed in the future.

**Priority 6—Hazardous Materials, Managed but Not Abated.** Hazardous materials, such as asbestos or lead-based paints, which are currently managed in place but not yet remediated.

### Ranking Requests for Priority 2–6 Facility Modifications

Executives of the State’s trial courts will be surveyed annually by AOC staff to document the court’s operational needs, and facility conditions will be assessed by staff and contractors periodically, to identify facility modification requests and requirements for each forthcoming fiscal year. AOC staff will assign a priority category to each modification requested or indicated, develop a preliminary cost estimate, and determine a high-level scope of work for the modification. AOC staff will then prepare a report on pending trial court facility modifications. Each report will include a preliminary ranked list of all pending requests by priority category, including a quantitatively-scored rationale for the ranking. Preliminary ranked lists of all modification requests will be prepared by AOC staff based on the following criteria from the December 2, 2005 Report to Judicial Council on facility modifications:

- priority category
- specific justifications
- effect on court operations, and public and employee safety

## Attachment B

- risk management and mitigation
- funding availability
- equity among the courts
- implementation feasibility
- cost/benefit analysis
- design and plan status
- planned major capital improvements

The **Priority Category** will be used to create the initial ranking of facility modifications. By assigning point values to the criteria listed above, a score is produced to rank the facility modifications within each priority category. The proposed scoring methodology follows:

**Justification and Effect on the Court:** This will be a score of between 5 and 50 (with 5 being the court being closed or being significantly impacted and a 50 being a wish list item). *Please note that any number in between 5 and 50 can be used to quantify the justification and the effect this requirement has on the court.* The chart below will assist in determining the correct number.

5	court operations are <i>significantly</i> impacted (negatively)
20	court is operating but at less than standard productivity
35	court appearance and dignity is diminished by the condition of the facility
50	a “wish list” item

**Safety, Security, Risk Management:** This score works the same way as the *Justification and Effect on the Court* scoring. The focus here is not so much on court operations but on safety, security, and risk management. *Please note that any number in between 5 and 25 can be used to quantify the justification and the effect this requirement has on the court.* The chart below will assist in determining the correct number.

5	potential serious risk
20	no significant risk
25	no risk

**Equity among Courts:** This score is used to help ensure that all courts scheduled to transfer obtain at least some FM funding.\*

0	If Priority 2
5	If Court’s highest priority is between 3 and 6
10	Court’s second highest priority
15	Court’s third highest priority
30	All other FMs for the Court

\*For each full calendar year that the project has been on the list, subtract 5 points (to a minimum score of 10 points).

## Attachment B

**Feasibility:** This score helps rank the easy to implement jobs higher than complex ones.

- 10 Easy to perform with little or no planning or design
- 15 Requires some planning and design
- 20 Requires major design effort
- 25 Requires major design effort and may not be practical

**Cost/Benefit:** This criterion allows for FMs that will pay back the cost of the effort over shorter time frames to move up the list by using a negative score. An energy-saving improvement yielding reduced utility bills or an automation project resulting in a demonstrable reduction in labor expenses are good examples. Only facility modifications with a documented cost savings and a payback of less than five years will be considered in criterion.

- 10 Cost pay back of less than 5 years

**Design Status:** FMs which require no design effort, or are already in design, will receive higher scores than those still requiring design effort.

- 5 Designed, ready to perform
- 15 Designs will be ready within 90 days
- 25 Designs will take more than 90 days to complete

The final criteria, **Planned Major Capital Improvements** will utilize a yes/no test for *implementation* of a facility modification project, though this will not affect the ranking of those facility modification requests or needs. In some cases, a facility modification may be implemented even though a major capital project that would address the need is being planned but, for example, has not yet been funded. On the other hand, if a planned major capital improvement will address the facility modification need in a reasonable period of time, the request may not need to be implemented. A specific funding guideline is included in Attachment 1 as Guideline 9.

### **Budget Allocation**

The AOC-produced report will be presented to the Trial Court Facility Modification Working Group in advance of each budget year cycle. The Working Group will also consider a proposal by AOC staff to allocate the forthcoming fiscal year's facility modifications budget among four categories:

1. Priority 1 facility modifications (not subject to ranking)
2. Planned Priority 2-6 facility modifications (represented in the report)
3. Unforeseen and out-of-cycle Priority 2-6 facility modifications (addressed below)
4. Statewide Facility Modification Planning

The methodology and process used to produce the ranked report and proposed budget allocation will be reviewed with the Working Group to evaluate the approach and

## Attachment B

answer any questions. The Working Group will have the opportunity to modify the prioritization ranking methodology, adjust the allocation of the facility modifications budget among the four categories, make other changes as necessary, or validate the methodology adopted and budget allocation proposed by AOC staff.

In the event a facility modification can be performed using funds from sources other than the facility modifications budget, implementation without regard to the prioritization and ranking methodology may be considered by the Working Group. An example would be the provision of grant funds for the purchase and installation of security equipment. If facility modification funds were required to complete the installation of any equipment, provided it was a Priority 1 modification, the installation would still be eligible to proceed without ranking. If the modification was classified as a Priority 2 or higher, it would be subject to the ranking methodology.

Following review by the Working Group, the report will be made available for court comment by posting to Serranus. All comments will be considered and addressed by the Working Group. All comments and Working Group responses will be presented to the Executive and Planning Committee of the Judicial Council of California (E&P), as part of the final report of the Working Group. The E&P will then consider the report and budget proposal for approval.

The Facility Modifications List approved by the E&P will be the basis on which the AOC will proceed to implement facility modifications. AOC staff will manage the work from design through construction, inspection, and acceptance. The AOC will work collaboratively with local courts to implement all facility modifications.

Based on changes to the pace of certain facility transfers from county to state jurisdiction and the development of new conditions and needs among the court facilities, the Working Group will meet on an every other month basis to review unforeseen and out-of-cycle requests for Priority 2-6 facility modifications. The Working Group will have the authority to approve adjustments to the E&P approved report and, as necessary, reallocate funds among the facility modifications budget categories.

The Work Group's decision is normally implemented by the AOC without further consideration or approval. Reconsideration of decisions made by the Working Group will only be reviewed in accordance with Guideline 11 located at Appendix 1.

### **AOC VERSUS COURT FUNDING**

Not all request for facility related services are funded though the AOC facility modification budget. Some items such as furniture are expressly excluded while others such as painting and floor covering are only funded under certain circumstances. To help establish a predictable outcome when requesting facility work the Working Group has established a number of Guidelines cover a variety of areas. The full text of the guidelines is included as Attachment 1. The guidelines cover the following topical areas:

## Attachment B

1. Paint/Wall Covering and Window Covering
2. Floor Covering
3. Special Purpose HVAC
4. Security Related Projects
5. Hazardous Material Management and Disposal
6. Patron Seating
7. Installation and Support of Court Owned Equipment/Furniture
8. Art, Interior Decorations, Special Purpose Decorations
9. Facility Modifications in Facilities to be Replaced with Funded Capital Projects
10. Funding of Facility Modifications in Court Funded Leased Facilities
11. Request for reconsideration of Working Group Decisions
12. Americans with Disabilities Act (ADA) Project Guidelines
13. Using Cost to Assist in Facility Modification Determinations
14. Graffiti/Vandalism Mitigation
15. Court-Funded Facilities Requests (CFRs)
16. Charging Stations For Electric Vehicles

The Working Group may establish additional Guidelines or modify existing guidelines as necessary to achieve the goal of the Council, consistent with budget restraints.

### **Working Group Meeting Protocols and Other Guidance**

**Cost as a Prioritizing and Ranking Factor:** The cost of a FM will not be a factor when prioritizing and ranking FMs.

**\$15/5 Rule:** FMs with a Priority 2 or 3 and a cost of less than \$15K, and FMs with a Priority of 4 or 5 with a cost of less than \$5K can be approved and funded by the OCCM staff without first going through the Working Group. All such FMs will be reported to the Working Group at the next meeting and will be funded using Out of Cycle funds. \$15/5 Rule FMs will be limited to \$100,000 for each 100,000 SF of space per facility annually. For example, a 80,000 SF facility is limited to \$100,000 and a 120,000 SF facility is limited to \$200,000.

**Facility Modification Cost Increases:** FM cost increases do not have to be approved by the Working Group in advance. Cost increases of more than \$50K over that initially approved by the Working Group will be reported at the next meeting.

**Meeting Materials:** Meeting materials to include an Executive Summary, cumulative list of policy decisions, slides, and spreadsheets should be sent out two weeks prior to the meeting. The slides should be sent in black and white and as three to a page handouts.

**Members Absences:** In the event a member cannot attend, they cannot have someone else represent them at the meeting. A quorum will consist of the member

Attachment B

present for a scheduled meeting. OCCM will contact each member who is not able to attend and brief them on the discussions and decision of the Working Group.

**Attachment 1  
Guidelines**

**Guideline 1  
Paint/Wall Covering and Window Covering Guidelines**

The AOC has the responsibility for the interior painting and maintenance of wall/window coverings. Rule 10.810 allows the courts to use their operating funds for painting and wall/window coverings, but does not require them to fund the maintenance to an AOC standard. Thus if the court is not willing or able to fund this to meet the AOC standard of finish and appearance the AOC as the building owner must provide necessary funding

This guideline does not apply to art work such as murals, paintings, or other non-standard wall covering that is intended as decorative items, not simple wall paper or cloth coverings. It also does not apply to wall finishes that are a part of a larger renovation or remodeling project.

Use the following to guide when the AOC will fund and what priority painting and wall/window covering request should receive.

Priority 1: Only when done as part of a larger Priority 1 FM that would require painting to complete the repair. Example; If a water leak resulted in replacement of sheetrock, painting to match the preexisting color would be included in the repair effort.

Priority 2: Only used for vandalism/graffiti cover up or to repair damage, in public areas, that must be repair immediately to prevent further deterioration of wall coverings. Priority 2 work should be limited to the minimum effort needed to address the immediate concern (corner to corner painting versus whole room). Priority 2 work will normally be limited to a Job Order scope.

Priority 3: Use when excessive wear does not justify a Priority 2 but impacts the dignity of the court to a level that its correction will improve court operations and provide minimal maintenance standards. E.G.: Repainting and wall covering repairs in public common areas and courtrooms where the wear/damage indicate a total lack of concern for basic maintenance standards. This is often in the eye of the beholder but should not include work that covers *normal wear and tear*. Priority 3 work should be limited to the minimum effort needed to address the immediate concern (corner to corner painting versus whole room). Priority 3 work can often be limited a Job Order scope.

Priority 4: Only used where painting is required for code compliance.

Priority 5: Most painting and wall/window covering replacement will fall into this priority. The AOC will over time develop a cyclical painting program that will set standards for desirable painting cycles. Due to the limited funding for this priority, courts should be encouraged to budget for recurring painting and wall covering replacement.

Priority 6: Only used to provide repairs/covering after the removal of manage but not abated hazardous materials.

## **Guideline 2**

### **Flooring Guidelines**

The AOC has the responsibility for maintenance of flooring. Rule 10.810 allows the courts to use their operating funds for flooring, but does not require them to fund the maintenance to an AOC standard. Thus if the court is not willing or able to fund this to meet the AOC standard of finish and appearance the AOC as the building owner must provide necessary funding for flooring.

Use the following to guide when the AOC will fund and what priority flooring request should receive.

Priority 1: Only used when there is a complete collapse of the subflooring that results in damage to the floor finishing or when done as part of a larger Priority 1 FM that would require flooring repairs/replacement to complete the repair. Example; If a water leak resulted in molding carpeting, replacing the carpet to match the preexisting carpet would be included in the repair effort..

Priority 2: Only used for significant safety hazards, i.e. tripping hazards. Before flooring replacement is approved repairs of the existing flooring should be attempted. Only when repairs are not practical or cost efficient should total area flooring be replaced. Even then it should normally be limited to the room/area and not extended to the entire floor or department.

Priority 3: Use when excessive wear does not justify a Priority 2 but impacts the dignity of the court to a level that its correction will improve court operations and provide minimal maintenance standards. E.G.: Repairs in public common areas and courtrooms where the wear/damage indicates a total lack of concern for basic maintenance standards. This is often in the eye of the beholder but should not include work that covers *normal wear and tear or aging*. Priority 3 work should be limited to the minimum effort needed to address the immediate concern (single room versus whole floor).

Priority 4: Only used where flooring repairs/replacement is required for code compliance.

Priority 5: Most flooring replacement will fall into this priority. Due to the limited funding for this priority, courts should be encouraged to budget for normal life cycle flooring replacement.

Priority 6: Only used to provide repairs/replacement after the removal of manage but not abated hazardous materials.



### **Guideline 3**

## **Special Purpose HVAC Guidelines**

Special Purpose HVAC is any system or portion of a system that is not necessary for people comfort but is needed to control the temperature or humidity for equipment or items being stored and/or backup units to supplement the building system for these types of requirements. Examples of this would be computer room HVAC units, HVAC systems for evidence storage rooms/units, built in or stand alone refrigerators, and other such systems.

The determination of what specialty HVAC equipment is part of the courts equipment and what is a part of the facility is often a very fine line. Refrigerators, freezers, and other such stand alone appliance used for court employees or even for evidence storage are clearly court equipment and the responsibility of the court. Responsibility for computer room HVAC whether a computer rack air conditioner (CRAC) or a whole room system is less clear. Due to the nature of this equipment and the fact that it is often tied to the building HVAC either through shared ducting, chilled water, etc; it is normally treated as part of the facility.

It is imperative on the courts that they consult with the AOC anytime the heat load is going to change for this type of equipment. Adding new computers, removal of computers, and adding staff into a computer room will all have an impact on these standalone/back up units. Failure to plan with the AOC facility staff could result in delays in changes to the HVAC equipment and thus the ability to support the heat load.

Prioritization of work related to this type of equipment should follow the normal prioritization process and consideration.

## **Guideline 4**

### **Security Related Projects Guidelines**

The determination of what specialty security projects are part of the courts equipment and what is a part of the facility as a whole is often a very fine line. Metal detectors, scanning equipment, and other such stand alone plugged in equipment used by court employees, sheriff or contractors are clearly court equipment and the responsibility of the court. Exterior security lighting, making accessible entry areas that can house security equipment, perimeter alarms, normal exterior locks and hardware, and holding cells are all clearly part of the facility and thus an AOC responsibility. Responsibility for cameras, interior locks, and other security related but attached equipment is less clear.

To determine funding responsibility the following criteria should be considered:

The AOC funds:

- permanent changes to the facility and accessibility
- permanent changes to fixed counters and access areas
- exterior security to include lighting, and alarms
- repair and maintenance of “transferred” holding cells
- installation and maintenance of AOC recommended camera systems
- all locks and hardware permanently install as part of the building
- all attached security equipment found in a typical office building

The Courts fund

- all security related personnel cost and portable equipment
- all furniture and removable locks
- the replacement of all keys/cards lost by court personnel
- all security related equipment not be found in the typical office building unless identified as not court allowable per Rule 10.810

It is imperative on the courts that they consult with the AOC anytime they are planning to added, change, or remove security equipment, or change security procedures that could have a facilities impact. Adding new equipment, removal of equipment, and changing the entry locations for either court staff or the public could all have an impact on the facility. Failure to plan with the AOC facility staff could result in delays in changes necessary to support the new security requirements.

Prioritization of work related to these types of projects should follow the normal prioritization process and consideration. All security related project must be coordinate with Emergency Response and Security (ERS). All justification and related scoring for these projects should be confirmed by ERS as being valid requirements and not outside the scope of normal AOC standards.

## **Guideline 5**

### **Hazardous Waste Management and Disposal Guidelines**

Hazardous waste includes a wide range of materials and substances ranging from small disposable batteries to substances such as asbestos and polychlorinated biphenyl (PCB). Because of this wide range of materials a simple guideline is difficult to develop that will clearly cover every possible situations. For the purpose of this guideline, hazardous waste is divided into three groupings based on who uses or generates the waste. The three groups are court generated, janitorial related materials, and building materials. Management and disposal of generated waste must comply with all environmental regulations governing the packing, containment and disposal of hazardous waste regardless of who is responsible.

Court generated materials include all items that are not janitorial related or a part of the building construction or its equipment. Examples include toner cartridges, batteries, court owned equipment such as computer equipment containing heavy metals or equipment with refrigerant containing devices, and items stored in an evidence room.

Janitorial related materials include all cleaning material such as detergents and solvents, as well as, any waste generated as a result of cleaning such as greasy rags or waste water containing hazardous material. Management and disposal of janitorial materials and generated waste is the responsibility of the court through their janitorial service and must comply with all environmental regulations governing the packing, containment and disposal of hazardous waste.

Building generated hazardous material covers the vast majority of hazardous material in the facilities. It includes building construction materials like asbestos and lead based paints, and hazardous material contained in building equipment like PBCs and various fluids. All waste generated as a result of maintenance and repairs such as paints, oily rags, acid batteries, etc. fall in this category. The appropriate packing, containment, and disposal of all building generated hazardous material are the responsibility of the AOC and due to the cost of disposal is routinely a FM.

[NOTE: The one exception to this would be when a court funded project impacts the hazardous material. For example, in a court funded renovation the court assumes all responsibility and cost for the protection of the building occupants and property, as well as, the cost associated with the proper packing, containment, and disposal of all materials removed during demolition and material left over at the end of the project.]

Some items are more difficult to clearly identify into one category or the other. One of these is human waste in its various forms to include blood and feces. While normally this type of waste is a janitorial issue, there are occasion when the quantity or location of the waste make it beyond the capability of a normal janitorial function. For example cleanup after a violent assault which leaves blood on the carpeting or walls or a major sewage line break that deposit large amounts of human waste into either the building or the grounds. Both examples shift responsibility for the containment and disposal of the hazardous waste from part the normal janitorial function to a larger facility management issue. This becomes an AOC responsibility and likely will be part of the larger FM needed to restore the facility to it normal functionality.

## Attachment B

Prioritization of work related to these types of efforts should follow the normal prioritization process and consideration. In many cases the disposal of hazardous waste is not the sole purpose of the effort and is simply an additional task related to a larger project.

## **Guideline 6**

### **Patron Seating Guidelines**

Patron seating is considered any seating that is not normal court employee seating and is not seating around a table. This includes all public seating in court rooms, public hallway, waiting areas, jury assembly rooms, and other public access areas.

This seating is normally multi-person seating such as benches, pews, and other gang seating, and individual seating that is by design attached to the facility such as chairs that are bolted to the floor. The exception to this is couches and similar types of multi-person seating that is normally seen as stand alone furniture and not normally bolted in place.

Court Employee seating, seating around a table, and couches are considered as furniture. Furniture is a court funding responsibility.

As an example in the courtroom, the audience seating and jury seating would be an AOC responsibility while the court employee seating and the litigate seating would be a court responsibility. All seating in the jury assembly area, except for employee seating and couch type seating, would be an AOC responsibly. Chairs in a jury deliberation room would be furniture and thus a court responsibly.

Prioritization of work related to fixture seating should follow the normal prioritization process and consideration.

## **Guideline 7**

### **Installation and Support for Court Owned Equipment/Furniture Guidelines**

Court owned equipment and furniture cover a very broad range of items ranging from small white boards up to large computer racks, and includes all furniture items that are not built into the building. For the purpose of this guideline these items are broken into three categories; furniture, equipment, and electronic equipment to include all communications and audio/visual equipment.

Furniture is normally a court funding responsibility. The exceptions are when the furniture is built into the building and not simply attached. A good example of this is the judge's bench and public service counter. This applies even if these benches and counters are made of modular furniture construction. Built-in bookcases and service counters are other good example of items that the AOC will maintain.

Equipment includes all items that are not building systems. They could be stand-alone, attached or built-in. This covers a wide range of items including but not limited to items such as white boards, clocks, file storage systems, portable/movable electronic equipment, court owned appliances, electronic calendars, and display boards. The cost of this equipment and the cost to move, mount, or install this equipment is the sole responsibility of the court. If additional 110/220v standard electrical outlets that could be used for other purposes are needed to support portable equipment, the outlet will be installed at the AOC cost.

The installation or removal of built in equipment must be coordinated with the AOC. Installation and removal of such items often result in damage or changes to the facility. For example, the installation of built-in electronic calendars requires the cutting into wall finishes, and the additional electrical load. Removing them will require the wall finishes being repair. The AOC can provide these service at the court's expense or the court can contract the services themselves but must have the plans/designs approved by the AOC in advance.

Communications and audio/visual equipment is the responsibility of the court. The AOC's only cost related to this type of equipment would be to provide adequate power as needed. This could be as simple as adding an outlet or bringing a whole new electrical panel in for a new set of communication routing switches. During equipment failures the AOC will check and confirm that adequate power is going to the equipment, any additional support will be at the court's expense.

Prioritization of work related to equipment should follow the normal prioritization process and consideration.

**Guideline 8**  
**Art, Interior Decorations,**  
**Special Purpose Decorations Guidelines**

Artwork can take many forms. Some art is purely decorative in nature such as paintings; other artwork is both decorative and functional such as seating walls, planting areas, and decorative flooring and wall covering. This guideline applies to both types of artwork.

Artwork, interior decorations and special purpose decorations are the responsibility of the court and not the AOC. Any of these types of items that were transferred to the AOC as part of the SB 1732 transfer process become the property of the AOC unless ownership is assumed by the court. If the court does not take ownership of the property the AOC at its discretion can remove, change, or maintain the artwork or decorations.

The court is responsible for those items simply hung on the walls or sitting in the facility. This would include most framed paintings, plants not part of a built-in atrium or similar structure, movable or temporary displays, temporary decorations such as holiday decorations and community displays. These items are considered the property of the court or employees working in the facility.

Some facilities have artwork on loan or maintained by local organizations such as historical societies or the artist. Both the AOC and the court must work closely with such organizations or owners to ensure artwork is properly maintained. If the owner or responsible organization request assistance in the maintenance and/or movement of the artwork the AOC will provide support in accordance with any established agreements with the artist or local organization. In the event no established agreement exists, the AOC will at its discretion may assist or determine that the requested assistance is not in the interest of the AOC and thus decline to provide the support without reimbursement of cost.

## **Guideline 9**

### **Facility Modifications in Facilities to be Replaced with Funded Capital Projects**

The use of Facility Modification funds in facilities with funded Capital Project that will result in the courts vacating the existing facility need to be carefully scrutinized. Since the time from funding of a Capital Project to move in is often five or more years, it is unreasonable to say that no FM funding will be permitted. The challenge is to fund those FMs that are critical to continue the operations of the facility and prevent excessive deterioration but are cost proportionate to the amount of time the court will remain in the facility. The following guidelines should be used in making funding decisions:

1. FM's that are critical to continue the normal operations of the facility should be funded.
2. Fire, life, safety and security issues normally will be funded.
3. When the cost of maintenance or operations due to failing systems is determined to exceed the cost of repair work to fix said failed system. For example: the impact to operations and cost of deterioration to the facility due to leaks may justify the replacement of a roof even though the roof will last for 20 years when the Courts are scheduled to leave after 5 years.
4. The AOC will take the limited life for the facility into consideration when determining the necessary FM actions needed.

FMs to enhance court operations, improve the appearance of the facility, and other items not required to maintain the existing operations must be evaluated on a cost versus years of service remaining. Items having short life cycles such as painting may be justified if the facility still has three or more years of court usage. Some items are required to maintain the dignity of the court. Generally, the following formula should be used as a guide to determine the amount to be spent on the above type items.

Number of years of remaining usage *multiplied by* the square foot of court space *divided by* 10 *equals* \$ to be spend in any fiscal year.

Using this formula a facility with five years of remaining court usage with 50,000 square feet could have approximately \$25,000 of FMs to enhance court operations and improve the appearance of the facility. While a similar sized facility with only two years of usage would have \$10,000.

All requests beyond the scope of the formula will be highlighted to the TCFMWG.

Courts may at their discretion fund additional enhancement or improvements to the facility, but AOC and court funding should not be combined for a single project.

Additionally FM funds will not be used to supplement or reimburse costs relating to a Capital Project: this includes contributing FM funds to a Capital Project, reimbursing the AOC for cost overruns or Court for work performed as part of a Capital Project. This fund exclusion does not extend to work after the completion of a Capital Project to enhance operations, improve the



## Attachment B

maintainability of the facility, or maintain the facility after expiration of warranties. In Capital Projects that occur in an existing facility, this exclusion does not pertain to repair or maintenance of items outside the scope of the Capital Project.

## **Guideline 10**

### **Funding of FMs in Court Funded Leased Facilities**

This guideline applies to all leases managed by the AOC but funded by the courts. This could include leases for new judgeships, storage, or for any of a number of court-supported programs for which the local court pays the lease costs.

Most court-funded leases are like the majority of leases managed by the AOC, in that the lessee provides the majority of the facility maintenance needs. This routinely includes many items that would be FMs if done in an AOC own facility. Normally these costs are included in the lease and no additional funding is required.

In some cases, there may be items that are not included in the lease cost that may fall into the category of FM. The TCFMWG will consider funding such items using the same prioritization and scoring methodology as with any FM. If funded the AOC will work with the lessee to determine how the work will be performed.

FM funding will not be used for any of the following:

- To increase leased space

- To change the basic function of the space, e.g. turn warehouse space into a courtroom or office space

- To pay for work that is the responsibility of the lessee

- To pay for any cost that is amortized over the course of the lease or is a part of the operational expenses paid on a recurring basis.

- To pay for initial Tenant Improvements. FM funding will only be considered after the court has occupied the space for six months or more.

- To pay for any cost related to storage space.

## **Guideline 11**

### **Requests for Reconsideration of TCFMWG Decisions**

Courts and the AOC may request decision made by the TCFMWG be reconsidered. Such requests could address funding, prioritization, or scoring decisions. All such requests must be in writing and signed by the Presiding Judge or Court Executive Officer or if from the AOC, the Director of the Office of Court Construction and Management (OCCM). Request for reconsideration should be submitted to the Facility Operations Manager of OCCM.

The Facility Operations Manager will forward the request to the Chair of the TCFMWG along with a summary of the request and the decision made by the TCFMWG.

The Group will review the request for reconsideration, the initial decision of the group, and any other pertinent information related to the request. The Group or a member, may based on the situation visit the facility, meet with court and/or AOC personnel, or meet with any other person(s) who may provide information on the request.

The group will then review all the data and the report from the appointed member and make a final determination. The Chair will prepare a reply informing the requestor of the decision of the group.

The decision of the group is considered final.

## **Guideline 12**

### **ADA “Project” Guidelines**

The AOC has the responsibility to make all of their buildings comply with the Americans with Disabilities Act (ADA) most current regulations.

This is not an ADA guideline, but a guideline for *projects* that have ADA upgrades as the primary scope of work, the priority’s focus must be specific to these upgrades.

This guideline does not apply to buildings constructed after the year 2000 as these buildings were constructed to the latest ADA guidelines and any modifications to these structures should have ADA compliance as a standard and not an upgrade in this construction.

Use the following to guide when the AOC will fund and what priority ADA upgrades should receive.

Priority 1: ADA projects will not fall under this priority as this priority is for projects that are immediately or potentially critical in nature. Such conditions may include, but are not limited to, the following; major flooding; substantial damage to roofs or other structural building components; or hazardous material exposure.

Priority 2: Only used to mitigate a legal action or written complaint and only for the items noted in the action or complaint. Example; if the complaint or legal action identifies no ADA accessible bathrooms on the first floor, the focus will be on providing an accessible bathroom on the first floor and not throughout the building. If ADA compliance is part of the overall repair, then compliance must be followed for that specific repair. Example; if the priority 2 is to replace a washroom lavatory and fixtures, that particular lavatory and associated fixture and its components must be ADA compliant.

Priority 3: Use when there is an impact to the dignity of the court to a level that it’s correction will improve functionality, usability and accessibility of court operations. Priority 3 work should be limited to the minimum effort needed to address the immediate concern. If ADA compliance is part of the overall repair, then compliance must be followed for that specific repair. Example; if the priority 3 is to replace or add a break room cabinet, sink and fixtures, that particular cabinet and associated fixtures, and its components must be ADA compliant.

Priority 4: Most ADA work will fall under this priority. Example; Doors do not have closers or proper pull weight, bathrooms are not compliant, ramps needed, service counter heights to high and Elevator operating panels not compliant.

Priority 5: ADA projects will not fall under this priority.

Priority 6: ADA projects will not fall under this priority.

## **Guideline 13**

## **Using Cost to Assist in Facility Modification Determinations**

This guideline applies to work performed by the AOC that is funded from either the facility modification or operations and maintenance (O&M) funds. The Facility Modification Policy, approved by the Judicial Council on July 27, 2012, provides a definition of a facility modification. The definition acknowledges the difficulty in distinguishing a facility modification from routine maintenance. This Guideline is intended to supplement and aid in making that distinction not change the definition itself. This guideline will only be used after all other criteria in the definition have been used and a determination cannot be made as to whether or not the project is a facility modification.

The definition asks several questions related to making the distinction between a facility modification and O&M. One question relates to the amount of time and materials needed to complete the work. The amount of time and material could be considered to be the cost of the effort. Thus, cost could be one of the factors used to determine the distinction when other specific criteria listed in the Policy do not provide a clear distinction. Based on this, Service Work Orders with an estimate of over \$2,000 are generally considered to be facility modifications, while those under \$2,000 are generally considered to be O&M.

Projects should not be scoped with this guideline in mind. The levels of effort should be based on the need to deliver a complete and usable end product not be scoped to be a specific dollar amount. Breaking larger projects into smaller pieces to avoid them being over \$2,000, or combining unrelated items to ensure the estimate is over \$2,000 is not permitted.

## **Guideline 14 Graffiti/Vandalism Mitigation**

## Attachment B

It is the responsibility of the AOC to remove vandalism caused by graffiti to prevent further deterioration of wall coverings and other materials. Projects where a facility or its components are damaged, seriously deteriorated, dysfunctional, subject to intermittent service outage, or are otherwise in insufficient operating condition due to vandalism should be treated as facility modifications and processed through the standard facility modification process. Minor graffiti related vandalism projects will be treated as cost plus operations and maintenance work. Existing cost plus approval processes and authorities should be used to plan, approve, and execute this work.

Graffiti/Vandalism projects that qualify as Facility Modifications, as defined above, should use the following guide to determine what priority ranking the Graffiti/Vandalism should receive.

**Priority 1:** Graffiti/Vandalism Mitigation projects will not normally fall under this priority as this priority is for projects that are immediately or potentially critical in nature. Such conditions may include, but are not limited to, the following; major flooding; substantial damage to roofs or other structural building components; or hazardous material exposure.

**Priority 2:** Graffiti/Vandalism Mitigation can only be justified as a Priority 2 if it is described as vandalism, in a public area that must be repaired immediately to prevent further deterioration of wall coverings. Public areas are generally described as building lobby areas, restrooms within free access areas, and corridors outside of courtrooms where the public congregates. Priority 2 facility modifications should be limited to the minimum effort needed to address the immediate concern.

**Priority 3:** Use when there is an impact to the dignity of the court to a level that its correction will improve functionality, usability, and accessibility of court operations. Priority 3 work should be limited to the minimum effort needed to address the immediate concern.

**Priority 4:** Only used where Graffiti/Vandalism Mitigation is required for code compliance.

**Priority 5:** Graffiti/Vandalism Mitigation projects will not fall under this priority.

**Priority 6:** Graffiti/Vandalism Mitigation projects will not fall under this priority.

### **Classifications of Graffiti/Vandalism Mitigation:**

#### **Examples of Minor Graffiti/Vandalism using Operations and Maintenance Funding:**

- Vandalism – Graffiti Removal – Fill, sand, and paint bathroom partitions and urinal screens. Graffiti has been etched in the metal partitions and urinal screen in the men’s public restroom.
- Vandalism – Graffiti Removal – Sand and refinish the public corridor side of one (1) door that was vandalized with graffiti.
- Vandalism – Graffiti Removal – Sand, stain, and refinish two public

## Attachment B

benches (Bench top's only) which were vandalized by graffiti outside the courtrooms, this work will need to be completed after hours.

- Vandalism – Graffiti Removal – Remove and replace the anti graffiti film on three mirrors in the men's public rest room in the lobby.
- Vandalism – Graffiti Removal – Seal and paint one wall (approximately 80sf) to cover the graffiti in the women's public restroom.

### **Examples of major Vandalism using Facility Modification Funding:**

- Vandalism - Apply 1/8 inch Petra-coat finish to the 1st and 2nd floor Men's public restrooms and replace two damaged mirrors with four new ones as well as one damaged paper towel dispenser. Currently Court visitors are scribing into the drywall above the tile on the walls in the 1st and 2nd floor men's public restrooms. Much of the vandalism is gang related.
- Vandalism – Sand, stain, and refinish 20 public benches which were vandalized by graffiti outside the courtrooms, this work will need to be completed after hours.
- Vandalism - Grind out and buff etched in graffiti at the stainless steel inner elevator doors. After removal, furnish and install anti-graffiti film on doors and side panels.
- Vandalism – Holding Cells Benches - Renovate 88 LF of vandalized benches in four (4) holding cells. Metal cladding will be placed over approximately 88 LF of wooden benches that have been vandalized by in-custodies due to physical configuration of the area is such that the vandalism is subject to public view during community outreach, education programs and schools. These tours consist of 3,500 members of the public who will tour the courtrooms, back hallways, holding rooms and the Juvenile Hall.

## **Guideline 15**

### **Court-Funded Facilities Requests (CFRs)**

The Judicial Council has delegated to the Trial Court Facility Modification Advisory Committee the authority to approve new Court-Funded Facilities Requests (CFRs) if all of the following are true:

1. The court contribution will be used exclusively to pay for the following urgent court facilities needs:
  - i. Lease-related costs (i.e., lease payments and operating costs, repairs, or modifications required by a lease);
  - ii. Costs that are allowable court operations expenditures under rule 10.810 of the California Rules of Court (i.e., equipment, furnishings, interior painting, flooring replacement or repair, furniture repair, or records storage), if the court prefers to have the AOC handle the matter on its behalf;<sup>1</sup> or
  - iii. Other facility improvements that are not allowable court operations expenditures under rule 10.810 (i.e., facilities operations, maintenance, repairs, and modifications but not capital projects), if they would improve a court's functioning or reduce ongoing court operating costs.
2. If the court financial contribution will pay lease-related costs:
  - i. The AOC holds or has accepted assignment of the lease;
  - ii. The lease term will not exceed five years; and
  - iii. Any lease renewal (including renewals pursuant to an option contained in an existing lease contract) must be considered as a new CFR.
3. Courts wishing to contribute funding for multiple small projects that are non-lease items in a fiscal year may expedite the approval process by submitting a single CFR, under the following procedure:
  - i. The CFR proposes a maximum fiscal year budget (i.e., the court's cumulative total financial contribution) for small projects that year;
  - ii. Following approval of that amount, the court will submit individual service work order requests, to be charged against its authorized maximum annual fiscal year budget as follows:
    - a. Individual service work orders may not exceed \$15,000.
    - b. Each service work order will identify the type of service requested, and state whether the work is rule 10.810 allowable or unallowable.
    - c. If the work is rule 10.810 allowable, the service work order will provide a brief explanation of the reason that the court prefers to have the AOC handle the matter on its behalf.
    - d. If the work is not allowable under rule 10.810, the service work order will provide a brief explanation of how the requested work will improve the court's functioning or reduce ongoing court operating costs.
    - e. Once a maximum fiscal year budget for small projects has been approved, a regional manager for the AOC's Facilities Management Unit may approve individual service work order requests.

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<sup>1</sup> Courts retain the option of making rule 10.810 allowable expenditures on their own, without resorting to the new CFR Procedure or an allocation reduction.



## Attachment B

- f. The AOC's Facilities Management Unit must report at each meeting of the Trial Court Facility Modification Advisory Committee on disposition of all individual service work order requests received since the committee's last meeting.
- iii. A court's cumulative financial contribution via service work orders may not exceed the maximum fiscal year budget established under the original CFR. Work requiring expenditures beyond that established budget will require a new CFR.
4. The court's presiding judge or court executive officer submits a CFR application demonstrating the court's ability to meet the financial commitment.
5. The AOC's Fiscal Services Office (FSO) will review the court's application and any other relevant information, may request further information from the court as needed, and will advise if it has concerns about the court's ability to meet the proposed financial commitment.
6. If there are no unresolved FSO concerns, the court will execute an intra-branch agreement (IBA) with the AOC, authorizing the AOC to directly pay the costs covered by the court's CFR from the Trial Court Trust Fund (TCTF), making a corresponding reduction to the court's TCTF allocation.
7. Any court submitting a CFR application must agree that its TCTF allocation will be reduced, during the period specified in the application, if approved, to meet the full financial commitment, notwithstanding any other court financial needs that may arise, as other court facilities funding sources are fully committed and therefore not available to replace a court contribution.
8. If the AOC's FSO has concerns about a court's ability to meet a proposed financial commitment, it may present those concerns to the Trial Court Facility Modification Advisory Committee, and the court may present a response.

The Trial Court Facility Modification Advisory Committee will provide, on a quarterly basis, an informational report to the Judicial Council about all CFRs granted during the previous quarter, with reports to specify the nature of the cost covered by each court's contribution, the reason each request was considered urgent, and key terms for any leases (e.g., start and end date of term, options to renew, early termination provisions, total cost, and covered improvements).

## **Guideline 16**

### **Charging Stations For Electric Vehicles**

As use of electric-powered passenger vehicles increases in California, requests have been made by various Judges and Commissioners for installation of charging stations or the use of existing outlets for the charging of personally owned vehicles. This raises at least two questions: (1) should judicial officers, court employees or other court users be allowed to use existing outlets to charge their personal vehicles, and (2) should the judicial branch install formal electric car charging stations, which might be operated on a pay-per-use basis.

*Use Of Existing Outlets.* In general, the use of public resources by public employees in the workplace for personal benefit is not acceptable pursuant to California Government Code section 8134. Therefore, while de minimis use of electricity by employees may be legitimate in emergency or other special circumstances, court employees should not take advantage of the court's electric power to charge personal vehicles on a regular basis. The Trial Court Facilities Modifications Advisory Committee and the AOC personnel responsible on a regional basis for courthouse maintenance are not in a position to monitor the use of existing outlets by judicial officers, court employees and other courthouse users for abuse of public resources. Therefore, responsibility for the proper use of public resources (e.g. electric power) must remain primarily with local court managers and responsible judicial leaders on site.

*Addition Of New Charging Stations As Facility Modification.* While it would be wonderful if the judicial branch could afford to add electric charging stations to existing courthouses or to new courthouses, this is not a service which is in any way central to the mission of the courts. Since there is a continuing shortfall in resources needed to keep existing courthouses in habitable, usable condition for public service, the installation of new electric charging stations is a capital improvement which falls below Priority 6 (the lowest Priority on the existing scale). For this reason, a new category of Priority 7<sup>2</sup> has been created for the category "Desirable For Reasons Not Related To Court Operations." This will distinguish this kind of improvement from Priority 3, which includes improvements to existing courthouses which "improve the functionality, usability, and accessibility of a court facility" and which "will improve court operations."

*Local Option To Arrange For Charging Stations.* Since there are many different ways in which new electric charging stations can be installed (e.g. Blinknetwork.com, Plugshare.com, Chargepoint.com), the judicial branch will allow local courts to experiment with the installation of charging stations if suitable locations are available. As a policy matter, the Trial Court Facilities Modifications Advisory Committee strongly recommends against installations which will serve only secured parking areas for judicial officers. Any such new facilities should be available to at least court employees generally, not just for judicial officers.

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<sup>2</sup> The Facility Modification Policy as currently approved by the Judicial Council does not provide this priority. Until such time as this priority is formally adopted by the Council, the work meeting this definition shall be categorized as Priority 5 work.

## Attachment B

The local court or an outside provider needs to invest the capital needed to make a code-compliant installation which does not overload existing circuits, switches and transformers. All such work must be approved in advance by the responsible AOC regional facilities manager, even for courthouses which are locally managed through the delegation pilot program. All such requests must be submitted for pre-approval to the TCFMAC as a Court-Funded Request; see also Guideline 8 “Installation and Support for Court Owned Equipment/Furniture Guidelines” for additional provisions applicable to such improvements.

Users should pay some fee consistent with comparable public charging stations and the cost of electricity consumed, and the provider must make arrangements in writing with AOC facilities management to reimburse the judicial branch for the power used unless it is supplied via a separate meter charged directly to the provider.

These rules do not apply to county managed courthouses and parking lots because responsibility for these issues is with the relevant county.



<b>Los Angeles County</b>	<b>Metropolitan Courthouse</b>	<b>FM-0034865</b>
Elevators - Renovate thirteen (13) Elevators - Complete renovation of the courts thirteen elevators; nine passenger, two In - Custody, one dedicated Judges and one shuttle. While retaining the cars themselves, the renovations will include new controls, new cables, updated electrical, new doors and operators, new roller guides, new emergency lighting system and add proper ventilation and lighting in the machine room.		
<i>Total Estimated Cost: \$3,276,500</i>		<i>JCC Share of Costs: 95.80%</i>
<b>Alameda County</b>	<b>Wiley W. Manuel Courthouse</b>	<b>FM-0043878</b>
Elevators (5EA) - Completely install five new elevators with new controls - Includes design, mechanical and electrical upgrades to bring the elevator systems to current code. The fire alarm must interface with the existing Notifier 3030 fire alarm system for the 2010 Editions of CBC, CFC and NFPA-72. The inmate elevator down-time requires tunnel walkways to be operational between courts and adjacent County Jail or an alternate means of transport of inmates between these facilities, currently inmate stairs may not be used as primary means of transportation.		
<i>Total Estimated Cost: \$3,020,699</i>		<i>JCC Share of Costs: 83.80%</i>
<b>Contra Costa County</b>	<b>George D. Carroll Courthouse</b>	<b>FM-0051593</b>
Exterior Shell – Leak Remediation - Remove and dispose of asbestos containing roofing system, Install new roof (34,00 sq ft), New parapet coping (1800 Lin Ft), Remove and replace a 4 ton AC unit on roof, remove and replace leaking windows (32) on south side with aluminum frames and operable awnings, Install new 22 gauge galvanized metal wall panels on penthouse (3400 sq ft), Install new metal rain screen on south & east walls (13.300 sq ft) and Reseal all windows. Building is leaking through the roof, windows, and walls.		
<i>Total Estimated Cost: \$2,351,824</i>		<i>JCC Share of Costs: 74.99%</i>
<b>Los Angeles</b>	<b>Stanley Mosk Courthouse</b>	<b>FM-0052004</b>
HVAC - Building Automation System (BAS) and Air Handling Unit (AHU) Renovation - Install new energy efficient AHU motors and Variable Frequency Drives to replace aged and failing motors. Convert AHU controls system to Direct Digital Control and replace obsolete BAS system with modern system to monitor and control building functionality. Replace failed air filter baffles and leaking ductwork. Clean oil and water contamination from floor level pneumatic control system.		
<i>Total Estimated Cost: \$2,132,707</i>		<i>JCC Share of Costs: 97.26%</i>
<b>Fresno County</b>	<b>Fresno County Courthouse</b>	<b>FM-0050012</b>
Electrical - Replace 50-year-old emergency generator with new 500KW system - Generator is beyond useful life and is no longer serviceable due to age. The existing unit is not capable of supporting the current building requirements in an emergency situation.		
<i>Total Estimated Cost: \$1,900,000</i>		<i>JCC Share of Costs: 100%</i>
<b>Sacramento County</b>	<b>Carol Miller Justice Center</b>	<b>FM-0051146</b>
Exterior Shell – Leaking Window System – Remove and replace the leaking exterior store front style window system (1054 individual panes) that have failed and are un-repairable. Work includes the Installation of a dual glazed window/door system to gain critical energy conservation. Replace approximately twenty-four (24) access doors that are incorporated into the window system. The scope of work will also require wall repairs from water damage discovered while researching the cause of the leaking. The use of a crane will be required to lift window materials to the 2nd & 3rd floor throughout the project.		
<i>Total Estimated Cost: \$1,350,000</i>		<i>JCC Share of Costs: 100%</i>



**Alameda County**

**Wiley W. Manuel Courthouse**

**FM-0049849**

HVAC - Controls and Components - Remove and replace sixteen (16) Variable Air Volume boxes and controls with reheat coils, which includes sixty-four (64) valves. Scope of work includes the Installation of one (1) Flow meter to monitor usage of the newly installed Variable Air Volume boxes, Install one (1) Paragon controller and reconfigure the paragon controls on SF-1 and SF-2 for proper operation, Install new hot and chilled water BTU meters and provide and install a web based interface for the existing Schneider Electric Inet BAS. The new web base system will allow three concurrent users. The current coils are plugged and non operational, poor air velocity control capability creates negative pressure within courtrooms which impairs proper climate control. The project requires the abatement of asbestos containing materials to access the equipment.

*Total Estimated Cost: \$978,743*

*JCC Share of Costs: 83.80%*

**Sacramento County**

**Gordon Schaber Sacramento Superior Court**

**FM-0051817**

HVAC - Failing Air Handler Unit (AHU) Motors - Replace 50 year old aluminum cable and AHU motors throughout the mechanical rooms. There are (23) existing AHU motors in mechanical spaces fed by aged and deteriorated aluminum wiring, motors and cable have, and continue to fail. Remove and replace electrical distribution panels, replace existing aluminum feeder wiring with copper. Replace motors with energy efficient VFD/BAS controlled models.

*Total Estimated Cost: \$969,364*

*JCC Share of Costs: 100%*

**Los Angeles County**

**Pasadena Courthouse**

**FM-0045803**

Roof - Replace Roof - Remove and replace approximately 56,000 SF of five ply roofing and associated flashings, square footage of roof is over three separate building levels. Asbestos containing materials (ACM's) will be abated and properly disposed of as part of the scope of work. This project has been a Priority 3 for several years and has deteriorated to the point of a Priority 2 at this time.

*Total Estimated Cost: \$935,880*

*JCC Share of Costs: 69.35%*

**Los Angeles County**

**Stanley Mosk Courthouse**

**FM-0051484**

COUNTY MANAGED - COGEN System Modification/Restoration - Rebuild the Low Pressure Turbine LM2500, this turbine has damaged blades, shrouds, and casing; Replacement of the Multi-stage Backpressure Turbine, work includes a new concrete footing and foundation; Refurbish the existing MAVR/Line Sync Module, CEMS Cabinet and Cooling Tower; Remove and replace all Boiler Burner O2 monitors, Fin Fan Cooler, Generator #3 ARU, and #4 CRU, HP/LP steam modifications for new turbine. Components are failing and project is required to better utilize the steam production system more efficiently. Engineering drawings/reproductions are included in the cost. COSTS WILL BE DIVIDED BY FOUR BUILDINGS

*Total Estimated Cost: \$848,390*

*JCC Share of Costs: 100%*

**Orange County**

**Betty Lou Lamoreaux Justice Center**

**FM-0050564**

Interior Finishes - Replace one of four courtrooms lost due to the closure of Harbor Justice Center by constructing a new courtroom at Betty Lou Lamoreaux Justice Center in existing court exclusive space. Annual savings from closure of Harbor Justice Center will cover the costs of construction and still provide substantial cost savings to the Judicial Council in the first and subsequent years.

*Total Estimated Cost: \$776,000*

*JCC Share of Costs: 100%*



<b>Mendocino County</b>	<b>County Courthouse</b>	<b>FM-0051702</b>
HVAC - Replace 2 Failing Chillers - Remove and replace two (2) 40 year old 35 - ton chillers that are failing and beyond repair. Install new controllers with BAC-net interface, includes electrical and piping, insulation as required. Replace four (4) Chilled Water Coils - The (4) custom sized Chilled Water Coils are failing and beyond repair and in need of replacement, asbestos containing materials abatement included. There are three (3) coils in the mechanical room and one (1) coil on the 3rd floor.		
<i>Total Estimated Cost: \$720,968</i>		<i>JCC Share of Costs: 67.62%</i>
<b>Alameda County</b>	<b>George E. McDonald Hall of Justice</b>	<b>FM-0050486</b>
HVAC - Remove pneumatic building control board (1) - Install Variable Air Volumes (3) - Install DDC controls (60 sensors) - Install Variable Frequency Drive supply and return fans (4) - Install building control interface (1) - Install automated control valves with feedback signal (60) - Install Variable Frequency Drive 15hp (480 Volt Variable Frequency Drive - wall-mounted - qty. 9) - Install Variable Frequency Drive 25hp (480 Volt Variable Frequency Drive - wall-mounted - qty. 15) - Court BAS system is defunct and requires control of all equipment supporting critical utilities for the court for heating, cooling and lighting.		
<i>Total Estimated Cost: \$692,373</i>		<i>JCC Share of Costs: 100%</i>
<b>Los Angeles County</b>	<b>Norwalk Courthouse</b>	<b>FM-0041168</b>
Roof - Replace Roof - Remove and replace approximately 38,000 SF of five ply roofing and associated flashings, square footage of roof is over two separate building levels. ACM's will be abated and properly disposed of as part of the scope of work. At this time, roof material is missing in several areas causing numerous leaks into building.		
<i>Total Estimated Cost: \$566,280</i>		<i>JCC Share of Costs: 85.03%</i>
<b>Orange County</b>	<b>Betty Lou Lamoreaux Justice Center</b>	<b>FM-0051809</b>
HVAC - Chiller #3 Failed - Remove and replace failed 300 ton Chiller #3 with energy efficient Multi-stack Chiller. Chiller #3 is non-operational and the building is being supported by Chiller #2 only with no redundancy. Failure of Chiller #2 would result in no cooling for the facility which would lead to a possible building closure.		
<i>Total Estimated Cost: \$595,242</i>		<i>JCC Share of Costs: 79.95%</i>
<b>Orange County</b>	<b>West Justice Center</b>	<b>FM-0044229</b>
HVAC - Air Handlers and Building Automation System (BAS) - Remove and replace the original failing air handlers and a failed heat pump. Convert the phase 2 AHU-5 damper controls, the phase 1 AHU-3 and the phase 3 Zone controls to DDC control. Retro commission the Building Automation System. Work includes the installation of code required refrigerant monitoring system to phases 1 and 2. Reprogram the BAS to run all BAS controlled equipment at the most efficient levels.		
<i>Total Estimated Cost: \$544,420</i>		<i>JCC Share of Costs: 90.68%</i>
<b>Orange County</b>	<b>Central Justice Center</b>	<b>FM-0052083</b>
Energy Efficiency Retrofit - Energy Efficiency Lighting Project - Replace the existing T12 lighting throughout the facility with T8 and LED lighting. The LED lighting will be used in the entrance lobby areas with extreme ceiling heights, where regular service is not feasible.		
<i>Total Estimated Cost: \$477,857</i>		<i>JCC Share of Costs: 91.17%</i>



<b>Sierra County</b>	<b>Courthouse/Sheriff Station-Jail</b>	<b>FM-0051165</b>
<p>Roof - Roof has failed and requires replacement- Remove and replace, 12,500 square feet of standing seam metal roofing. Once the existing roof is removed, it is necessary to replace approximately 600 square feet of failed plywood sheathing, and to extend approximately 40 rafter tails and install new fascia boards. The new roof will be extended 16” past the building line and will also have heat tape on the perimeter to eliminate ice buildup. Currently, the roof has failed and the rafters are flush with the perimeter building walls, which has caused dry rot to the rafter tails and portions of the wall and plate.</p>		
<i>Total Estimated Cost: \$468,676</i>		<i>JCC Share of Costs: 28.94%</i>
<b>Los Angeles County</b>	<b>Compton Courthouse</b>	<b>FM-0051867</b>
<p>Fire Protection - Design and Activate Fire Alarm Control Panel - Prepare design specifications and plan documents for the restoration of the existing failed fire alarm system, install the new panel to a point that the need for continuous fire watch can be removed. This scope of work consists of designing a Notifier Fire Alarm Control Panel that would be tied into the existing field devices using the existing circuits and ongoing fire watch required by the State Fire Marshall. This facility modification will include project support, monitoring, and preparation of the final phasing plan for the State Fire Marshalls review. A complete building alarm replacement is required by current code and the State Fire Marshall, the design and installation of that scope of work will follow as separate projects.</p>		
<i>Total Estimated Cost: \$444,947</i>		<i>JCC Share of Costs: 66.13%</i>
<b>Sacramento County</b>	<b>Gordon Schaber Sacramento Superior Court</b>	<b>FM-0051275</b>
<p>Roof - Reseal approximately 35,500 SF of roof – Scope of work requires the preparation of the existing 35,500 SF roof to apply a topping/coating with a 10-year warranty, on the roof over the 6th floor to help extend its useful life. The current condition has ponding in several areas which is deteriorating the existing roof and causing leaks into the building.</p>		
<i>Total Estimated Cost: \$412,430</i>		<i>JCC Share of Costs: 100%</i>
<b>Orange County</b>	<b>Harbor Justice Center-Newport Beach Facility</b>	<b>FM-0029129</b>
<p>HVAC – Chiller #1 - Remove and replace failed chiller with Smart Turbocor chiller. Chiller has one non-operational and un-repairable compressor and a second that is making noise on hot days and not performing properly. The new chiller will provide operational cost savings. Building is currently only running at 25% with chiller #2 non-operational due to a failed compressor.</p>		
<i>Total Estimated Cost: \$353,608</i>		<i>JCC Share of Costs: 84.32%</i>
<b>San Luis Obispo County</b>	<b>Courthouse Annex</b>	<b>FM-0050547</b>
<p>COUNTY-MANAGED - Elevator - Rebuild failing elevator; remove elevator machine; replace ropes; and replace car shell and finishes. Original install was 1964; maintenance exceeds routine level.</p>		
<i>Total Estimated Cost: \$350,667</i>		<i>JCC Share of Costs: 49.74%</i>
<b>San Diego County</b>	<b>North County Regional Center - South</b>	<b>FM-0051240</b>
<p>COUNTY MANAGED - Shared Cost - Elevators - Modernize (2) elevator shafts, hoist ways, controls and machine room equipment at the South Tower. Existing control systems are failing on Judges secure elevator. Safety and separation of Judges are at risk.</p>		
<i>Total Estimated Cost: \$331,192</i>		<i>JCC Share of Costs: 67.24%</i>



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TRIAL COURT FACILITY MODIFICATION  
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**Attachment C**  
**Descriptions of Funded Facility Modifications**  
**Over \$300,000 FY 2013-2014**

**Solano County**

**Hall of Justice**

**FM-0050740**

Roof - Replace roof (four levels, 8,420 SF) - Remove and replace 8,420 SF of roofing and 850 LF of coping at four (4) separate locations of the building. Scope of work will require the chipping and grinding of several areas of the concrete roof deck to eliminate high areas of the roof affecting the drainage of the roof and allowing wind-driven rain to penetrate the building shell. Fabricate and install a new 22' Cal OSHA-approved access ladder with cage and landing. All work required to be completed during off hours due to excessive noise.

*Total Estimated Cost: \$305,348*

*JCC Share of Costs: 72.80%*





County Name	Building Name	Building ID	FCI	Managing Party	Responsible SF (JCC)
Alameda	Oakland AOC - IT Department	01-I1	0%	County	11,186
Alameda	Fremont Hall of Justice	01-H1	42%	AOC	124,100
Alameda	Berkeley Courthouse	01-G1	10%	AOC	11,708
Alameda	George E. McDonald Hall of Justice	01-F1	37%	AOC	25,850
Alameda	Hayward Hall of Justice	01-D1	31%	AOC	184,785
Alameda	Wiley W. Manuel Courthouse	01-B3	47%	AOC	196,277
Amador	New Amador County Courthouse	03-C1	9%	AOC	20,346
Butte	Chico Courthouse	04-D1	50%	AOC	12,389
Butte	Butte County Courthouse	04-A1	23%	AOC	72,474
Calaveras	Legal Bldg.	05-A1	47%	County	4,586
Contra Costa	George D. Carroll Courthouse	07-F1	52%	AOC	76,462
Contra Costa	Concord-Mt. Diablo District	07-D1	33%	AOC	7,938
Contra Costa	Danville District Courthouse	07-C1	18%	AOC	24,469
Contra Costa	Jail Annex	07-A4	47%	County	10,895
Contra Costa	Bray Courts	07-A3	39%	AOC	48,883
Contra Costa	Wakefield Taylor Courthouse	07-A2	31%	AOC	100,657
Contra Costa	Family Law Center	07-A14	6%	AOC	39,224
Del Norte	Del Norte County Superior Court	08-A1	18%	AOC	29,008
El Dorado	Johnson Bldg.	09-E1	41%	AOC	22,974
El Dorado	Cameron Park	09-C1	27%	AOC	5,618
El Dorado	Bldg. C	09-B1	30%	County	11,745
El Dorado	Main St. Courthouse	09-A1	54%	AOC	18,560
Fresno	B.F. Sisk Federal Courthouse	10-O1	4%	AOC	206,000
Fresno	Fresno County Courthouse.	10-A1	41%	AOC	213,687
Humboldt	Humboldt County Courthouse (Eureka)	12-A1	25%	County	46,400
Imperial	Calexico Court	13-C1	17%	AOC	6,134
Imperial	Imperial County Courthouse	13-A1	68%	AOC	24,568
Kern	Arvin/ Lamont Branch	15-H1	44%	AOC	26,680
Kern	Taft Courts Bldg.	15-F1	48%	AOC	6,111
Kern	Shafter/Wasco Courts Bldg.	15-E1	43%	AOC	16,836
Kern	Delano/North Kern Court	15-D1	61%	AOC	14,377
Kern	Bakersfield Juvenile Center	15-C1	26%	AOC	82,680
Kern	Bakersfield Justice Bldg.	15-B1	57%	County	56,923
Kern	Bakersfield Superior Court	15-A1	59%	AOC	223,650
Kings	Corcoran Court	16-D1	39%	AOC	6,791
Kings	Avenal Court	16-C1	58%	AOC	5,320
Kings	Lemoore Superior Court	16-B1	68%	AOC	5,129
Kings	Probation Building	16-A4	45%	AOC	1,606
Kings	Hanford Building C	16-A3	49%	AOC	8,567
Kings	Hanford Building B	16-A2	33%	AOC	19,602
Kings	Hanford Building A	16-A1	50%	AOC	18,512
Lake	Lakeport Court Facility	17-A3	40%	County	15,480
Los Angeles	San Pedro Courthouse	19-Z1	50%	AOC	35,002
Los Angeles	Long Beach Courthouse	19-Y1	68%	AOC	277,232
Los Angeles	West Covina Courthouse	19-X1	52%	County	64,204
Los Angeles	Pomona Courthouse North	19-W2	55%	AOC	47,267
Los Angeles	Pomona Courthouse South	19-W1	46%	AOC	194,000
Los Angeles	Metropolitan Courthouse	19-T1	68%	AOC	250,000
Los Angeles	Eastlake Juvenile Court	19-R1	78%	County	19,022
Los Angeles	Edmund D. Edelman Children's Court	19-Q1	49%	AOC	263,623
Los Angeles	El Monte Courthouse	19-O1	51%	AOC	129,176



County Name	Building Name	Building ID	FCI	Managing Party	Responsible SF (JCC)
Los Angeles	Monrovia Training Center	19-N1	46%	AOC	19,440
Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	56%	AOC	1,020,266
Los Angeles	Stanley Mosk Courthouse	19-K1	62%	AOC	736,200
Los Angeles	Pasadena Courthouse	19-J1	61%	AOC	187,120
Los Angeles	Glendale Courthouse	19-H1	49%	AOC	56,167
Los Angeles	Burbank Courthouse	19-G1	25%	AOC	67,280
Los Angeles	Inglewood Courthouse	19-F1	38%	AOC	174,041
Los Angeles	Inglewood Juvenile Court	19-E1	53%	AOC	18,791
Los Angeles	Torrance Courthouse	19-C1	53%	AOC	146,711
Los Angeles	Michael D. Antonovich Antelope Valley Courthouse	19-AZ1	6%	AOC	415,562
Los Angeles	Chatsworth Courthouse	19-AY1	13%	AOC	302,436
Los Angeles	Van Nuys Courthouse West	19-AX2	19%	AOC	284,102
Los Angeles	Van Nuys Courthouse East	19-AX1	55%	AOC	178,048
Los Angeles	Hall of Records	19-AV1	58%	County	26,700
Los Angeles	Airport Courthouse	19-AU1	8%	AOC	304,725
Los Angeles	Malibu Courthouse	19-AS1	26%	County	22,841
Los Angeles	Parking Structure Lot 59- Whittier Admin CTR	19-AO2	26%	AOC	85,250
Los Angeles	Whittier Courthouse	19-AO1	20%	AOC	87,895
Los Angeles	David M. Kenyon Juvenile Justice Center	19-AN1	34%	County	5,015
Los Angeles	Downey Courthouse	19-AM1	36%	AOC	111,223
Los Angeles	Bellflower Courthouse	19-AL1	25%	AOC	97,207
Los Angeles	Los Padrinos Juvenile Court	19-AI1	61%	County	6,786
Los Angeles	Compton Courthouse	19-AG1	53%	AOC	417,159
Los Angeles	Sylmar Juvenile Court	19-AF1	52%	County	10,981
Los Angeles	Santa Clarita Courthouse	19-AD1	40%	County	32,124
Los Angeles	San Fernando Courthouse	19-AC1	38%	AOC	187,874
Los Angeles	Huntington Park Courthouse	19-A1	55%	AOC	19,992
Madera	Sierra Courthouse	20-D1	75%	AOC	5,884
Madera	Madera County Superior Court	20-A1	36%	AOC	60,936
Mendocino	County Courthouse	23-A1	52%	AOC	57,979
Merced	New Downtown Merced Courthouse	24-A8	5%	AOC	57,900
Merced	Old Court	24-A1	24%	AOC	17,716
Napa	Historical Courthouse	28-B1	14%	AOC	43,204
Napa	Criminal Court Building	28-A1	7%	AOC	47,296
Nevada	Nevada City Courthouse Annex	29-A2	36%	County	12,753
Nevada	Nevada City Courthouse	29-A1	42%	County	11,304
Orange	Harbor Justice Center-Newport Beach Facility	30-E1	61%	AOC	110,855
Orange	West Justice Center	30-D1	66%	AOC	113,160
Orange	North Justice Center	30-C1	19%	AOC	131,843
Orange	Betty Lou Lamoreaux Justice Center	30-B1	33%	AOC	230,706
Orange	Central Justice Center, Civil Complex Center	30-A3	49%	AOC	28,766
Orange	Central Justice Center Annex	30-A2	0%	County	7,727
Orange	Central Justice Center	30-A1	62%	AOC	500,371
Placer	South Placer Justice Center	31-H1	12%	AOC	110,700
Placer	Historic Courthouse	31-A1	10%	County	17,057
Riverside	Riverside Juvenile Justice Trailers	33-N3	84%	AOC	1,440
Riverside	Riverside Juvenile Justice Modular	33-N2	84%	AOC	1,440
Riverside	Riverside Juvenile Court	33-N1	36%	AOC	38,309
Riverside	Southwest Justice Center	33-M1	9%	AOC	191,032
Riverside	Corona	33-J1	39%	County	20,517
Riverside	Banning	33-G1	33%	AOC	34,176



County Name	Building Name	Building ID	FCI	Managing Party	Responsible SF (JCC)
Riverside	Hemet	33-F1	33%	AOC	26,511
Riverside	Palm Springs Courts	33-E1	33%	County	15,878
Riverside	Blythe Courthouse - Superior Court	33-D1	31%	AOC	11,016
Riverside	Annex Justice Center (Indio)	33-C2	57%	County	23,252
Riverside	Larson Justice Center	33-C1	20%	AOC	152,990
Riverside	Hall of Justice	33-A3	33%	AOC	167,386
Riverside	Family Law Court	33-A1	17%	AOC	75,640
Sacramento	Carol Miller Justice Center	34-D1	20%	AOC	98,628
Sacramento	Juvenile Courthouse	34-C2	2%	AOC	100,360
Sacramento	Finance-Payroll-HR	34-A6	67%	Landlord	7,220
Sacramento	800 9th St.	34-A4	35%	Landlord	21,185
Sacramento	Credit Union Bldg.	34-A3	26%	Landlord	9,488
Sacramento	Gordon Schaber Sacramento Superior Court	34-A1	53%	AOC	291,083
San Bernardino	Juvenile Dependency Courthouse	36-P1	17%	AOC	28,724
San Bernardino	Victorville Courthouse-Dept. N-1	36-L1	48%	County	48,380
San Bernardino	Barstow Courthouse	36-J1	49%	AOC	35,702
San Bernardino	Chino Courthouse	36-G1	43%	County	18,222
San Bernardino	Rancho Cucamonga Courthouse	36-F1	46%	County	138,225
San Bernardino	Joshua Tree Courthouse	36-E1	34%	County	10,867
San Bernardino	Fontana Courthouse	36-C1	35%	AOC	41,791
San Bernardino	Court Executive Office	36-A3	70%	County	12,018
San Bernardino	San Bernardino Courthouse - Annex	36-A2	63%	AOC	79,667
San Bernardino	San Bernardino Courthouse	36-A1	74%	AOC	118,580
San Diego	East County Regional Center - Central Plant	37-I4	35%	County	-
San Diego	East County Regional Center	37-I1	45%	AOC	137,824
San Diego	South County Regional Center	37-H1	16%	County	82,131
San Diego	North County Regional Center - Child Services Trailer	37-F7	42%	AOC	1,680
San Diego	North County Regional Center - Department 36 Trailer	37-F6	45%	AOC	860
San Diego	North County Regional Center - Department 35 Trailer	37-F5	25%	AOC	1,440
San Diego	North County Regional Center - Department 34 Trailer	37-F4	25%	AOC	1,440
San Diego	North County Regional Center - Traffic Annex	37-F3	9%	AOC	21,895
San Diego	North County Regional Center - Vista Center	37-F2	53%	AOC	215,650
San Diego	North County Regional Center - South	37-F1	10%	County	206,930
San Diego	Juvenile Court - Department 10 Trailer	37-E4	44%	AOC	1,440
San Diego	Juvenile Court - Department 9 Trailer	37-E3	40%	AOC	1,440
San Diego	Juvenile Court	37-E1	31%	AOC	46,759
San Diego	Family Court	37-D1	0%	County	42,304
San Diego	Kearny Mesa - Traffic Court KM5 & KM6 Trailer	37-C4	73%	AOC	1,040
San Diego	Kearny Mesa - Traffic Court KM4 -Trailer	37-C3	70%	AOC	960
San Diego	Kearny Mesa - Traffic Court KM3 Trailer	37-C2	71%	AOC	960
San Diego	Kearny Mesa Traffic Court	37-C1	78%	AOC	41,450
San Diego	Hall of Justice	37-A2	18%	County	121,100
San Diego	County Courthouse	37-A1	45%	AOC	503,305
San Francisco	Hall of Justice	38-B1	86%	County	118,247
San Francisco	Polk St. Annex	38-A2	53%	Landlord	8,870
San Francisco	Civic Center Courthouse	38-A1	21%	AOC	189,575
San Joaquin	Lodi Branch - Dept. 2	39-D2	49%	AOC	6,844
San Luis Obispo	Paso Robles Courthouse	40-J1	3%	AOC	22,300
San Luis Obispo	Court Offices	40-H1	37%	AOC	2,528
San Luis Obispo	Support Services Center	40-F1	28%	Landlord	6,210
San Luis Obispo	Grover Beach Branch	40-E1	48%	AOC	3,768



County Name	Building Name	Building ID	FCI	Managing Party	Responsible SF (JCC)
San Luis Obispo	Courthouse Annex	40-A1	22%	County	40,867
San Mateo	Municipal Court Building - Northern Branch	41-C1	45%	AOC	57,265
San Mateo	Central Branch	41-B1	39%	AOC	17,507
San Mateo	Traffic/Small Claims Annex	41-A2	35%	AOC	10,604
San Mateo	Hall of Justice	41-A1	56%	County	141,227
Santa Barbara	Santa Maria Juvenile Court (New)	42-H1	21%	AOC	11,639
Santa Barbara	Santa Barbara Jury Assembly Bldg.	42-G1	11%	AOC	8,157
Santa Barbara	Santa Maria Courts Building G	42-F5	38%	AOC	32,433
Santa Barbara	Santa Maria Courts Building F	42-F4	57%	AOC	3,344
Santa Barbara	Santa Maria Courts Building A + B	42-F3	49%	AOC	8,932
Santa Barbara	Santa Maria Courts Building C + D	42-F1	67%	AOC	30,443
Santa Barbara	Santa Barbara Juvenile Court	42-C1	28%	AOC	2,880
Santa Barbara	Santa Barbara Court Trailer	42-B2	8%	County	-
Santa Barbara	Santa Barbara Figueroa Division	42-B1	34%	AOC	47,370
Santa Barbara	Santa Barbara County Courthouse	42-A1	30%	County	40,341
Santa Clara	Santa Clara Courthouse	43-G1	32%	AOC	33,559
Santa Clara	Old Courthouse	43-B2	17%	AOC	33,557
Santa Clara	Downtown Superior Court	43-B1	35%	AOC	126,005
Santa Clara	Hall of Justice (West)	43-A2	45%	AOC	69,810
Santa Clara	Hall of Justice (East)	43-A1	10%	AOC	127,139
Shasta	Main Courthouse	45-A1	22%	AOC	79,975
Siskiyou	Siskiyou County Courthouse	47-A1	35%	County	9,449
Solano	Solano Justice Building	48-B1	52%	County	61,840
Solano	Law And Justice Center	48-A2	18%	County	258,850
Solano	Hall of Justice	48-A1	48%	AOC	111,148
Sonoma	Main Adult Detention Facility	49-A2	30%	County	11,204
Sonoma	Hall of Justice	49-A1	39%	County	58,099
Stanislaus	Turlock Superior Court	50-D1	40%	AOC	4,735
Stanislaus	Ceres Superior Court	50-C1	0%	AOC	2,985
Stanislaus	Hall of Records	50-A2	40%	AOC	45,600
Stanislaus	Modesto Main Courthouse	50-A1	70%	AOC	60,404
Sutter	Courthouse East	51-A2	31%	AOC	28,360
Sutter	Courthouse West	51-A1	38%	AOC	20,815
Tulare	Tulare Division	54-B1	30%	AOC	14,125
Tulare	Visalia Superior Court	54-A1	41%	County	67,804
Ventura	East County Courthouse	56-B1	17%	County	41,416
Ventura	Hall of Justice	56-A1	40%	County	193,044
Yolo	Family Support	57-A5	56%	County	3,301
Yolo	Traffic Court	57-A3	33%	AOC	7,085



JUDICIAL COUNCIL  
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TRIAL COURT FACILITY MODIFICATION  
ADVISORY COMMITTEE

Attachment E

Approved Facility Modification Funding  
by Priority and County FY 2013-2014

FMs Funded During FY 13-14 by Priority

Priority	Number of FMs	Estimated Cost
1	322	\$6,332,795
2	787	\$32,703,537
3	14	\$1,319,666
<b>Grand Totals</b>	<b>1,123</b>	<b>\$40,355,998</b>

FMs Funded During FY 13-14

County	Number of FMs	Estimated Cost	County	Number of FMs	Estimated Cost	County	Number of FMs	Estimated Cost
Alameda	59	\$ 4,670,153	Mendocino	15	\$ 691,734	San Mateo	19	\$ 301,540
Amador	3	\$ 47,465	Merced	9	\$ 56,544	Santa Barbara	20	\$ 329,812
Butte	5	\$ 121,231	Modoc	4	\$ 105,395	Santa Clara	51	\$ 417,432
Contra Costa	33	\$ 2,236,101	Mono	2	\$ 108,276	Santa Cruz	8	\$ 200,748
Del Norte	5	\$ 177,539	Monterey	21	\$ 855,075	Shasta	2	\$ 31,129
El Dorado	14	\$ 231,481	Napa	14	\$ 140,455	Sierra	2	\$ 209,310
Fresno	13	\$ 2,098,173	Nevada	4	\$ 105,651	Siskiyou	1	\$ 1,063
Glenn	1	\$ 4,094	Orange	72	\$ 3,596,221	Solano	31	\$ 353,865
Humboldt	8	\$ 326,821	Placer	2	\$ 22,484	Sonoma	2	\$ 18,096
Imperial	4	\$ 140,814	Riverside	7	\$ 460,751	Stanislaus	9	\$ 133,480
Kern	16	\$ 99,885	Sacramento	30	\$ 3,563,709	Sutter	1	\$ 3,000
Kings	5	\$ 22,495	San Benito	1	\$ 471	Tehama	2	\$ 10,459
Lake	6	\$ 176,437	San Bernardino	31	\$ 816,104	Tulare	3	\$ 25,092
Lassen	1	\$ 1,887	San Diego	77	\$ 1,680,368			
Los Angeles	488	\$ 15,458,917	San Francisco	11	\$ 78,371			
Madera	6	\$ 38,068	San Luis Obispo	5	\$ 187,801			
						<b>Grand Totals</b>	<b>1,123</b>	<b>\$ 40,355,998</b>

CFP Funding Compared to BOMA Averages	Level	Description of Service	Customer Service and Response Time	Customer Satisfaction	Preventative Maintenance vs. Corrective Maintenance Work Effort	Maintenance Mix	Aesthetics (Interior)	Exterior	Lighting	Service Efficiency	Building Systems Reliability	Fac. Maint. Operating Budget as % of Current Replacement value (CRV)	Expected Facility Condition Index	Impact to Deferred Maintenance Levels	Impact to Equipment Life Cycle Expectancy (Return on investment)
135% 130% 125% 120% 115%	1	Showpiece Facility	Able to respond to virtually any type of service, immediate response	Proud of facilities, have a high level of trust for the facilities organization	100%	All recommended PM's are scheduled and performed on time. Reactive maintenance (e.g. spot relamping and adjusting door closers) is minimized to the unavoidable or economical. Emergencies (e.g. HVAC or power outages) are very infrequent and handled efficiently.	Like new finishes	Windows, doors, trim, exterior walls are like new	Bright and clean, attractive lighting.	Maintenance activities appear highly organized and focused. Typically, equipment and building components are fully functional and in excellent operating condition. Service and maintenance calls are responded to immediately. Buildings and equipment are routinely and regularly upgraded keeping them current with modern standards and usage.	Breakdown maintenance is rare and limited to vandalism and abuse repairs.	> 4.0	>0.05	Least Impact. Less than 3 months of backlog. Rate of growth is fully contained. Equipment	Extended beyond industry standards. System renewals allows owners to stay abreast of technological advances.
110% 105% 100% 95% 90%	2	Comprehensive Stewardship (AOC Standard)	Response to most service needs including limited non-maintenance activities, typically in a week or less	Satisfied with Facilities related services, usually complimentary of facilities staff.	75-100%	A well developed PM program: most required PM's are done but frequency is slightly less than per defined schedule. Appreciable reactive maintenance required due to systems wearing out prematurely and high number of lamps burning out. Occasional emergencies caused by pump failures, cooling system failures, etc.	Almost like new finishes	Watertight, good appearance of exterior closures.	Bright and clean, attractive lighting.	Maintenance activities appear organized with direction. Equipment and building components are usually functional and in operating condition. Service and maintenance calls are responded to in a timely manner. Buildings and equipment are regularly upgraded keeping them current with modern standards and usage.	Breakdown maintenance is limited to system components short of MTBF ( mean time between failures ).	3.5 - 4.05	0.05 - 0.15	Moderate Impact. 3-9 months of backlog	Optimized life-cycle expectancy. System renewal timing likely to match technological advances to allow for modernization in a cyclic manner.
85% 80% 75% 70% 65%	3	Managed Care	Services available only by reducing maintenance, one month or less	Accustomed to basic level of facilities care. Generally able to perform mission duties. Lack of pride in physical environment.	50 - 75%	Reactive maintenance predominates due to systems failing to perform. especially during harsh seasonal peaks. An effort still made at PM: priority to schedule as time and manpower permit. The high number of emergencies ( e.g. pump failures, heating and cooling system failures ) causes reports to upper administration.	Average finishes	Minor leaks/blemishes, average exterior appearance.	Small percentage of lights out, generally well lit and clean.	Maintenance activities appear to be somewhat organized, but remain people dependent. Equipment and building components are mostly functional, but suffer occasional breakdowns. Service and maintenance call response times are variable and sporadic, without apparent cause. Buildings and equipment are periodically upgraded to current standards and use, but not enough to control the effects of normal usage and deterioration.	Building and systems components periodically fail.	3.0 - 3.5	0.15 - 0.29	Negative Impact. 18-36 months of backlog. Rate of growth is constantly growing	Industry standards are met. System renewals occur ahead of technological advances, causing out-of-cycle modernization projects.
60% 55% 50% 45% 40%	4	Reactive Management	Services available only by reducing maintenance, one year or less	Generally critical of cost, responsiveness, and quality of facilities services.	25 - 50%	Worn out systems require manpower to be scheduled to react to systems that are performing poorly or not at all. Significant time spent procuring parts and services due to the high number of emergency situations with weekly reporting to upper administration. Possible PM work consists of simple tasks and is done inconsistently: e.g. filter changing, greasing and fan belt replacement.	Broken/Worn finishes	Somewhat drafty and leaky exterior, rough looking exterior, extra painting necessary to prevent further deterioration.	Numerous lights out, some missing diffusers, secondary areas dark.	Maintenance activities appear somewhat chaotic and are people dependent. Equipment and building components are frequently broken and inoperative. Service and maintenance calls are typically not responded to in a timely manner. Normal usage and deterioration continues unabated making buildings and equipment inadequate to meet present use needs.	Many systems unreliable. Constant need for repair. Backlog of repair needs exceeds resources.	2.5 - 3.0	0.30 - 0.49 <b>HOK Facilities Master Plan FCI April-2003</b>	Major Impact. 3-5 years of backlog. Rate of growth is accelerated	Reduced below industry standards. System renewals occur before full life-cycle expectancy is attained. Forecasting requirements difficult.
35% 30% 25% 20% 15%	5	Crisis Response	Services not available unless directed from top administration, none except emergencies	Consistent customer ridicule, mistrust of facilities services.	0%	No PM performed due to more pressing problems. Reactive maintenance is a necessity due to worn out systems ( e.g. doors won't lock, fans lock up, HVAC systems fail ). Good emergency response because of skills gained reacting to frequent system failures ( no reporting, upper administration is tired of reading the reports ).	Unsafe finishes	Inoperable windows, leaky windows, unpainted, cracked panes, significant air/water penetration, poor appearance, accelerated deterioration.	Dark, lots of shadows, bulbs and diffusers missing, cave-like, damaged/hardw are missing.	Maintenance activities appear chaotic and without direction. Equipment and building components are routinely broken and inoperative. Service and maintenance calls are never responded to in a timely manner. Normal usage and deterioration continues unabated, making buildings and equipment inadequate to meet present use needs.	Many systems non-functional. Repair only instituted for life safety issues.	< 2.5	> 0.50	Dangerous Impact. More than 5 years of backlog. Rate of growth is uncontrollable.	Severely reduced below industry standards. Full system & sub-system replacements expected with no forecasting capability.





#	FM Number	County	Building	Building ID	Priority	Description	Preliminary Cost Estimate	Facility Modification Program Budget Share of Preliminary Estimate	Facility Modification Budget % of Preliminary Cost Estimate	Status
1	FM-0020376	Los Angeles	Inglewood Courthouse	19-F1	2	Electrical - Replace electrical backup generator (350KW) - Citation from SCAQMD to replace generator because of pollution; generator cannot be retrofitted.	\$ 280,000	\$ 208,768	74.56	In Work
2	FM-0029129	Orange	Harbor Justice Center-Newport Beach Facility	30-E1	2	HVAC - Chiller #1 - Remove and replace failed chiller with Smart Turbocor chiller. Chiller has one non-operational and un-repairable compressor and a second that is making noise on hot days and not performing properly. New chiller will provide operational cost savings. Building is currently only running at 25% with chiller #2 non-operational due to a failed compressor.	\$ 353,608	\$ 298,162	84.32	In Work
3	FM-0031632	Nevada	Nevada City Courthouse Annex	29-A2	2	COUNTY MANAGED - Exterior Shell - Repair exterior shell where water is penetrating and damaging concrete; calcium deposits and degradation of building structure are visible.	\$ 22,000	\$ 22,000	100.00	In Work
4	FM-0034250	San Francisco	Civic Center Courthouse	38-A1	2	Exterior Shell - Expansion Joint, Entire Building Base, Repair or Replacement to Prevent Human Waste from Entering the Building, Slipping Hazard. Janitorial on a constant basis are cleaning the floor in these areas to eliminate the waste that penetrates into the building onto the floor.	\$ 19,033	\$ 19,033	100.00	In Work
5	FM-0034865	Los Angeles	Metropolitan Courthouse	19-T1	2	Elevators - Renovate thirteen (13) Elevators - Complete renovation of the courts thirteen elevators; nine Passenger, two In - Custody, one dedicated Judges and one shuttle. While retaining the cars themselves, the renovations will include new controls, new cables, updated electrical, new doors and operators, new roller guides, new emergency lighting system and add proper ventilation and lighting in the machine room.	\$ 3,276,500	\$ 3,138,887	95.80	In Work
6	FM-0036994	Orange	North Justice Center	30-C1	2	Exterior Shell - Install Type K gutters and 24GA standing seam roof over atrium security screening station skylight to prevent water leaks. Currently water leaks into the heavy traffic public area.	\$ 7,600	\$ 6,864	90.31	Complete
7	FM-0041168	Los Angeles	Norwalk Courthouse	19-AK1	2	Roof - Replace Roof - Remove and replace approximately 38,000 SF of five ply roofing and associated flashings, square footage of roof is over two separate building levels. ACM's will be abated and properly disposed of as part of the scope of work. At this time, roof material is missing in several areas causing numerous leaks into building.	\$ 566,280	\$ 481,508	85.03	In Work
8	FM-0043878	Alameda	Wiley W. Manuel Courthouse	01-B3	2	Elevators (5EA) - Completely install five new elevators with new controls - Includes design, mechanical and electrical upgrades to bring systems to current code. Fire alarm interface on existing Notifier 3030 fire alarm system for the 2010 Editions of CBC, CFC and NFPA-72. Note: Inmate Elevator down-time requires tunnel walkways to be operational between courts and adjacent County Jail or an alternate means of transport of inmates between these facilities, currently inmate stairs may not be used as primary means of transportation.	\$ 3,020,699	\$ 2,531,346	83.80	Awaiting Shared Cost Approval
9	FM-0044229	Orange	West Justice Center	30-D1	2	HVAC - Air Handlers and BAS - Remove and replace the original failing air handlers and a failed heat pump. Convert the phase 2 AHU-5 damper controls, the phase 1 AHU-3 and the phase 3 Zone controls to DDC control. Retro commission the Building Automation System. Work includes the installation of code required refrigerant monitoring system to phases 1 and 2. Reprogram the BAS to run all BAS controlled equipment at the most efficient levels.	\$ 544,420	\$ 493,680	90.68	In Work
10	FM-0045802	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	2	HVAC - Re-seal the chiller room floor to prevent water from leaking into the lower floor's office spaces. The current condition of the floor seal does not hold water that leaks from the back flow preventer, valves, water lines or pumps thus creating damage to lower floors.	\$ 2,675	\$ 1,872	69.99	In Work
11	FM-0045803	Los Angeles	Pasadena Courthouse	19-J1	2	Roof - Replace Roof - Remove and replace approximately 56,000 SF of five ply roofing and associated flashings, square footage of roof is over three separate building levels. ACM's will be abated and properly disposed of as part of the scope of work. This project has been a P3 for several years and has deteriorated to the point of a P2 at this time.	\$ 935,880	\$ 649,033	69.35	In Work



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12	FM-0045840	Mendocino	County Courthouse	23-A1	2	HVAC - Replace unreliable window air conditioner unit in Chambers C - air conditioner unit in judge's chambers is at EOL, extremely loud and unreliable. Is very disruptive to the Judge and the courtroom.	\$ 2,231	\$ 2,231	100.00	Complete
13	FM-0047400	Napa	Juvenile Court	28-C1	2	Interior Shell - Storm Water Drain Inlet - Install a 1x20 foot trench drain inlet and connect to existing drain system piping - This drain inlet will intercept storm water that is currently flowing across the plaza and into the building under the front entry door causing damage to floor and wall finishes.	\$ 15,074	\$ 15,074	100.00	Complete
14	FM-0047414	Del Norte	Del Norte County Superior Court	08-A1	2	HVAC - Gas heaters (10) - Replace obsolete gas heaters - Replacement parts no longer available - The inefficiency of the burners is causing significant gas consumption, burners do not ignite as designed causing gas buildup in the attic. Court Exclusive Space.	\$ 119,893	\$ 119,893	100.00	In Work
15	FM-0047418	Humboldt	Humboldt County Courthouse (Eureka)	12-A1	2	Interior - Spline ceiling ( 11,000 SF) - Remove the damaged and falling spline ceiling and replace with a T-bar ceiling. Remove and reinstall ceiling lights and HVAC diffusers to facilitate work - Ceiling damaged. High reach equipment and barricading will be required. Ceiling is delaminating and falling to the ground below.	\$ 122,598	\$ 122,598	100.00	In Work
16	FM-0048231	Orange	West Justice Center	30-D1	2	HVAC - Boiler Replacement - Remove and replace one 600,000 BTU failing and soon to be non compliant boiler.	\$ 66,324	\$ 60,143	90.68	In Work
17	FM-0048940	Riverside	Southwest Justice Center	33-M1	2	Exterior Shell - Reseal 47 of 76 windows on South and West sides of building, exterior only, in bad condition. Remove the failed vinyl seal and replace with a wet seal. Windows have previously leaked causing damage to the interior structure. Windows are on multiple floors and will require scaffolding or lifts to properly address. Due to potential noise issues, work will need to be done after hours or on weekends. Further neglect of repair will lead to more substantial damage and harm to the building leading to an increased cost of repairs.	\$ 128,227	\$ 95,939	74.82	In Work
18	FM-0048984	Santa Barbara	Santa Maria Courts Building G	42-F5	2	Exterior shell finish - Restore weather and vine damaged stucco walls by removing vines/vegetation, pressure washing, patching and painting stucco. Extensive damage to walls being escalated by invasive vines. Stucco is deteriorated and debris is dropping on sidewalk creating a tripping hazard and damaged wall may be subject to structural water damage. This FM will be the execution SWO and take the place for JO SWO's 1213906 and 1231766.	\$ 11,246	\$ 11,246	100.00	In Work
19	FM-0049123	Lake	South Civic Center	17-B1	2	Roof - Drains and downspouts (10 ea) - Replace roof (9700 SF), drains, down spouts, roof edge cap and roof hatch. ACM abatement required, water penetration is impacting court operations.	\$ 188,207	\$ 139,273	74.00	In Work
20	FM-0049125	Mendocino	County Courthouse	23-A1	2	HVAC - Fan coils (3 ea) - Remove and replace three (3) corroded and leaking fan coils. Scope of work will require asbestos abatement.	\$ 106,864	\$ 72,261	67.62	Awaiting Shared Cost Approval
21	FM-0049198	Contra Costa	Wakefield Taylor Courthouse	07-A2	2	HVAC - Replace failed damper Variable Air Volume motors/actuator cards (10 Each). Multiple service calls from building occupants regarding temperature problems.	\$ 11,225	\$ 11,225	100.00	In Work
22	FM-0049259	Santa Cruz	Main Courthouse	44-A1	2	HVAC - Rooftop fan unit - Replace unit - Unit no longer providing cooling, creating indoor temperature control issues.	\$ 21,633	\$ 21,440	99.11	Awaiting Shared Cost Approval





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23	FM-0049849	Alameda	Wiley W. Manuel Courthouse	01-B3	2	HVAC - Controls and Components - Remove and replace (16) Variable Air Volume boxes and controls with reheat coils including (64) valves - Replace as current coils are plugged and non operational - Install (1) Flow meter for installed Variable Air Volume boxes to monitor usage - Install (1) Paragon controller and Reconfigure paragon controls on SF-1 and SF-2 for proper operation - Install new hot and chilled water BTU meters - Provide and install a web based interface for the existing Schneider Electric Inet BAS - This new web base system will allow three concurrent users. Poor air velocity control capability creates negative pressure within courtrooms which impairs proper climate control - Project involves asbestos containing materials abatement	\$ 978,743	\$ 820,187	83.80	In Work
24	FM-0050012	Fresno	Fresno County Courthouse.	10-A1	2	Electrical - Replace 50-year-old emergency generator with new 500KW system - Generator is beyond useful life and is no longer serviceable due to age. Existing unit is not capable of supporting current building requirements in an emergency situation.	\$ 1,900,000	\$ 1,900,000	100.00	Awaiting Shared Cost Approval
25	FM-0050119	Los Angeles	Downey Courthouse	19-AM1	2	Fire Protection - Remove and replace four (4) leaky OS&Y valves from the pre-action fire system and one (1) failed 6" PIV stainless (nuts and bolts). Currently the packing, packing glands and bolts are leaking and must be replaced in order to ensure the pre-action fire system functions at its original design functionality and to prevent any further damage to this system. Valve must be replaced since it is not setting and is unable to close.	\$ 21,483	\$ 17,981	83.70	Complete
26	FM-0050138	Butte	Butte County Courthouse	04-A1	2	Interior - Unsafe carpet - Remove and dispose of 678 SY of carpet, there is currently tape and a caution sign on the carpet in the aisle but the seam is extremely frayed, carpet condition has degraded to the point where it is delaminating from backing, repeated on-demand repairs over time have not resolved fundamental age and degradation issues.	\$ 67,472	\$ 67,472	100.00	In Work
27	FM-0050216	Kern	Bakersfield Juvenile Center	15-C1	2	Fire Sprinklers - System failed certification - Remove and replace one (1) jockey pump, fifty (50) sprinkler heads, miscellaneous escutcheons and pipe bracing in several areas.	\$ 14,863	\$ 14,863	100.00	Complete
28	FM-0050360	Riverside	Hall of Justice	33-A3	2	Elevators - Entrapments/failures affecting court operations on elevators 1, 3, 4, 5, and 7 - Replace machine seals, bearings and shaft seal replacement, removal of carbon from the hoist motor windings, riggings, and motor end bell housing assembly, removal and replacement of the oil cap inspection seals and high bar from the hoist motor commentator.	\$ 77,989	\$ 77,989	100.00	Complete
29	FM-0050475	Sacramento	Gordon Schaber Sacramento Superior Court	34-A1	2	Security - Replace failed Pelco Multiplexor for CCTV system. Replacement is not covered under service agreement with Sacramento County Security Department.	\$ 8,144	\$ 8,144	100.00	Complete
30	FM-0050486	Alameda	George E. McDonald Hall of Justice	01-F1	2	HVAC - Remove pneumatic building control board (1) - Install Variable Air Volumns (3) - Install DDC controls (60 sensors) - Install Variable Frequency Drive supply and return fans (4) - Install building control interface (1) - Install automated control valves with feedback signal (60) - Install Variable Frequency Drive 15hp (480 Volt Variable Frequency Drive - wall-mounted - qty. 9) - Install Variable Frequency Drive 25hp (480 Volt Variable Frequency Drive - wall-mounted - qty. 15) - Court BAS system is defunct and requires control of all equipment supporting critical utilities for the court for heating, cooling and lighting.	\$ 692,373	\$ 692,373	100.00	In Work
31	FM-0050546	San Diego	County Courthouse	37-A1	2	Plumbing - Isolate HHW tank #9 and install by-pass line to supply HHW pumps in basement and install test station for hydro tube bundle. Work is needed due to leak in the tube bundle causing loss of chemicals. Also this is the only HHW tank supplying the court building.	\$ 28,722	\$ 22,237	77.42	Complete



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32	FM-0050547	San Luis Obispo	Courthouse Annex	40-A1	2	COUNTY-MANAGED - Elevator - Rebuild failing elevator; remove elevator machine; replace ropes; and replace car shell and finishes. Original install was 1964; maintenance exceeds routine level.	\$ 350,667	\$ 174,422	49.74	In Work
33	FM-0050554	Sacramento	Carol Miller Justice Center	34-D1	2	Exterior Shell - Repair five (5) roof access doors on the 2nd and 3rd floors that leak during rainstorms and allow water to travel to offices below. Replace weather-stripping, thresholds and rework as needed to keep rain out and clear the roof surface for access.	\$ 23,414	\$ 23,414	100.00	Complete
34	FM-0050564	Orange	Betty Lou Lamoreaux Justice Center	30-B1	2	Interior Finishes - Replace 1 of 4 courtrooms lost due to the closure of 30-G1 by constructing a new courtroom at 30-B1 in existing court exclusive space. Annual savings from closure of 30-G1 will cover the costs of construction and still provide substantial cost savings to the AOC in the first and subsequent years.	\$ 776,000	\$ 776,000	100.00	In Work
35	FM-0050565	San Bernardino	San Bernardino Courthouse	36-A1	2	Parking Lot - Grind down approximately 23,150 Sqft., 3 inch depth, of asphalt and resurface with approximately 26,150 Sqft., 4 inch thick, asphalt in Judge's parking lot and driveway, extending to the in custody bus loading zone. Install 3 new removable bollards on Judge's parking lot driveway, slurry seal new asphalt and restripe. Currently the asphalt at the Judges driveway and parking lot has numerous cracks that have led to the substrate to fail leaving many uneven areas that pose a tripping hazard. The existing asphalt over the Central Plant must be ground down 3-4 inches as it has been built up substantially over the years and is causing excess load on the ceiling of the central plant. The Judges driveway must be ground down as well to maintain grading. Many areas will need to be completely removed with new underlayment installed prior to the resurfacing.	\$ 233,516	\$ 233,516	100.00	In Work
36	FM-0050624	Los Angeles	Compton Courthouse	19-AG1	2	Interior Finishes - Waiting room seats - 75% of seats (42 of the 56) in the Department 261 waiting room are broken and need to be removed and replaced. This results in many court visitors not having any place to sit and requiring them to sit outside the waiting room. This causes them many times to not hear their name called when it is time for them to address their court issues. Due to smaller courts being closed in the area, this room will get busier making it necessary to replace these seats.	\$ 26,216	\$ 26,216	100.00	Complete
37	FM-0050740	Solano	Hall of Justice	48-A1	2	Roof - Replace roof (four levels, 8,420 SF) - Remove and replace 8,420 SF of roofing and 850 LF of coping at four (4) separate locations of the building. Scope of work will require the chipping and grinding of several areas of the concrete roof deck to eliminate high areas of the roof effecting the drainage of the roof and allowing wind-driven rain to penetrate the building shell. Fabricate and install a new 22' Cal OSHA-approved access ladder with cage and landing. All work required to be completed during off hours due to excessive noise.	\$ 305,348	\$ 222,354	72.82	In Work
38	FM-0050760	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	2	Roof - Penthouse Roof - Remove and replace 4,400 SF of built-up roof, 270 LF of new coping metal, 4,400 SF of 2 1/2" rigid insulation at the roof deck and associated material lifts and haul away.	\$ 115,000	\$ 79,109	68.79	Complete
39	FM-0050763	San Diego	Kearny Mesa Traffic Court	37-C1	2	HVAC - Install six (6) new rooftop packaged (heating and cooling) AC units - AC units #1, 2, 3, 6, 9 and 12 are failing or have failed. Failing units are operating at 40-50% efficiency and not providing the cooling capacity necessary to support the courthouse heat loads, which is affecting Court operations.	\$ 279,188	\$ 279,188	100.00	In Work
40	FM-0050767	Solano	Hall of Justice	48-A1	2	Grounds - Parking - Restripe 2 ADA Parking Spaces in the Judges parking lot; install 2 ADA Parking Signs on metal posts to designate area.	\$ 6,764	\$ 6,764	100.00	Complete



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41	FM-0050770	Los Angeles	Pasadena Courthouse	19-J1	2	Fire protection - Replace failed fuel tank monitoring alarm system. Monitoring system is required by code.	\$ 21,525	\$ 14,928	69.35	Complete
42	FM-0050771	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	2	Security - Inoperable Lockup Control System - Remove and replace the existing inoperable control system. Replacement items are the following but not limited to 1 Sielox Pinnacle Control Software, 1 Sielox Aegis Graphical System, 1 Sielox Pinnacle Server Computer, 1 Sielox Pinnacle Client Computer, 2 UPS units, 2 Sielox LN-8 Control Boards 16 cells, 1 Sielox LN-6 Control Boards doors 15 Sielox Input cell control modules, 15 Sielox Output cell control modules	\$ 123,263	\$ 123,263	100.00	Complete
43	FM-0050785	Alameda	Juvenile Justice Center	01-C3	2	Security - Remove defunct PLC control board - Remove defunct override mechanisms (8 courtrooms). Replace control interface Juvenile Hall courtroom doors to public are secured for closed sessions. Doors are now inoperable and malfunctions have locked judges in the courtrooms during control malfunctions. This system is tied into the Alameda County probation and requires the separation of the courtrooms away from County probation.	\$ 84,416	\$ 84,416	100.00	In Work
44	FM-0050792	Imperial	Imperial County Courthouse	13-A1	2	Interior Finishes - Construct hearing room for Department 4 (approximately 640 SF) to include judge's bench and audience seating. Project to address all electrical, wall, door, flooring, and lighting modifications including fire-life-safety (exit signs). This project is necessary due to court closures at Juvenile Court (13-B2), Juvenile Jail (13-B1), and Calexico (13-C1) site locations.	\$ 99,231	\$ 99,231	100.00	In Work
45	FM-0050803	Los Angeles	Beverly Hills Courthouse	19-AQ1	2	HVAC - Refrigerant leak detector system - Remove and replace the failed refrigerant leak detection system. Scope of work includes permits, a new control panel, sensors, emergency stop, and horn/strobe devices on all access doors of the chiller room.	\$ 56,229	\$ 44,713	79.52	Complete
46	FM-0050804	Los Angeles	West Covina Courthouse	19-X1	2	HVAC - Replace the condensate drain pans and chilled water coils in Air Handler Units S2 and S3 due to age of the units and corrosion after an LAISD inspection from HVAC and sheet metal supervisor.	\$ 90,567	\$ 90,567	100.00	Awaiting Shared Cost Approval
47	FM-0050841	Los Angeles	San Fernando Courthouse	19-AC1	2	Electrical - Replace electrical backup generator (275KW) - Citation from SCAQMD to replace generator because of pollution; generator cannot be retrofitted.	\$ 203,400	\$ 169,656	83.41	In Work
48	FM-0050843	Los Angeles	Downey Courthouse	19-AM1	2	Fire Protection - Non-compliant sprinkler heads - Remove and replace twenty-seven (27) non-compliant sprinkler heads and miscellaneous escutcheons. Heads found to be non-compliant due to leaks or paint. Replace defects in fire sprinkler system found during Level IV PM inspection. Work is needed to obtain sign-off approval of fire sprinkler system.	\$ 18,860	\$ 18,860	100.00	Complete
49	FM-0051080	Alameda	Gale - Schenone Hall of Justice	01-E1	2	Interior Finishes - Remove wood veneer facing on the judge's bench and edges (20x10 LF) - Remove all wood veneer on the court clerk's bench (15x10 LF) - Install wood composite court clerk's bench veneer facing (15x10 LF) - Install wood composite on entire work surface of the judge's bench (20x10 LF) - Multiple complaints received that judges, clerks and attorneys are being cut and splintered due to delaminated edges and failing working surfaces - Delaminating formica and wood in this area is a safety issue for the court.	\$ 12,425	\$ 12,425	100.00	Complete
50	FM-0051081	Contra Costa	Wakefield Taylor Courthouse	07-A2	2	Electrical - Install a new 20-amp outlet; run 25 feet of wire and wire mold to panel; and tie into existing breaker. Work to be done after hours. There are not enough outlets in the area to meet the needs of added staff in this area.	\$ 2,741	\$ 2,741	100.00	Complete



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51	FM-0051082	Contra Costa	Bray Courts	07-A3	1	HVAC - Air Handler Unit-01 refrigerant leak - Replace leaking valve and fitting; replace one (1) clogged in-line dryer; recharge the system; and put back into service. Work to be done after hours. Unit is not cooling and space temperatures in the courtroom and chambers are over 80 degrees and climbing.	\$ 4,987	\$ 4,987	100.00	Complete
52	FM-0051083	Tehama	Historic Courthouse	52-A1	2	Transaction Counter - The work consists of modifying the public transaction counter in the Criminal Division to accommodate increased workload and staff at this location as the Corning Court will close June 30. The scope includes approximately 6 LF of additional cabinetry, countertop, and 32 SF of glazing. The work will allow for one (1) additional public transaction counter, one (1) public workspace, and one (1) staff workstation.	\$ 5,309	\$ 5,309	100.00	Complete
53	FM-0051084	Contra Costa	Arnason Justice Center	07-E3	2	HVAC - Computer room air conditioning (CRAC) - Remove and replace faulty circuit 2 expansion valve and head pressure controller on CRAC 1; isolate and eliminate refrigerant leak on CRAC 1 circuit 1. Circuit 2 is not functional and circuit 1 is leaking refrigerant, making this unit unreliable.	\$ 21,787	\$ 21,787	100.00	Complete
54	FM-0051085	Fresno	B.F. Sisk Federal Courthouse	10-O1	2	HVAC - Remove and replace sixteen (16) failing outside air damper actuators.	\$ 14,918	\$ 14,918	100.00	Complete
55	FM-0051086	Los Angeles	Van Nuys Courthouse West	19-AX2	2	HVAC - Blower Motor - Remove and replace non-functioning blower motor to air handler unit #8 due to the damaged windings.	\$ 4,286	\$ 3,449	80.48	Complete
56	FM-0051088	Los Angeles	Chatsworth Courthouse	19-AY1	2	Vandalism-Graffiti Removal-Strip, sand, and refinish doors, stalls and ceilings to match existing.	\$ 1,819	\$ 1,524	83.80	Complete
57	FM-0051089	Los Angeles	Pomona Courthouse South	19-W1	2	HVAC - Failed Variable Frequency Drives (2) - Remove and replace one (1) failed Variable Frequency Drive on the basement Air Handler Unit and one (1) on the 7th floor Air Handler Unit so airflow from the air handler unit modulates according to heat load conditions. Currently, the airflow from the air handler units will not modulate when heat load conditions change.	\$ 9,315	\$ 8,490	91.14	Complete
58	FM-0051091	Santa Clara	Palo Alto Courthouse	43-D1	2	Electrical - IT closet ceiling - Remove loose plaster from the ceiling (approximately 24 SF), frame in opening, and replace with new drywall. Tape, top, finish and paint the ceiling. The ceiling was damaged long ago and the plaster is starting to disintegrate and fall on the IT equipment.	\$ 4,952	\$ 3,270	66.04	Complete
59	FM-0051092	Merced	Old Court	24-A1	2	Exterior Shell - Restore damaged stucco - Remove and replace the damaged stucco on two (2) architectural light columns. Damage to the stucco creates access for animals and also the public can reach the electrical that feeds the lighting.	\$ 4,685	\$ 4,685	100.00	Complete
60	FM-0051093	Los Angeles	Airport Courthouse	19-AU1	2	HVAC - Rebuild cooling towers #1 and #2 - Replace failed drift eliminators; replace vibration switch and wire into control sequence; replace bearing grease lines and fittings; replace worn fan shaft; bearings, bushing and pulleys; and commission cooling towers to run. Work is needed to maintain required building temperatures.	\$ 36,538	\$ 28,196	77.17	Complete
61	FM-0051095	Placer	Historic Courthouse	31-A1	1	COUNTY-MANAGED - Grounds and Parking Lot - Domestic water main leak - Excavate and isolate the leak in the 2 1/2" underground domestic water line at the driveway entrance; remove and replace one 10' section of rigid water pipe; backfill and re-compact soil; patch back approximately 80 SF of asphalt and test water through the backflow preventer.	\$ 10,000	\$ 7,700	77.00	Complete
62	FM-0051096	Sacramento	Carol Miller Justice Center	34-D1	2	Plumbing - Backflow preventers (2) - Remove and replace BFP01 and install a rebuild kit in BFP04. Two (2) BFPs have failed and need to be restored to operation per code.	\$ 3,300	\$ 3,226	97.75	Complete



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63	FM-0051098	San Bernardino	Barstow Courthouse	36-J1	1	HVAC - Chiller - Remove and replace failed compressor, oil sensor, control switch and replace missing 60 lbs of refrigerant. Work needed to restore chiller circuit B and necessary cooling capacity for building.	\$ 6,710	\$ 6,710	100.00	Complete
64	FM-0051103	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Plumbing - Remove, renovate and reinstall six (6) 2" leaking steam traps from the piping system, clear blockage from the three (3) Armstrong condensate pumps. Water leaking from the ceiling.	\$ 79,223	\$ 54,498	68.79	Complete
65	FM-0051104	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Plumbing - Flood - 7th floor men's public restroom urinal overflowed and flooded the restroom floor; water percolated through the floor down to the men's employee restroom located on the 6th floor, creating ceiling damage measuring approximately 3'x3' of hard lid ceiling materials. The drain line has to be unclogged down to approximately 150 feet of drain line and trapped water from restroom floor has to be extracted (restroom floor has no floor drain). Scope of work includes isolating and containing the 6th floor 6'x4' ante room and 10'x12' main men's employee restroom and treating as an Asbestos Containing Material environment. Asbestos Containing Material test has to be conducted from the air and ceiling prior to replacement and restoration of damaged ceiling materials.	\$ 19,160	\$ 13,180	68.79	Complete
66	FM-0051105	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	2	Plumbing - Replace leaky pipe materials to stop water leak and flooding. Work necessary to maintain court operations in this area.	\$ 20,180	\$ 13,882	68.79	Complete
67	FM-0051106	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Plumbing - Flushometer located in the 5th floor men's employees restroom leaked overnight and leaked into the 4th floor and 3rd floor Department 38, damaging 120 SF of attic space insulation, 80 SF of Department 38 ceiling plaster, and soaking portions of the carpeted floor and a number of Court furniture pieces. Asbestos Containing Material environment is present and remediation work is required to include Asbestos Containing Material and air quality tests, drying and disinfecting, isolation of work areas by building 12'x9'x16' containment walls and a 6'x5'x8' decontamination room, and isolating the entire courtroom (approximately 400 SF). Water supply has to be isolated where new 2" ball valve will be installed in the water supply line and restore the water line to the building. Scaffolds are needed to reach the ceiling height during ceiling, light and diffuser work.	\$ 93,410	\$ 93,410	100.00	Complete
68	FM-0051107	Los Angeles	Norwalk Courthouse	19-AK1	1	HVAC - Replace blower motor for Air Handler Unit# 5. Work required to maintain sufficient cooling for building.	\$ 11,000	\$ 9,353	85.03	Complete
69	FM-0051108	Alameda	Hayward Hall of Justice	01-D1	2	Plumbing - Main drain line - Remove ceiling tiles (10'x10') and install scaffolding (30 feet) to access the clean out. Clear interference in the 3" drain located 185' down the line. Main line is not draining adequately and will cause major water damage during the winter season.	\$ 3,854	\$ 3,403	88.30	Complete
70	FM-0051109	Los Angeles	Bellflower Courthouse	19-AL1	2	Plumbing - Backflow preventer - Remove and replace failed 4" domestic backflow device. Device is leaking constantly and is beyond repair. Repairs required by code.	\$ 6,100	\$ 4,754	77.94	Complete
71	FM-0051110	Los Angeles	Van Nuys Courthouse West	19-AX2	2	HVAC - Chiller - Remove and replace failed oil pressure regulator and oil gauge on chiller #1. Work is needed to prevent the chiller from tripping off and to maintain required courthouse temperatures.	\$ 3,355	\$ 2,700	80.48	Complete
72	FM-0051111	Los Angeles	Pomona Courthouse South	19-W1	1	Interior Finishes - Asbestos Containing Material flooring abatement - Remove and remediate approximately 16 SF of cracked and broken floor tiles. Work is necessary as broken and cracked tiles are in a high traffic area within the library. Lifted tiles are a trip hazard and as they disintegrate they become a health hazard.	\$ 6,220	\$ 5,669	91.14	Complete



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73	FM-0051112	Orange	North Justice Center	30-C1	2	HVAC - Variable frequency drive (Variable Frequency Drive) - Replace existing failed 40HP Variable Frequency Drive with new ABB Variable Frequency Drive with Johnson N3, Siemens FLN, MODBUSRTU and BACNET embedded in drive.	\$ 8,414	\$ 7,599	90.31	Complete
74	FM-0051113	Solano	Hall of Justice	48-A1	1	Fire-Life-Safety - Install code-required light fixture ballasts with backup battery ballasts (4); install emergency exit signs (4) with battery backup; replace failed breaker (1); and remove failed UPS (1). Emergency exit lighting system is non-operational.	\$ 5,451	\$ 3,969	72.82	Complete
75	FM-0051114	Los Angeles	Michael D. Antonovich Antelope Valley Courthouse	19-AZ1	2	Fire-Life-Safety - Refrigerant monitoring panel - Remove and replace non-functioning refrigerant monitoring panel. Currently, the existing system has failed and this puts the site personnel and emergency responders to the facility at great risk.	\$ 56,097	\$ 41,237	73.51	Complete
76	FM-0051117	Orange	North Justice Center	30-C1	2	Grounds - Planter - Planter leaks to the inmate movement tunnel below. Project includes removal of existing brushes and 12"-deep soil from planter; raise existing drain and add one additional drain; add sand to planter; compact and install #3 rebar; install and finish with 4" thick cement; add handrail to match existing at stairwell. This planter leaks every year during the rainy season. It has caused significant damage to the ceiling of the tunnel located directly below it.	\$ 11,932	\$ 10,776	90.31	Complete
77	FM-0051118	Stanislaus	Modesto Main Courthouse	50-A1	2	HVAC - 4" pipe insulation - Remove approximately 120 LF of existing degraded piping insulation and install 120 LF of 4" PVC jacketed insulation. The existing insulation has deteriorated and is falling from the pipes creating both cold and heat loss.	\$ 2,400	\$ 2,400	100.00	Complete
78	FM-0051119	San Diego	North County Regional Center - Vista Center	37-F2	2	HVAC - Repair water leaks at re-heats 8-4, 9-14 and 9-15. Currently, due to leak, there is a constant need to check overflow condensation pans over the public hallway (this is a safety trip hazard), as well as a need to check the BAS system for the temperature status, for what the re-heats are supplying and to make changes if needed.	\$ 4,886	\$ 4,886	100.00	Complete
79	FM-0051120	Tulare	Visalia Superior Court	54-A1	2	Interior Finishes - Floor-mounted door closers - Remove and replace four (4) failed floor-mounted door closers from mounting box on the floor. Both the entrance and interior doors to Department 6 are slamming very loudly and disrupting court proceedings.	\$ 4,209	\$ 4,209	100.00	Complete
80	FM-0051121	San Mateo	Hall of Justice	41-A1	2	Elevators, Escalators, & Hoists - Wheelchair lift - Remove and replace the shaft bearing and spider roller bushing; calibrate, test and return to operation. The worn bearing and bushing are causing the lift to fail.	\$ 9,846	\$ 9,846	100.00	Complete
81	FM-0051122	Napa	Criminal Court Building	28-A1	2	Fire Protection - Fire alarm control panel - Remove and replace the failed FACP ZAS-2 control card relay. The existing fire panel is going into fault causing false alarms at panel, this is also inducing false response for the local fire department and the monitoring company.	\$ 3,899	\$ 3,899	100.00	Complete
82	FM-0051123	San Diego	County Courthouse	37-A1	2	Plumbing - Sump pump #2 - Remove, rebuild and reset the failed sump pump. Basement could flood if this pump is not brought back to working order.	\$ 4,900	\$ 3,794	77.42	Complete
83	FM-0051124	Solano	Hall of Justice	48-A1	1	Fire-Life-Safety - Elevator - Install emergency battery-lowering kit (1); install wall-mounted hydraulic unit (1). During power failures, elevator doors become disabled and passengers in the elevator become entrapped while electrical power is lost at Fairfield Hall of Justice.	\$ 7,292	\$ 7,292	100.00	Complete
84	FM-0051125	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Electrical - Generators #1 and #2 - Remove and replace failed in-line diesel heater systems on generators #1 and #2. Generators are failing to start as necessary.	\$ 54,770	\$ 54,770	100.00	Complete





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85	FM-0051126	Orange	Betty Lou Lamoreaux Justice Center	30-B1	2	HVAC - Air handler #9 - Remove and replace failed 60HP supply fan motor that services all floors of the northwest section of the building. Currently, there is a loss of cooling in this area that requires immediate replacement. Failure to address will result in impacted Court schedules.	\$ 10,084	\$ 10,084	100.00	Complete
86	FM-0051129	Kings	Hanford Building A	16-A1	2	HVAC - Install new 4-ton mini-split system for server room with associated piping, electrical, control wiring and thermostat - Existing 3-ton AC unit is unreliable as sole cooling source for server room and has had multiple failures, including recently, causing servers to shut down due to high temperatures, disrupting court operations and risking damage to \$2M in hardware - New unit will work with existing unit and provide redundancy in case of unit failure.	\$ 14,477	\$ 14,477	100.00	Complete
87	FM-0051130	Monterey	Salinas Courthouse- North Wing	27-A1	2	HVAC - Chiller system renovation - Epoxy coat both chiller barrels and properly re-insulate; renovate glycol tank piping and containment area (approximately 1500 SF); complete chiller barrels' structural integrity analysis and report; and install a new code-required refrigerant management monitor alarm system within the mechanical room. The chiller barrels were improperly insulated during construction which caused the barrels to develop excessive rust.	\$ 234,466	\$ 234,466	100.00	In Work
88	FM-0051131	Madera	Madera County Superior Court	20-A1	2	HVAC - Compressor - Remove and replace failed compressor to PKU#21.	\$ 3,040	\$ 3,040	100.00	Complete
89	FM-0051132	Sacramento	Carol Miller Justice Center	34-D1	2	HVAC - Remove the failed compressor in the server room and install a new compressor.	\$ 4,374	\$ 4,374	100.00	Complete
90	FM-0051133	Mendocino	County Courthouse	23-A1	2	HVAC - Replace failed control boards - Remove and Replace failed circuit boards (2), install disconnect per code and then confirm startup and proper installation	\$ 4,909	\$ 4,909	100.00	Complete
91	FM-0051134	Del Norte	Del Norte County Superior Court	08-A1	2	Holding Cell - Lock Assembly - Remove and replace the motor and clutch assembly, reinstallation of chain drive and adjust.	\$ 2,895	\$ 2,895	100.00	Complete
92	FM-0051135	Santa Clara	Palo Alto Courthouse	43-D1	1	HVAC - Replace (1) failed Roof Top Supply Fan Motor. 800 pound motor requires a crane; there is currently no heating or cooling in the building; clerks office evacuated due to smoke and burning motor	\$ 12,790	\$ 12,790	100.00	Complete
93	FM-0051136	San Diego	Juvenile Court	37-E1	2	Interior Finishes - Seismic ties to T-bar and lights fixtures - Secure t-bar and lights to prevent them from falling. Ceiling tiles are loose and some have fallen due to the t-bar flexing over time.	\$ 2,352	\$ 2,352	100.00	Complete
94	FM-0051138	Santa Clara	Hall of Justice (East)	43-A1	2	Fire Life Safety - Replace (2) failing circuit board zone cards, motherboards and LED modules in fire panel to prevent false alarms that are disrupting court operations; resulting in evacuations	\$ 10,544	\$ 10,544	100.00	Complete
95	FM-0051139	Los Angeles	Chatsworth Courthouse	19-AY1	2	HVAC - Complete epoxy coating of cooling towers 1 & 2, and replace defective OEM fill media in both towers. Towers are badly rusted and leaks are imminent, and fill media is falling apart and blocking flow to chillers reducing operating efficiency and performance.	\$ 137,800	\$ 115,476	83.80	In Work
96	FM-0051140	Fresno	Fresno County Courthouse.	10-A1	2	Elevators - Remove the existing failed dumbwaiter gate. Refurbish the gate for safe operation. Reinstall the refurbished gate - The dumbwaiter gate is damaged and inoperable.	\$ 3,278	\$ 3,278	100.00	Complete
97	FM-0051141	Sutter	Courthouse West	51-A1	2	HVAC - Duct Work - Access failing duct work through hard lid ceiling and remove and replace approximately 20 LF of damaged ducting. Re-rout condensation line to drain properly and patch drywall where access was required.	\$ 3,000	\$ 3,000	100.00	Complete



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98	FM-0051142	Los Angeles	Van Nuys Courthouse West	19-AX2	1	HVAC - Replace the supply motor fan for Air Handler Unit #4 that has burned out due to shorted windings. This work was completed as a P1 emergency due to the first floor not having cooling.	\$ 3,277	\$ 3,277	100.00	Complete
99	FM-0051143	Los Angeles	Michael D. Antonovich Antelope Valley Courthouse	19-AZ1	2	Grounds - Replace defective walk-up security gate with lighter gauge steel door, closer, panic bar and trilogy access lever. Work includes securing opposite door. Work is needed to maintain employee access and security.	\$ 5,850	\$ 5,850	100.00	Complete
100	FM-0051145	Los Angeles	Torrance Courthouse	19-C1	2	Exterior Lighting - North side of Courthouse has no exterior lighting. The public and employees feel unsafe and are concerned that In Custody daily releases occur adjacent to this lot as well as it being a past tripping hazard. This is a Health and Safety issue as well as Public Safety concern.	\$ 148,500	\$ 126,433	85.14	In Work
101	FM-0051146	Sacramento	Carol Miller Justice Center	34-D1	2	Exterior Shell - Replace the leaking exterior store front style window system (1054 individual panes) that have failed and are un-repairable without complete removal which is not cost effective. Install dual glazed window/door system to gain critical energy conservation. Replace approx. 24 access doors that are incorporated into the window system. Repair discovered wall/water damage to ensure a clean and healthy environment. Will require cranes to lift window materials to the 2nd & 3rd floor	\$ 1,350,000	\$ 1,350,000	100.00	In Work
102	FM-0051147	Santa Cruz	Main Courthouse	44-A1	2	HVAC - Abate Asbestos Containing Material piping required by code - Abate 1,944 LF of Asbestos Containing Material pipe insulation. Scope of work includes perimeter encapsulation of four (4) open areas in the attic (approximately 5,000 SF), pre- and post-testing, and clean up. There is an immediate need to access and replace defective valves and perform normal PM operations to the mechanical equipment.	\$ 97,211	\$ 97,211	100.00	Complete
103	FM-0051148	El Dorado	Main St. Courthouse	09-A1	2	Exterior finishes - Remove existing damaged storefront door and install a new bronze anodized finished door. Install new panic locking hardware and new keyed cylinders on interior and exterior for security. Install 10 bottom rails for wheelchair access compliance the current glass door has been damaged and has now become a safety issue.	\$ 5,000	\$ 5,000	100.00	Complete
104	FM-0051150	Los Angeles	Van Nuys Courthouse West	19-AX2	1	Elevator - Replace comp chain on Elevator #1 and replace defective door edge sensor on Elevator #2. Work is needed to restore elevators to full operation.	\$ 19,410	\$ 15,621	80.48	Complete
105	FM-0051153	Los Angeles	San Fernando Courthouse	19-AC1	2	Interior Finishes - Flood Restoration - Remediate microbial contamination in Room 2104 & 3076. Work includes multiple applications and extractions of mildicide to approximately 1,200 SF of floor area, decontamination of furniture, files and equipment in each room and demo and replace 950 Sq. Ft. of drywall and plaster in both rooms. This is work required after the P1 flood mitigation work.	\$ 78,000	\$ 65,060	83.41	In Work
106	FM-0051158	San Mateo	Hall of Justice	41-A1	2	COUNTY MANAGED - Plumbing - Remove and replace two (2) failed 15 HP @ 200GPM domestic water booster pumps and controls - The existing booster pumps have failed causing loss of domestic water to the 6th, 7th & 8th floors.	\$ 50,000	\$ 50,000	100.00	Complete
107	FM-0051159	Santa Clara	Hall of Justice (West)	43-A2	2	Fire Life Safety - Replace failed rotating Element Assembly and components to rebuild the fire pump that was damaged due to overheating. Code Compliant	\$ 20,559	\$ 20,559	100.00	Complete
108	FM-0051160	San Diego	South County Regional Center	37-H1	2	COUNTY MANAGED - SHARED COST - HVAC - Replace HVAC Dampers, East and West side of first floor. Existing dampers are corroded and inoperable.	\$ 32,928	\$ 32,928	100.00	In Work





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109	FM-0051161	San Diego	Juvenile Court	37-E1	2	Fire - Life Safety - Provide labor and material to install 35 new emergency exit signs plus remove and replace ceiling tiles to run electrical wire for signs. Work is required to comply with correction list from State Fire Marshal deficiency report.	\$ 54,830	\$ 40,914	74.62	In Work
110	FM-0051164	Sierra	Courthouse/Sheriff Station-Jail	46-A1	2	Exterior Shell - Remove 1750 SF of severely failed exterior stucco and wire lathing. Replace with cement fiber board siding and paint to match existing. Replace (14) leaking windows. Power wash, minor prep exterior (light grinding of hand rails), and paint remaining exterior to match; to include pony walls and handrails at front of courthouse. Repair stucco pillar next to ADA ramp to front entrance, and two part epoxy fill / repair concrete crack at second story wall. Remove and replace second story damaged fire exit door and framing.	\$ 254,578	\$ 73,675	28.94	In Work
111	FM-0051165	Sierra	Courthouse/Sheriff Station-Jail	46-A1	2	Roof - Roof has failed and requires replacement- Remove existing roof in its entirety; remove any rotten roof sheathing, rafter tails and fascia boards. Replace any removed wood and extend eaves 16 past wall line to prevent future damage to the exterior finish.	\$ 468,676	\$ 135,635	28.94	In Work
112	FM-0051166	Los Angeles	Metropolitan Courthouse	19-T1	1	Plumbing - Replace failed domestic water booster pump including contactor and heater. Work needed to restore domestic water supply to building.	\$ 3,520	\$ 3,520	100.00	Complete
113	FM-0051167	Los Angeles	Chatsworth Courthouse	19-AY1	2	HVAC - Replace chilled water valve for Air Handler Unit #2. Work includes removing defective Hoffman valve to eliminate air from system and install new pressure taps with gauges. Work is needed to maintain adequate building cooling temperatures.	\$ 6,270	\$ 5,254	83.80	Complete
114	FM-0051168	Los Angeles	Van Nuys Courthouse West	19-AX2	2	Plumbing - Replace failed backflow device #3 serving cooling towers. Replacement required to meet regulatory compliance and to keep building domestic water safe from contamination.	\$ 6,300	\$ 5,070	80.48	Complete
115	FM-0051169	Los Angeles	San Fernando Courthouse	19-AC1	2	Interior finishes - Remediate microbial contamination in cabinet in engineer's office. Remove and replace the base cabinet and affected drywall, tape and paint new drywall. Work is needed to eliminate a potential health issue.	\$ 9,425	\$ 7,861	83.41	Complete
116	FM-0051170	Los Angeles	Long Beach Courthouse	19-Y1	2	HVAC - Charge chiller #2 to proper load and test for proper operation. Currently chiller #2 is not cooling the water temperature due to low refrigerant charge in the system making the courtrooms hot.	\$ 2,499	\$ 1,889	75.59	Complete
117	FM-0051171	Los Angeles	Parking Booth-Edelman Court	19-Q2	1	Elevators, escalators, and hoists / Replace new push button to elevators #1 & #2. This work was completed as a P1 emergency due to the electrical wires hanging out and the possibility of somebody getting shocked.	\$ 4,163	\$ 4,163	100.00	Complete
118	FM-0051174	San Francisco	Civic Center Courthouse	38-A1	2	Exterior Shell - Restore Existing Door - Stair 3 exit door to Redwood Alley: A) Remove and dispose of existing door closer and walking beam pivot. B) Furnish and install one new LCN 4041 door closer. C) Furnish and install one new Rixson HD340 626 beam pivot. D) Furnish and install one new NDC 100 dummy pivot. E) Adjust door to open and close properly. F) All work to be done during normal business hours.	\$ 6,227	\$ 6,227	100.00	Complete
119	FM-0051175	Mendocino	County Courthouse	23-A1	1	Plumbing - Flood Remediation - Access within the wall and replace a cracked water supply "T" in janitor's closet on fifth floor. Water flowed into 3rd floor restroom ceiling causing damage.	\$ 4,500	\$ 3,043	67.62	Complete
120	FM-0051176	Mendocino	County Courthouse	23-A1	1	Plumbing - Flood Mitigation - Remove and replace failed angle stop at sink, current leak has water in two rooms in the basement. Asbestos Containing Material floor tile loosened by water needs to be abated.	\$ 15,000	\$ 15,000	100.00	Complete



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121	FM-0051177	Los Angeles	Michael D. Antonovich Antelope Valley Courthouse	19-AZ1	2	HVAC - Bird Contamination - Install netting above loading dock area, abate bird droppings from equipment and walkway areas. Currently the wild life is coming into area nesting and all of their droppings are corroding equipment and being tracked into the facility.	\$ 2,632	\$ 1,935	73.51	Complete
122	FM-0051178	San Diego	North County Regional Center - South	37-F1	2	COUNTY MANAGED - Grounds - Parking Lot Gate - Restore the Sheriff Secure parking lot gate to normal operation, many parts are worn and need to be replaced.	\$ 4,139	\$ 2,783	67.24	In Work
123	FM-0051179	Los Angeles	Glendale Courthouse	19-H1	2	Security - Parking Lot Camera - Remove and replace one failed motorized camera with one of like, kind and quality. The new camera will need to be wired to the control panel and re-programmed. Currently the camera is not functioning properly and some areas of the parking lot are not being monitored. This must be corrected due to the safety concern for the employees and visitors to the courthouse.	\$ 3,934	\$ 3,562	90.54	Complete
124	FM-0051180	Orange	Harbor Justice Center-Newport Beach Facility	30-E1	2	HVAC - Replace failed PC and Siemens BAS software. The software cannot be loaded on a new Windows PC, preventing HVAC system from maintaining the building ambient environment. Without replacement, each variable air volume device (150+) has to be manually controlled in the ceiling daily.	\$ 14,838	\$ 12,511	84.32	Complete
125	FM-0051181	San Luis Obispo	Courthouse Annex	40-A1	2	Electrical - Sally Port Roll Up Door - Remove and replace the failing gear head and motor operator at the Sally Port Roll Up Door.	\$ 3,336	\$ 3,336	100.00	Complete
126	FM-0051184	Santa Clara	Downtown Superior Court	43-B1	2	Judges Parking Lot - Replace failed motor and control board for the parking lot exit gate. Security Risk when gate is stuck in an open position.	\$ 2,260	\$ 2,260	100.00	Complete
127	FM-0051185	Los Angeles	Long Beach Courthouse	19-Y1	2	Pest Control - provide total building fumigation services for the 277,000 sq ft building to prevent infestation of new building during move.	\$ 3,340	\$ 2,525	75.59	Complete
128	FM-0051186	Orange	Betty Lou Lamoreaux Justice Center	30-B1	2	HVAC - Variable Frequency Drive (VFD) - Replace the existing 30 HP variable frequency drive with a new ABB 30 HP VFD. The existing VFD has ceased to function properly in automatic mode showing a line fault that will not clear. The VFD is currently in bypass mode to run at 100% capacity all the time. The VFD controls one of the main pumps for the chilled water loop and needs to be replaced to avoid disruption to operations and prolong the life of the equipment.	\$ 8,176	\$ 6,537	79.95	Complete
129	FM-0051187	Los Angeles	Pasadena Courthouse	19-J1	1	Plumbing / Replace cracked pipe above the 1st floor ceiling tiles causing water to leak into the Lobby area and woman's public restroom. This work was completed as a P1 emergency to stop the leaking water creating a slip hazard.	\$ 3,871	\$ 3,871	100.00	Complete
130	FM-0051188	Los Angeles	Compton Courthouse	19-AG1	1	Fire Protection - Fire Pump - Rebuild failed Fire Pump #2 diesel engine - Remove existing diesel engine, rebuild and reinstall. Work is needed to provide required fire protection for building.	\$ 102,523	\$ 67,798	66.13	Complete
131	FM-0051189	Los Angeles	Pasadena Courthouse	19-J1	2	HVAC - Replace 2 failed isolation valves for condenser water pump. Valves must be replaced to make it possible to do separate SWO warranty work to replace the condenser water pump. Work is necessary to maintain needed courthouse temperatures.	\$ 13,935	\$ 9,664	69.35	Complete
132	FM-0051190	Los Angeles	Alhambra Courthouse	19-11	2	Interior finishes - Patch, prime and paint over heavily damaged walls and benches that have been scribed and chipped by in custody occupants. Area is unsightly and chips from damage could be used by in custody to harm staff or themselves.	\$ 9,570	\$ 8,230	86.00	Complete



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133	FM-0051191	San Bernardino	Fontana Courthouse	36-C1	2	Vandalism - Graffiti Mitigation - Apply 1/8 inch Petra-coat finish to the 1'st and 2nd floor Men's public restrooms and replace 2 damaged mirrors with 4 new ones as well as 1 damaged paper towel dispenser. Currently Court visitors are scribing into the drywall above the tile on the walls in the 1st and 2nd floor men's public restrooms. Much of the vandalism is gang related.	\$ 20,041	\$ 16,468	82.17	Complete
134	FM-0051192	Los Angeles	Van Nuys Courthouse West	19-AX2	2	HVAC - Chiller Restoration - Restore condenser tubes to designed capacity, replace oil tank foam breaker and add 200 lbs of refrigerant to bring up to proper level. Chiller is failing to operate properly and is very inefficient.	\$ 14,750	\$ 11,871	80.48	Complete
135	FM-0051194	Los Angeles	Metropolitan Courthouse	19-T1	2	HVAC - Replace failed refrigerant leak monitoring panel with new Honeywell refrigerant monitoring panel. Work to include all engineering, plans and permits. Also included, upgrade of elevator vestibule (where panel exists) to a 2 hour fire rated enclosure per current code, new 2 hr. fire rated double doors, 6 horn strobes and 4 break glass stations	\$ 71,550	\$ 67,643	94.54	In Work
136	FM-0051195	Los Angeles	Pasadena Courthouse	19-J1	2	HVAC - Replace defective water tubes in Boiler #2 (83 tubes). Tubes are old and leaking. Work is needed to continue boiler operation and to provide needed water temperature for building.	\$ 17,253	\$ 11,965	69.35	In Work
137	FM-0051198	Los Angeles	Compton Courthouse	19-AG1	2	HVAC - Replace defective chiller water isolation valves - (2) 8" supply, (2) 8" return; Replace condenser water isolation valves - (2) 8" supply, (2) 8" return; Cut, remove (4) 8" flanges; Provide, install (4) 12" x 8" pipe spool with flanges.	\$ 63,210	\$ 41,801	66.13	In Work
138	FM-0051201	Los Angeles	Compton Courthouse	19-AG1	1	Fire Protection - General alarm trouble-8th floor smoke detectors and duct detectors - Fire Dept. was dispatched.	\$ 10,360	\$ 10,360	100.00	Complete
139	FM-0051204	El Dorado	Johnson Bldg.	09-E1	2	Grounds and Parking - Path of Travel - Cut, remove, and haul away approximately 100 Sqft of concrete and asphalt walkway. Work will include grading and compacting base material from removed concrete and asphalt and pouring back approximately 1 1/2 yards of concrete.	\$ 14,986	\$ 14,986	100.00	Complete
140	FM-0051205	Sacramento	Juvenile Courthouse	34-C2	2	HVAC - Install natural gas consumption meters on each of two boilers per notice of correction of Sacramento Air Quality Board.	\$ 8,828	\$ 8,828	100.00	Complete
141	FM-0051206	Merced	New Downtown Merced Courthouse	24-A8	2	HVAC - Hot Water Expansion Tank - Remove and replace the ruptured hot water expansion tank bladder.	\$ 6,120	\$ 6,120	100.00	Complete
142	FM-0051208	San Diego	South County Regional Center	37-H1	1	Elevator - Replace elevator hoist ropes (cables), elevator phone and emergency light in cab. Work is required per State of California correction notice and to maintain elevator safety.	\$ 70,672	\$ 70,672	100.00	Complete
143	FM-0051209	Santa Barbara	Santa Barbara Figueroa Division	42-B1	1	Interior finishes - Mold Abatement - Perform mold remediation based on proposed remediation plan detailed in the environmental survey, Work is required to maintain healthy working environment.	\$ 209,330	\$ 209,330	100.00	In Work
144	FM-0051210	Monterey	Salinas Courthouse-North Wing	27-A1	2	Front Exit Door - Replace failed door closure; Door will not close without physically closing it shut posing a security risk.	\$ 2,884	\$ 2,884	100.00	Complete
145	FM-0051211	Lake	Lakeport Court Facility	17-A3	2	County Managed - HVAC - Renovate all control valves and actuators - Replace six (6) isolation valves, replace 8 air handler unit supply valves, 8 air damper actuators, all controllers (21)and install 24volt DCC controls.	\$ 22,447	\$ 6,734	30.00	Complete
146	FM-0051212	San Diego	Hall of Justice	37-A2	2	Interior finishes - Install frames and 3/8" glass panels at open public service counter area. This area needs to be secured to match the other service counters on this floor to prevent possible reach-in and/or climbing over counter by public.	\$ 8,500	\$ 8,500	100.00	Complete



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147	FM-0051213	Los Angeles	Van Nuys Courthouse East	19-AX1	2	Electrical - Restore Generator - Remove and replace original parts on 1968 generator. Remove and replace coolant, replace all hoses and clamps, replace radiator cap, install new gaskets and seals, replace belts, install new water pump, thermostat and test run generator. During the PM, the vendor recommended these replacements and repairs to ensure the generator works properly to maintain safety in the courthouse.	\$ 3,143	\$ 2,821	89.74	Complete
148	FM-0051214	Los Angeles	Alhambra Courthouse	19-11	2	HVAC - Compressor - Replace defective primary pneumatic system for pneumatic controls. Primary system has worn out heads and sludge in tank. Work is needed to maintain efficient reliable building HVAC.	\$ 19,024	\$ 16,361	86.00	In Work
149	FM-0051216	Los Angeles	Chatsworth Courthouse	19-AY1	2	HVAC - BAS Systems - Replace two (2) Variable Air Volumn controllers, four (4) faulty room temperature sensors, re-install Variable Air Volumn graphics and revise lead/lag scheduling. Work is needed to restore BAS function to system.	\$ 7,070	\$ 5,925	83.80	Complete
150	FM-0051218	Los Angeles	Stanley Mosk Courthouse	19-K1	1	HVAC - Service 12 Data Air FCU's and replace defective condensate pumps. Work is required to continue HVAC operation and provide acceptable working temperature in this office area.	\$ 21,670	\$ 21,670	100.00	Complete
151	FM-0051219	Los Angeles	Stanley Mosk Courthouse	19-K1	1	Interior - Mitigation and cleanup of flood waters caused by broken landscape water main - Extract approximately 36,000 gallons of water from large planter area, perform flood mitigation work to room 119 which was flooded by a broken irrigation line. Mitigation included removing and resetting furniture, equipment, files and wall and floor restoration.	\$ 106,591	\$ 103,670	97.26	Complete
152	FM-0051220	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Interior finishes - Door Replacement - Remove and replace non-functioning doors and automatic operating system to service tunnel. Doors do not open and close properly and are a security issue.	\$ 19,500	\$ 13,414	68.79	Complete
153	FM-0051221	San Diego	North County Regional Center - Vista Center	37-F2	2	Fire/Life/Safety - Remove and replace (5) electrical doors with new auto flush bolts and smoke seals. Electrical door signage (quantity 20) will be provided and installed on outer doors of all electrical rooms stating that they are "Electrical Rooms". Room capacity signs (quantity 18) will be provided and installed in appropriate courtrooms and hearing rooms. This must be completed per the Fire Marshall's correction notice.	\$ 4,913	\$ 4,913	100.00	Complete
154	FM-0051222	Kern	Bakersfield Juvenile Center	15-C1	2	HVAC - Replace batteries and control board on Generator (County asset), installation of new Circulation pump and system bypassed to bring ambient temperature to acceptable level. This work was completed in conjunction with the Kern County maintenance crew as a result of Chillers not engaging causing very hot temperatures in the ninety degrees.	\$ 5,490	\$ 3,665	66.76	Complete
155	FM-0051223	Alameda	Fremont Hall of Justice	01-H1	1	Plumbing - Failed Pipe - Cut open ceiling, replace leaking pipe, replace sheet rock and paint ceiling.	\$ 3,499	\$ 3,499	100.00	Complete
156	FM-0051224	Los Angeles	Stanley Mosk Courthouse	19-K1	1	Plumbing - Replace leaky section of water pipe to drinking fountain, contain and mitigate flood water and related damage. Work is needed to restore this section of building to normal operation.	\$ 9,420	\$ 9,420	100.00	Complete
157	FM-0051225	Solano	Hall of Justice	48-A1	2	Interior Finish - Modify door - Install weather stripping, door sweep and replacement 7/16" security glass panel to soundproof door from courtroom to chambers.	\$ 2,854	\$ 2,854	100.00	Complete
158	FM-0051226	San Diego	Kearny Mesa Traffic Court	37-C1	2	Fire/Life/Safety - Exit Doors - Install missing fire exit signs in courtrooms and reverse door swing on 3 doors. Work required complying with fire inspection correction list. Doors must swing in path of travel.	\$ 6,740	\$ 6,740	100.00	Complete



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159	FM-0051227	Tulare	Visalia Superior Court	54-A1	2	Interior Finishes - Courtroom Door closers - Remove and replace sixteen (16) failed floor mounted door closers. Work requires that all doors be removed to access the closers. The poorly operating doors are obstructing access to courtrooms and disrupting court proceedings.	\$ 14,564	\$ 14,564	100.00	Complete
160	FM-0051228	Los Angeles	Van Nuys Courthouse East	19-AX1	1	HVAC - Fan motor - Remove and replace a failed 20 HP fan motor, this work to include new belts and pulley. This work was done as an emergency due to the 4th floor having no cooling, causing an uncomfortable and unsafe work environment.	\$ 5,000	\$ 5,000	100.00	Complete
161	FM-0051230	El Dorado	Juvenile Hall	09-G1	2	Grounds and Parking Lot - We will tap into an existing water supply yard box with a new 1 and half PVC water line and extend it to just outside of the landscape box to be planted - There is no water available for the planned landscape box future plantings	\$ 9,600	\$ 9,600	100.00	Complete
162	FM-0051231	Los Angeles	Long Beach Courthouse	19-Y1	2	Elevators - Electronic Door Edges - Remove and replace the defective electronic edges, currently the defective electronic edges are sensing obstructions even if there are none present. This allows the doors to open and close randomly.	\$ 2,357	\$ 1,782	75.59	Complete
163	FM-0051232	Santa Clara	Hall of Justice (East)	43-A1	2	Fire Protection - Replace failed fire pump components; (13) PRV valves and close nipples, packing, pump bonnet, and gland hardware, (3) gauges and heat collectors. Found during 5 year testing. Required by the AHJ (Authority having jurisdiction) to achieve a fully functional fire suppression system to receive FM certification	\$ 25,613	\$ 25,613	100.00	In Work
164	FM-0051233	San Diego	East County Regional Center	37-11	2	HVAC - Blower Assembly - Remove and replace defective blower assembly on Boiler #1. Work is needed to restore heat to the building.	\$ 25,513	\$ 17,275	67.71	In Work
165	FM-0051236	San Mateo	Hall of Justice	41-A1	2	HVAC - Relocate existing HVAC vents (3), run additional circuits (2 120v/20amp) to existing electrical panel, and relocate existing light fixtures (3) - Due to Court consolidation, Room B is being repurposed to accommodate Court IT	\$ 1,500	\$ 1,500	100.00	Complete
166	FM-0051237	Santa Clara	Hall of Justice (East)	43-A1	2	HVAC - Replace failed piping union for the Heating water supply and return lines. The unions of the lines are leaking into the ceiling admin area.	\$ 3,769	\$ 3,769	100.00	Complete
167	FM-0051238	Fresno	Firebaugh Court	10-K1	2	HVAC -Cooling Tower Support Pad - Remove and re-construct the existing failing cooling tower support pad. Work will require re-sealing the roofing around the pad, install a new galvanized sheet metal cover, make assembly weather-tight and re-install the existing cooling tower. The existing support pad under the roof-top cooling tower has partially collapsed and the sheet metal cover over it has rusted through in several places. If left unaddressed, it will fail completely and cause additional water infiltration into the interior of the facility.	\$ 14,438	\$ 8,377	58.02	Complete
168	FM-0051239	Fresno	JJC Delinquency Court	10-P1	2	Security - Cameras and DVR#6 - Replace two (2) failing cameras with ones of like, kind and quality and reprogram DVR# 6 - DVR times do not match, when compared with other videos on the same system some are as much as 10 minutes off.	\$ 3,710	\$ 3,710	100.00	Complete
169	FM-0051240	San Diego	North County Regional Center - South	37-F1	2	COUNTY MANAGED - Shared Cost - Elevators - Modernize (2) elevator shafts, hoist ways, controls and machine room equipment at the South Tower. Existing control systems are failing on Judges secure elevator. Safety and separation of Judges are at risk.	\$ 331,192	\$ 222,694	67.24	In Work
170	FM-0051241	Los Angeles	Compton Courthouse	19-AG1	2	Elevator, Escalators, and Hoists - Faulty Breakers - Replace two (2) 100 amp breakers to supply power to the two elevators in the parking structure. Currently both elevators in the parking structures are down and not working.	\$ 3,237	\$ 2,141	66.13	Complete
171	FM-0051242	Santa Barbara	Lompoc Municipal Court	42-D1	2	Elevator - Replace defective parts/wiring for wheelchair lift. Work is needed to return lift to operation and to comply with ADA.	\$ 5,460	\$ 5,460	100.00	Complete



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172	FM-0051243	Butte	Butte County Courthouse	04-A1	2	HVAC - Elevator Equipment Room HVAC - Remove and replace the compressor that has failed in the condenser, the elevator equipment room has become very hot with the equipment running and requires cooling to keep the elevator equipment running appropriately.	\$ 3,000	\$ 3,000	100.00	Complete
173	FM-0051244	San Bernardino	Victorville Courthouse-Dept. N-1	36-L1	2	Fire/Life/Safety - Emergency Exit Signs - Install (35) UL 924 listed photo luminescent emergency exit signs and mount them in upper and lower locations at all points of egress for all courtrooms as well as interior hallways associated with Judges chambers as per Fire Marshal's notice to comply.	\$ 9,453	\$ 6,074	64.25	Complete
174	FM-0051245	Butte	Butte County Courthouse	04-A1	1	HVAC - Air Handler Motor - Remove and replace the failed 30 HP motor to the air handler, this work will require the use of a crane. Building has lost most of its cooling ability due to a 30HP motor that has failed.	\$ 8,117	\$ 8,117	100.00	Complete
175	FM-0051247	San Mateo	Municipal Court Building - Northern Branch	41-C1	2	Exterior Shell - Rebuild Storefront Door - Remove the existing storefront style door and remove and replace both pivots and the door drop plat. Re-hang door and adjust to open and close to ADA specifications.	\$ 3,777	\$ 3,143	83.21	Complete
176	FM-0051254	Los Angeles	Norwalk Courthouse	19-AK1	2	Electrical - Install (35) new eight foot, four lamp linear fluorescent fixtures and 360 degree sensors directly above the aisles of the file shelving. Install (20) new eight feet, two lamp linear fluorescent fixtures in a checkerboard pattern to illuminate outlying storage areas. Install necessary circuit breakers, conduit and wire from existing 277v panel located in the basement hallway. Test the new fixtures and sensors for proper operation and clean up the job site. Asbestos Containing Material testing, remediation, & clearance included.	\$ 82,836	\$ 70,435	85.03	Complete
177	FM-0051256	Los Angeles	Stanley Mosk Courthouse	19-K1	2	Interior Finishes - Provide Air Sampling - Testing in Dept 22, Room 519 Courtroom and Chambers. This request has been given by the court and completed on an urgent basis requested by the AOC.	\$ 2,675	\$ 2,675	100.00	Complete
178	FM-0051257	San Mateo	Hall of Justice	41-A1	2	COUNTY MANAGED- Electrical - Run additional circuits (2 120v/20amp) to existing electrical panel in Room B - Court IT relocation to Room B due to consolidation requires increased electrical capacity to prevent circuit failures.	\$ 10,523	\$ 10,523	100.00	Complete
179	FM-0051258	Mendocino	County Courthouse	23-A1	2	HVAC - Boiler Restoration - Remove and replace the failed solenoid valve, coil for make-up water and leading blow down valves. Identify deficiencies in the strainers and mitigate, problems found during normal PM.	\$ 7,461	\$ 5,045	67.62	Complete
180	FM-0051259	Contra Costa	George D. Carroll Courthouse	07-F1	2	Grounds - Way Finding Signs - Install 7 new aluminum way-finding signs on new posts; 4- 24x18; 3- 4x3- with Court name and seal safety/security risks. The court entrance has changed and the existing signs lead visitors away from the entrance.	\$ 9,466	\$ 7,099	74.99	Complete
181	FM-0051260	Alameda	Hayward Hall of Justice	01-D1	2	Plumbing - Replace floor drain - Replace leaking floor drain ( 1 ) including core drilling of concrete for access to drain line	\$ 6,644	\$ 6,644	100.00	Complete
182	FM-0051262	Los Angeles	Compton Courthouse	19-AG1	2	HVAC - Boiler #4 - Install display module to put boiler #4 back in service, currently this boiler is non-operational due to the missing display module. This work must be performed to ensure the boiler is brought back to service.	\$ 4,708	\$ 3,113	66.13	Complete
183	FM-0051263	Los Angeles	Santa Monica Courthouse	19-AP1	2	HVAC - Replace Variable Frequency Drive on air handler unit #3. Currently the Variable Frequency Drive is not functioning and in by-pass mode.	\$ 4,750	\$ 3,728	78.49	Complete
184	FM-0051264	Santa Clara	Downtown Superior Court	43-B1	2	Public Entryway - Atrium Window replacement - Remove and replace one broken 5' X 5', 1/2" Safety Glass panel at the top section of the atrium, high reach equipment will be required.	\$ 3,923	\$ 3,923	100.00	Complete
185	FM-0051265	Solano	Solano Justice Building	48-B1	2	HVAC - Mechanical Duct Louvers - Furnish and install (1) new adjustable louver vent to distribute airflow evenly across the room.	\$ 1,560	\$ 1,560	100.00	Complete





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186	FM-0051266	Napa	Historical Courthouse	28-B1	2	Fire Alarm - Horns and Strobes - Isolate the faults within the, replace two devices, reprogram the alarm panel and put the system back into operation.	\$ 4,522	\$ 4,250	93.99	Complete
187	FM-0051267	Solano	Solano Justice Building	48-B1	2	Electrical - Extend Power - Furnish and install (1) flush mounted outlet to existing floor box and circuit in court room 104.	\$ 450	\$ 450	100.00	Complete
188	FM-0051268	Alameda	Wiley W. Manuel Courthouse	01-B3	2	HVAC - Replace defective hot water valve (1) - Isolate hot water supply to this device and drain system of residual water. Remove and replace failed HVAC Variable Air Volumn box pneumatic reheat valve and any worn plumbing components. Restore operation of the valve and test.	\$ 6,084	\$ 6,084	100.00	Complete
189	FM-0051269	San Mateo	Hall of Justice	41-A1	2	Electrical - Relocate existing light fixtures (3) to accommodate Court IT - Due to Court consolidation, Room B is being repurposed for Court IT	\$ 1,800	\$ 1,800	100.00	Complete
190	FM-0051270	Monterey	Salinas Courthouse-North Wing	27-A1	2	Interior Shell - Judges Secure Entry Door - Remove and replace failed surface mounted power door closure. Work will include utilizing the existing power at the door and tension adjustment to meet ADA requirements. This door accesses the secure hallway and Judges chambers	\$ 4,944	\$ 4,944	100.00	Complete
191	FM-0051271	Solano	Hall of Justice	48-A1	2	Fire Sprinkler - Fire Sprinkler Drops - Drain the fire sprinkler system and replace one fire sprinkler drop, head and recessed escustion in room 284, scope will require working above the t-bar. This work is required to correct deficiencies found during the PM.	\$ 3,273	\$ 2,383	72.82	Complete
192	FM-0051272	Stanislaus	Modesto Main Courthouse	50-A1	2	Plumbing - Water Pump - Remove the steel catch basin the remove and replace the existing damaged separator. This work will require the use of a crane to remove and replace the separator. The existing system is clogged and rotten and is causing back-ups into the basement.	\$ 12,874	\$ 12,874	100.00	Complete
193	FM-0051273	Solano	Hall of Justice	48-A1	2	Roof - Gutter and Down Spout - Remove and replace gutter box (1) and downspout (1), change path of down spout to allow water to flow away for door way.	\$ 4,994	\$ 3,637	72.82	Complete
194	FM-0051274	Contra Costa	George D. Carroll Courthouse	07-F1	2	Roof - Restore Roof - Remove and replace three ply roof in six locations across the roof (approximately 500 sq ft). Water is penetrating the roof leaking into the office areas below.	\$ 6,355	\$ 4,766	74.99	Complete
195	FM-0051275	Sacramento	Gordon Schaber Sacramento Superior Court	34-A1	2	Roof - Reseal approximately 35,500 SF of roof via topping/coating with a 10-year warranty, on the roof over the 6th floor to help extend its useful life. Current condition has ponding, deterioration and will not maintain future weather/rain protection.	\$ 412,430	\$ 412,430	100.00	Complete
196	FM-0051276	Orange	Central Justice Center	30-A1	2	HVAC - BAS - Replace and configure 527 Web Server for BAS system. Current server 527 has failed and causing the computer to lose communication with BAS system.	\$ 2,650	\$ 2,416	91.17	Complete
197	FM-0051277	San Bernardino	Big Bear Courthouse	36-11	2	COUNTY MANAGED- Elevator - Modernization of the building elevator. Scope includes but is not limited to; Replace worn, failing components and equipment in the machine room, hoist way, cab and platform, replace controller, replace elevator door equipment to include sensors and guides, replace elevator ADA fixtures and bring to current standards.	\$ 31,710	\$ 31,710	100.00	In Work
198	FM-0051278	Sacramento	Carol Miller Justice Center	34-D1	2	HVAC - Replace two existing 975K BTU boilers to obtain compliance with revised AQMD standards, replace existing expansion tank, and re-program new boilers into existing BAS. - Current boilers are not compliant with revised AQMD standards and require replacement, and existing expansion tank is old and requires replacement. New boilers will be most energy efficient boilers available today and will thus yield significant long-term energy savings.	\$ 148,500	\$ 148,500	100.00	In Work



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199	FM-0051279	Orange	Betty Lou Lamoreaux Justice Center	30-B1	2	HVAC - BAS Functionality - Reprogram the chiller software to remove the now defunct systems from the programming, the old programming is causing issues with Chillers #2 and #3 to run inefficiently, often times both chillers running at less than 50 percent. The updated software would allow the equipment to run efficiently resulting in energy cost savings.	\$ 4,985	\$ 3,986	79.95	In Work
200	FM-0051280	El Dorado	Johnson Bldg.	09-E1	2	HVAC - Replace existing 962K BTU boiler with the most energy efficient condensing boiler possible, program new boiler operation into existing BAS, flush the heating loop to remove built-up residue and scale, and clean 16 reheat coils - Existing boiler is non-compliant with revised AQMD standards and is an old, inefficient boiler. Replacing this boiler will obtain environmental compliance and yield a significant energy efficiency improvement thus lowering energy costs.	\$ 85,000	\$ 85,000	100.00	In Work
201	FM-0051281	Alameda	Hayward Hall of Justice	01-D1	2	Exterior - Replace Interlocks for Sally port gate - Replace sally port gate interlocks. Gate not operating correctly.	\$ 1,334	\$ 1,334	100.00	Complete
202	FM-0051282	Sacramento	Gordon Schaber Sacramento Superior Court	34-A1	2	Fire Protection - Replace main and sub-panels - Remove and replace 5 transponder panels, and the dialer panel. Panels are obsolete or are nearing obsolescence, putting the Court's fire protection system in jeopardy should a panel go down.	\$ 65,000	\$ 65,000	100.00	Complete
203	FM-0051283	Alameda	George E. McDonald Hall of Justice	01-F1	2	Fire Sprinklers - Heads, Escusions, Valves and Signage - remove and replace sixteen (16) corroded and or recalled sprinkler heads, one test valve, one ball valve, ten escutcheons, four riser gauges and misc. signage throughout the building. Deficiencies found during five year PM.	\$ 3,663	\$ 3,663	100.00	Complete
204	FM-0051284	Kings	Avenal Court	16-C1	2	Plumbing - Water Heater - Remove and replace one non functioning 40 Gallon water heater. Work will include the installation of (1) circulation pump, (1) secondary drain pan, (1) secondary drain line, capping water lines connected to the existing solar water heater and connect flue pipe to new water heater.	\$ 4,042	\$ 2,345	58.01	Complete
205	FM-0051285	Orange	Central Justice Center	30-A1	2	HVAC - Variable Frequency Drive - Remove and replace one V.F.D. due to electrical fire caused by older/timeworn circuit board on 10th floor. This variable frequency drive, when working, services the return air for the 10th floor.	\$ 5,725	\$ 5,219	91.17	Complete
206	FM-0051286	Orange	Central Justice Center	30-A1	2	HVAC - Heat Exchangers - Replace one large and one small badly damaged heat exchangers servicing the cafeteria, jury rooms, all restrooms, chambers, and Judge s showers. Install water softener system to address root of the problem. Current temperatures do not meet Health Code requirements of 120 degrees for the Cafeteria. Exchangers will not withstand a more intensive cleaning and failure would shut down court operations for roughly two weeks.	\$ 175,453	\$ 159,961	91.17	Complete
207	FM-0051287	Sacramento	Carol Miller Justice Center	34-D1	3	Energy Efficiency - Electrical - Integrate all the Courts lighting controls into the existing BAS by replacing three lighting control panels, installing one switch override per floor, and creating full graphics for the BAS. - Currently there is no way to control, or turn off, all of the Courts lights when the building is unoccupied. This results in all the Courts lights being left on when the Court is unoccupied.	\$ 73,461	\$ 73,461	100.00	In Work
208	FM-0051288	Orange	Central Justice Center	30-A1	2	HVAC - Provide and install 2 new Quincy Model QC10012s Simplex reciprocation air compressor, rig and secure new air compressors in mechanical room and secure to existing pad, modify piping and electrical as required, reconnect existing controls, perform startup and test for proper operation. Compressors are leaking oil and failing. Parts are no longer available.	\$ 42,284	\$ 38,550	91.17	Complete





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209	FM-0051290	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Elevator, Escalators, & Hoists - Rain water entered the mechanical control room through penthouse roof that was damaged by overnight rainstorm; shorted and damaged contactors, smoke detectors, and elevators controls to include controls in the elevators shaft and top of the cars. Seven elevators were affected while four operating elevators were rendered out of service at the same time.	\$ 14,441	\$ 9,934	68.79	Complete
210	FM-0051291	Contra Costa	Danville District Courthouse	07-C1	2	Exterior - Remove existing canvas awning and replace with a new awning made of fire retardant material, as directed by the State Fire Marshal - Existing awning is flammable and not acceptable by the State Fire Marshall.	\$ 2,472	\$ 2,472	100.00	Complete
211	FM-0051293	Contra Costa	Arnason Justice Center	07-E3	2	Roof - Parapet Caps - Remove and replace three 20 foot sheet metal parapet caps that are bent and have separated from the parapet. Work also includes adding additional connectors to 510 lineal feet of existing parapet caps to prevent them from coming loose in high winds. The original installation was deficient in the anchoring of the parapet caps and the parapet caps are being damaged in high winds and are separating from the parapets.	\$ 12,600	\$ 12,600	100.00	Complete
212	FM-0051294	Humboldt	Humboldt County Courthouse (Eureka)	12-A1	2	COUNTY MANAGED - Elevator, Escalators, & Hoists - Elevator motor failure caused Fire (ref SWO 1305888) County Managed issue to replace elevator motor - Shared cost	\$ 10,976	\$ 10,976	100.00	Complete
213	FM-0051295	Los Angeles	Norwalk Courthouse	19-AK1	1	HVAC - Motor Bearings/Gearbox/Fan - Remove and replace 2 motor bearings on tower 20 HP 2 speed motor, failing gear box and reattach fan blade and have balancing company balance gear box and fan blade. This work was completed as a P1 emergency due to high temperatures and humidity outside the building.	\$ 47,537	\$ 40,421	85.03	Complete
214	FM-0051296	Orange	North Justice Center	30-C1	1	Plumbing - Plumbing Leak - Replace failed components of 3rd floor drinking fountain. Remove and replace damaged ceiling tiles and provide fans and dehumidifiers to facilitate drying of carpet, ceiling and walls on the third floor and detention below. Plumbing to drinking fountain on the 3rd floor failed over the weekend causing flooding at the north end of that floor. Water seeped through to the ceiling above the Sheriff's Men's Locker Room causing considerable damage to the ceiling, wall and floor.	\$ 17,133	\$ 15,473	90.31	Complete
215	FM-0051297	Alameda	Wiley W. Manuel Courthouse	01-B3	2	Plumbing - Water flow damage - 4th Floor men's rest room water leak caused damaged into 3rd floor suite 360, Remove toilet and in wall handing device, re route water supply, install new toilet, patch and paint, tile	\$ 8,125	\$ 8,125	100.00	Complete
216	FM-0051298	Solano	Hall of Justice	48-A1	1	Fire System - Replace failed Fire panel power supply - Supply temp power (Batteries) to panel until new Power supply arrives, Install 1 new power supply.	\$ 9,997	\$ 7,280	72.82	Complete
217	FM-0051299	San Diego	South County Regional Center	37-H1	2	COUNTY MANAGED - Generator / Photovoltaic inverter - Existing emergency generator is now 25 years old and reached the end of its useful life. Generator is in poor condition, has a numerous leaks, is unreliable and repair costs exceed replacement costs. The photovoltaic system's inverter is obsolete, its casing is badly corroded and replacement parts are no longer available. Without an inverter the facility's 100kW photovoltaic system cannot function (\$24K in lost annual utility savings)	\$ 77,178	\$ 77,178	100.00	In Work
218	FM-0051301	Napa	Criminal Court Building	28-A1	2	Electrical - Replace non-operational Keypad - Remove and replace (1) Keypad and re-address system hardware.	\$ 4,602	\$ 4,602	100.00	Complete
219	FM-0051303	Los Angeles	Van Nuys Courthouse West	19-AX2	2	Plumbing - Replace (2) leaking PRV's and (4) isolation valves. PRV's and valves need to be replaced before more extensive leaks which occur.	\$ 31,310	\$ 25,198	80.48	In Work



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220	FM-0051304	San Diego	East County Regional Center	37-I1	2	Fire protection - Replace defective fire safety related items on annual fire department inspection correction list - Work to include new fire seals on stairwell doors throughout, replace closers on several doors, replace fire rated doors where found necessary (approximately 20 at this time), fire caulk conduit penetrations in 4th floor exit stairwell and 7th floor electrical room, secure book cases and tall file cabinets in egress areas, provide panic door hardware at 7th floor stairway, 8th floor Probation exit and 9th floor exercise yard. Work is required to pass annual fire department inspection.	\$ 54,000	\$ 36,563	67.71	In Work
221	FM-0051305	Kern	Arvin/ Lamont Branch	15-H1	2	Interior finishes - Replace approx. 1,100 Sqft of loose/cracking/chipping/lifting 12 x 12 floor tiles in main courthouse lobby. Work needed to resolve potential tripping hazard.	\$ 21,130	\$ 12,870	60.91	In Work
222	FM-0051306	Los Angeles	Michael D. Antonovich Antelope Valley Courthouse	19-AZ1	2	Holding - Glazing - Remove and replace one piece of broken 49" x 39" laminated safety glass in window frame at the attorney/In Custody conference room. Work is needed to return this conference station to use. Station is needed for proper department operation.	\$ 5,470	\$ 5,470	100.00	Complete
223	FM-0051307	Kern	Bakersfield Juvenile Center	15-C1	2	HVAC - Chiller Restoration - Restore condenser tubes for Chillers #1 & #2 to designed capacity, replace oil tank foam breaker and add 200 lbs of refrigerant to bring up to proper level. Chiller is failing to operate properly and is very inefficient.	\$ 10,215	\$ 6,820	66.76	Complete
224	FM-0051308	San Diego	East County Regional Center	37-I1	2	Fire Protection - Find and test remaining devices on annual fire inspection report, support hanging smoke detector in pretrial services, replace sprinkler head with like in mail room, replace sprinkler head with like in holding cell 3, lower and replace sprinkler head with like in men's restroom adjacent jury room, trouble shoot and advise on holding control booth panel bulbs inoperable, repair fire pump-fire sprinkler pipe corrosion. This must be completed per the Fire Marshall's correction.	\$ 8,275	\$ 5,603	67.71	Complete
225	FM-0051309	Los Angeles	Santa Monica Court Annex	19-AP3	1	Electrical - Heavy Duty Quick Response Water Heater - Remove and replace one failed electric water heater from an elevated platform. Work to include seismic bracing as required. Work is needed to restore the domestic hot water to restrooms and sinks.	\$ 7,150	\$ 7,150	100.00	Complete
226	FM-0051310	Santa Barbara	Santa Maria Courts Building G	42-F5	2	Fire Sprinkler - Replace 15 sprinkler heads with new CSC-A trim on sprinkler heads, add sprinkler to bailiff bathroom, and add two sprinklers to storage area. Currently 15 sprinkler heads located throughout the basement offices and holding area currently have recalled institutional style heads in need of replacement. 8 sprinkler heads in need of CSC-A trim. Sprinkler head missing in Bailiff bathroom. Two sprinkler heads missing in storage room. This replacement must be completed for safety.	\$ 4,235	\$ 4,086	96.49	Complete
227	FM-0051311	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Roof - Patch leaking holes in roof above elevators machine room. This work was completed as a P1 emergency to make sure there were no negative effects to the operation of elevators 1 - 5.	\$ 88,000	\$ 60,535	68.79	Complete
228	FM-0051312	Sacramento	Carol Miller Justice Center	34-D1	2	Exterior Shell - Replace the failed revolving entry door - Replace the existing front entrance revolving door by entirety removing the whole assembly, to allow for the installation of a new 7 foot x 16 foot x 9 foot tall storefront vestibule, a pair of automatic bi-parting sliding glass doors and power to run the motor unit and controls, replace concrete and flooring within the vestibule footprint. Remove and replace concrete to facilitate the new configuration, and install new walk-off grating in the floor.	\$ 94,950	\$ 94,950	100.00	In Work



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229	FM-0051313	Los Angeles	Van Nuys Courthouse West	19-AX2	1	Elevator - Replace faulty contactor in elevator #8. This work was completed on a P1 Emergency due to the contactor failing, causing an entrapment and the elevator not to leveling with the floor.	\$ 5,377	\$ 5,377	100.00	Complete
230	FM-0051315	San Bernardino	Barstow Courthouse	36-J1	1	HVAC - Condensation Line - Remove and replace the 3/4 inch gate valve on the Air Handler and re-pipe the condensate line leading from the pan to the floor drain which was leaking to the floor below causing two ceiling tiles to fall. Test ceiling tiles for the presence of Asbestos Containing Material and contain area. Cleaned up ceiling tiles after confirming that they were free from Asbestos Containing Material.	\$ 5,466	\$ 4,260	77.93	Complete
231	FM-0051316	San Bernardino	Victorville Courthouse-Dept. N-1	36-L1	2	Interior Finishes / Replace areas of chipped and broken formica veneer on the jury and public dividing wall casework in the V-9 courtroom. The damaged casework is currently creating a safety risk for cuts and lacerations to the public, jury, and Court staff.	\$ 4,781	\$ 4,781	100.00	Complete
232	FM-0051317	San Bernardino	Victorville Courthouse-Dept. N-1	36-L1	2	Interior Finish - Replace areas of chipped and broken formica veneer on the jury and public dividing wall casework in the V-10 courtroom. The damaged casework is currently creating a safety risk for cuts and lacerations to the public, jury, and Court staff.	\$ 4,781	\$ 4,781	100.00	Complete
233	FM-0051318	Los Angeles	Van Nuys Courthouse West	19-AX2	2	Elevator - Main Contactor - Remove and replace defective main contactor in Elevator #2. Currently Elevator #2 is not functioning due to the main contactor being worn and needs to be replaced to put back in service.	\$ 4,593	\$ 3,696	80.48	Complete
234	FM-0051319	San Diego	East County Regional Center	37-11	1	Plumbing - Drain Pipe - Remove and replace 60 LF of cracked and leaking 2" cast iron drain pipe, contain and extract flood water, replace damaged ceiling tiles and insulation, dry/sanitize area mitigate moisture damage. Work is needed to restore court operation to this area.	\$ 93,000	\$ 93,000	100.00	Complete
235	FM-0051320	Napa	Criminal Court Building	28-A1	2	Electrical - Security Control Board - Remove and replace the failed lower control board and reprogram every accessed device, door, monitored signal and indicator lamp.	\$ 12,325	\$ 12,325	100.00	Complete
236	FM-0051321	Tehama	Annex No. 2	52-A3	2	HVAC - Condenser Coil - Remove and replace the leaking condenser coil.	\$ 5,150	\$ 5,150	100.00	Complete
237	FM-0051322	San Mateo	Municipal Court Building - Northern Branch	41-C1	2	Fire Protection - Fire Alarm Control Panel - Remove and replace the failed DACT communicator board in the fire alarm control panel. Program the new DACT to communicate with the monitoring company.	\$ 3,730	\$ 3,104	83.21	Complete
238	FM-0051323	San Diego	Kearny Mesa Traffic Court	37-C1	2	Fire Protection - Correct items from fire department correction list - Items 3,4,5 & 10. Work includes posting room capacity signs in courtrooms and hearing, remove and replace 60 sets of door hardware to lever sets, replace door seals on corridor fire doors (6ea.) and replace doors without fire rating labels (approximately 40 at this time) . Verify electric room is 1 hour fire resistive. Work is needed to comply with fire dept correction list.	\$ 99,370	\$ 99,370	100.00	In Work
239	FM-0051324	Lassen	New Susanville Courthouse	18-C1	2	Grounds and Parking Lot - Run non-draining downspout to the west drain to reroute the flow of water; correct and extend the ice melt cables - Water is not draining and will come over the curb, pool and freeze in the judge's secure parking lot creating a safety hazard.	\$ 1,887	\$ 1,887	100.00	Complete
240	FM-0051326	San Bernardino	Rancho Cucamonga Courthouse	36-F1	2	Interior Finishes - Roll-Up Grates - Install new take-up reels and pressure safety switches to (5) roll-up grates to bring them within manufacture's specs as these items are currently missing from the doors. Pressure safety switches and take up reels are necessary in order ensure the safety of Court staff.	\$ 5,312	\$ 5,312	100.00	Complete
241	FM-0051327	Napa	Criminal Court Building	28-A1	2	Electrical - Emergency Lighting Ballast - Remove, replace and dispose of seventy (70) nonfunctioning ballast in emergency lighting fixtures. The failed ballast were discovered while performing a level IV EML preventative maintenance (PM) task.	\$ 22,300	\$ 22,300	100.00	Complete



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242	FM-0051328	San Diego	County Courthouse	37-A1	2	HVAC - Condensation drip Pan - Replace damaged section of air handler condensate drip pan. Work is needed so condensate will run to drain. Currently almost all condensate drains to floor creating dangerous slip and fall condition.	\$ 9,960	\$ 7,711	77.42	Complete
243	FM-0051329	San Bernardino	Victorville Courthouse-Dept. N-1	36-L1	2	Interior finishes - Expand the current self help office by removing the wall between rooms 124 and 125. Work is required to be able to accommodate additional public/staff requirement due to reallocation of Court resources which requires 6 court staff and public to occupy Rm 124 (less than 120 sq. ft.)	\$ 8,110	\$ 8,110	100.00	Complete
244	FM-0051330	Santa Clara	Hall of Justice (East)	43-A1	2	Security - Replaced failed electronic automatic ADA Handicap employee door operator/closure with correct size unit to handle load of use.	\$ 5,058	\$ 5,058	100.00	Complete
245	FM-0051331	Shasta	Courthouse Annex	45-A7	2	HVAC - Cooling Tower - Replace the heat exchanger media and necessary components to restore the cooling tower to efficient operation. The current heat exchanger media is 20 years old and has accumulated hard scale and mineralization reducing the performance and cooling abilities of the cooling tower.	\$ 13,829	\$ 13,829	100.00	Complete
246	FM-0051332	Santa Clara	Palo Alto Courthouse	43-D1	2	Electrical - Emergency Generator corrections - Replace Radiator, hoses, thermostat, belts Install block heater isolation valves (2); Replace air filter housing and element; Replace front crank shaft seal; Replace Rheostat, amp, voltage, fuel and water temperature gauges; Replace oil filter housing, fuel tank fill cap; Run/Test for operation	\$ 11,557	\$ 7,632	66.04	Complete
247	FM-0051333	Los Angeles	Pomona Courthouse South	19-W1	2	Plumbing - Backflow Device - Remove and replace the existing 4" double check valve backflow prevention device to match a second device on the opposite side of manifold. The original device has failed the annual testing and must be replaced for health and safety.	\$ 4,868	\$ 4,437	91.14	Complete
248	FM-0051334	San Bernardino	San Bernardino Courthouse	36-A1	2	Electrical - Install (1) 120V 20amp electrical outlet in the main lobby to provide power for the new self help kiosk. Equipment is being installed to help facilitate critical Court functions due to additional traffic caused by nearby Court closures. Asbestos Containing Material testing will need to be performed. Power will have to be routed through a wall via conduit. One hole for the conduit and several holes for the conduit anchors will need to be drilled.	\$ 2,430	\$ 2,430	100.00	Complete
249	FM-0051335	Santa Barbara	Solvang Superior Court	42-E1	2	HAVC - Re-route refrigerant lines from condenser to evaporator and mount on outside wall. Currently the refrigerant line leading from the condenser into the courtroom was incorrectly built into the wall of the Courthouse rather than being attached to the exterior of the outer wall; thus when the compressor turns on it is causing the pipe to vibrate, shaking the wall and causing a disturbance to the Court.	\$ 2,646	\$ 2,646	100.00	Complete
250	FM-0051336	Santa Barbara	Lompoc Municipal Court	42-D1	2	Electrical - Replace and reprogram 6 door/card readers and their associated shunt relays that are not functioning properly, which is causing intrusion alarms to be triggered randomly. The intrusion system will detect that the door is being accessed by an unauthorized user and then sounding the alarm. This is a security and safety concern.	\$ 4,131	\$ 4,131	100.00	Complete
251	FM-0051338	Los Angeles	Van Nuys Courthouse West	19-AX2	1	Plumbing - 4" Overhead Water Main - Isolate the leak, then remove and replace a 3' leaking section of 4" water main pipe. Work includes shut down of water to entire building, accessing the pipe through the ceiling over an occupied work space. Work is needed to prevent further damage to ceiling materials and prevent slip and fall condition	\$ 22,100	\$ 17,786	80.48	Complete
252	FM-0051339	San Diego	South County Regional Center	37-H1	2	Interior finishes - Apply epoxy paint finish to hallway side of 6 holding cell doors and 10 vertical window posts. Work is needed to eliminate scratches, chipped and rough edges that could cause injury to staff or holding cell occupants.	\$ 4,365	\$ 4,365	100.00	Complete



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253	FM-0051340	Los Angeles	Stanley Mosk Courthouse	19-K1	1	Elevator - Replace electrical components in Elevators 5, 6, 7 and 8. This work was completed as a P1 emergency due to the number of elevators down at once creating a safety situation for the courts.	\$ 4,559	\$ 4,559	100.00	Complete
254	FM-0051341	Los Angeles	Stanley Mosk Courthouse	19-K1	1	Interior Finishes / Perform testing for possible asbestos due to AOC request. This work was completed as a P1 due to the health and safety of the occupants of this courthouse	\$ 7,900	\$ 7,900	100.00	Complete
255	FM-0051345	Los Angeles	Stanley Mosk Courthouse	19-K1	2	Exterior Shell - Exterior metal lath and plaster - Remove damaged mortar in ceiling apply new diamond mesh, mortar bed, plaster over mortar bed, latex primer, and two coats of paint to the loading dock wall and ceiling. The damage to this area was noticed when the employees arrived to work in the morning. This restoration must be completed to bring the exterior shell of the building back to its original appearance.	\$ 5,345	\$ 5,199	97.26	Complete
256	FM-0051346	Los Angeles	Compton Courthouse	19-AG1	2	Electrical - Generator - Replace defective emergency generator coolant gaskets and manifold gaskets. Generator is leaking coolant which is an environmental issue and could fail without this work being done.	\$ 28,920	\$ 19,125	66.13	In Work
257	FM-0051347	Los Angeles	Compton Courthouse	19-AG1	2	Exterior Lighting / Tracing of existing controls and electrical issues that are affecting the poles. Restore voltage to (16) exterior poles by installing new wire. Install underground conduit (950 ft), wiring (4500 ft) and cutting of concrete / trenching of the dirt areas to expose damaged wiring and conduit to restore voltage to an additional (22) light poles. Install (7) 12 x4 x4 poles to match existing lighting.	\$ 112,074	\$ 74,115	66.13	Complete
258	FM-0051348	Los Angeles	Compton Courthouse	19-AG1	1	HVAC - Replace non-functioning air dryer to the HVAC system. This work was completed as a P1 emergency due to the entire building not having any air on Monday morning causing uncomfortable conditions.	\$ 4,352	\$ 2,878	66.13	Complete
259	FM-0051349	Los Angeles	Van Nuys Courthouse West	19-AX2	2	Fire/Life/Safety - Replace 30 defective smoke detectors, 10 pull stations, 12 magnetic door hold opens, 10 enunciators and 1 fire panel. Work is needed to pass required certification for fire alarm system.	\$ 40,532	\$ 32,620	80.48	In Work
260	FM-0051350	Santa Barbara	Santa Barbara Figueroa Division	42-B1	2	Grounds - Landscaping / Prune all palm trees on property and clean up ground after work is completed. Currently there are several palm trees throughout the campus have large dead palms that pose a potential safety hazard as well as tripping hazard if not removed.	\$ 8,988	\$ 8,988	100.00	Complete
261	FM-0051351	Alameda	Hayward Hall of Justice	01-D1	2	Electrical - Replace five (5) damaged telephones - Located in department holding cells. Interview phones were damaged by in custody persons.	\$ 2,454	\$ 2,454	100.00	Complete
262	FM-0051353	El Dorado	Johnson Bldg.	09-E1	2	HVAC - Hot Water Pump - Remove failed hot water pump #1, rebuild pump and reinstall. Work to include supply gaskets, work shaft, seal journals, install new bearings, oil seals, and mechanical seals.	\$ 3,065	\$ 3,065	100.00	Complete
263	FM-0051354	Modoc	Barclay Justice Center	25-A1	2	Exterior Grounds and Parking Lot - Replace rear and court entrance exterior steps and associated concrete walkways while re-using existing handrails. Steps and walkways are crumbling, cracking and chipping - causing safety issues and tripping hazards - These steps and walkways have been damaged over the years from use and from extreme cold conditions	\$ 14,904	\$ 14,904	100.00	In Work
264	FM-0051355	Los Angeles	Chatsworth Courthouse	19-AY1	2	Plumbing - Cut out a section of the existing 4 copper piping located at the booster pump manifold and install a 3 valve bypass system that will allow water to bypass the booster pump and supply water to all fixtures throughout the building. Currently there is water leaking from the pump fittings which is causing a slip and safety hazard.	\$ 4,983	\$ 4,176	83.80	Complete



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265	FM-0051360	San Bernardino	Joshua Tree Courthouse	36-E1	2	COUNTY MANAGED - Interior Finishes- Replace approximately 7,200 sq.ft. of ceiling tiles and T-Bar grid in the public lobby, corridor and hallway. Patch and seal corridor and hallway penetrations as needed. Existing ceiling tile is of age, bowing, and at times falling on to the floor creating a safety hazard to the public and staff.	\$ 30,676	\$ 30,676	100.00	In Work
266	FM-0051361	Kern	Bakersfield Superior Court	15-A1	2	HVAC - Remove and replace (1) 20 HP motor located in the air handling unit #21. Currently the Air Handler Unit is not working properly affecting the Jury Service Area making it uncomfortable for employees and jurors.	\$ 4,370	\$ 2,737	62.64	Complete
267	FM-0051363	San Bernardino	Rancho Cucamonga Courthouse	36-F1	2	Interior Finish - Replace damaged section of padded wall in holding cell. The padding was torn from a section of the wall by an inmate. The lack of padding presents a safety risk for the inmates.	\$ 3,378	\$ 3,378	100.00	Complete
268	FM-0051365	Glenn	Historic Courthouse	11-A1	2	Structural - During inspection following a recent earthquake, split roof rafters were found in the attic and a bulge in the south wall of the finance office. The scope of work provides for the addition and installation of 1-roof rafter and 1-post at 2 different locations in the attic, and the installation of plywood shoring bolted to the wall studs through the bulged section of wall in the finance office. The finance office section of the courthouse will be demolished during new construction.	\$ 4,094	\$ 4,094	100.00	Complete
269	FM-0051366	San Diego	Kearny Mesa Traffic Court	37-C1	3	Energy Conservation Project / 37E1_09272013LV1/Lighting and controls upgrade: 1. Retrofit (822) F32T8 fluorescent fixtures with new 25-watt lamps and new ballast. 2. Retrofit (2) 1x2 F20T12 fluorescent fixtures with new 17-watt lamps and new ballast. 3. Relamp (81) compact and linear fluorescent fixtures with new lamps. 4. Relamp (16) compact fluorescent fixtures with new LED lamps. Continued in Additional Work Description following FM Entrance Criteria.	\$ 144,556	\$ 144,556	100.00	In Work
270	FM-0051369	Sacramento	Gordon Schaber Sacramento Superior Court	34-A1	2	Security - Security Management System - Remove and replace the failing and obsolete security control module and in custody security management system. Unable to repair this critical component of court security for safe operations.	\$ 170,000	\$ 170,000	100.00	Complete
271	FM-0051372	Monterey	Salinas Courthouse-North Wing	27-A1	3	Energy Efficiency Project Install Variable Frequency Drive's on Cooling Tower fans with functioning CWT reset, Install duct static pressure reset to optimize economizer performance, install CHW and CW variable flow pumps to reduce energy consumption	\$ 195,482	\$ 195,482	100.00	In Work
272	FM-0051376	Alameda	George E. McDonald Hall of Justice	01-F1	3	Energy Efficiency project - Electrical - Installation of Occupancy sensor - install in (3) courtrooms occupancy sensors both infrared and ultrasonic sensors	\$ 9,325	\$ 9,325	100.00	In Work
273	FM-0051377	Orange	Central Justice Center	30-A1	2	Fire Sprinklers - Replace 600 basement sprinklers heads. The sprinklers heads are close to 50 years old and have recently failed. In the past few months the Court has had two sprinkler heads burst due to age and natural deterioration which caused flooding into basement parking area, evidence vault, and computer room storage. The drains in this area have been capped for many years, so a burst sprinkler can cause significant damage.	\$ 30,547	\$ 30,547	100.00	Complete
274	FM-0051380	Los Angeles	Pasadena Courthouse	19-J1	1	Plumbing - Flood mitigation / 3" Drain Line - Remove approximately 6 SF of ceramic tile and saturated drywall, replace leaking short section of sewer pipe at first floor women's public restroom. Replace drywall and install new ceramic tile where removed. Scope of work also includes Asbestos Containing Material abatement and file decontamination and restoration. The leak flooded the basement file storage. Work is needed to restore court operations in this area.	\$ 34,100	\$ 23,648	69.35	Complete





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275	FM-0051384	Solano	Law And Justice Center	48-A2	2	HVAC - Install New BAS Backup Software - Install new BAS software and program to allow backup of BAS system.	\$ 3,398	\$ 3,398	100.00	Complete
276	FM-0051386	Monterey	Monterey Courthouse	27-C1	3	Energy Efficiency Project - Change T12 Light bulbs to T8 bulbs, de-lamping of the four lamp recessed parabolic fixtures to two lamp recessed parabolic fixtures as a cost effective solution to reduce energy consumption and install photocell occupancy sensors in Court Exclusive Space to reduce energy consumption.	\$ 58,499	\$ 58,499	100.00	In Work
277	FM-0051390	Fresno	Fresno County Courthouse.	10-A1	2	HVAC - Remove inoperative filter advancement system and install a grid system to support filter bags of the same type and size that are used in other building air handlers - The existing filter advancement system is worn out and filters cannot properly be changed with this configuration.	\$ 4,592	\$ 4,592	100.00	Complete
278	FM-0051391	Los Angeles	Parking Booth-Edelman Court	19-Q2	2	Elevator - Replace defective door operator for garage Elevator #1. Work is needed to prevent elevator failures and possible occupant entrapments.	\$ 31,612	\$ 22,125	69.99	Complete
279	FM-0051392	San Diego	County Courthouse	37-A1	2	Plumbing - 4" Cast Iron Drain Line - Remove and replace 60 feet of 4 " cast iron piping, 1-combo, 1 wye, 2-clean outs, and reinstall in place with new no hub bands utilizing existing hangers and supports. Currently the 4" cast iron drain pipe coming from the third floor, running alongside of records office 042, is leaking, corroded and cracked.	\$ 3,438	\$ 2,662	77.42	Complete
280	FM-0051393	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	2	Parking Garage - Door Sensor - Install (4) photo sensors with reflectors, run conduit from photo sensors to the door operators. Currently, the bus bay doors have a touch sensors that would make the doors retract once it comes in contact with a person or bus. The photo sensors will decrease damage to the doors stop prior to making contact with a moving object.	\$ 3,809	\$ 3,809	100.00	Complete
281	FM-0051394	San Diego	Juvenile Court	37-E1	3	Energy Conservation Project / 37C1_09302013LV1 / Lighting and Controls Upgrade - 1. Retrofit (470) F32T8 fluorescent fixtures with new 25-watt lamps and new ballast. 2. Retrofit (216) 2x2 32W T8 "U-Bend" fluorescent fixtures with new reflector, 17-watt lamps and new ballast. 3. Retrofit (39) recessed Mercury Vapor fixtures by bypassing the ballast and installing new screw in 20W LED lamps. **Continued in Additional Work Description following FM Entrance Criteria.**	\$ 99,663	\$ 74,369	74.62	Awaiting Shared Cost Approval
282	FM-0051395	Alameda	Hayward Hall of Justice	01-D1	3	Energy Efficiency Project - Electrical - Lighting modifications - install occupancy sensors for restroom, install photocell for exterior corridors	\$ 8,427	\$ 7,441	88.30	In Work
283	FM-0051396	Alameda	Hayward Hall of Justice	01-D1	2	Sally Port - Sally Port Gate - Cut and remove damaged gate grille. Fabricate and reinstall grill and re-align - Gate at west end of sally port was damaged by a transportation bus collision.	\$ 578	\$ 578	100.00	Complete
284	FM-0051397	Los Angeles	Santa Monica Court Annex	19-AP3	2	Fire /Life/Safety - UPS Batteries - Replace (16) 12V 88AH batteries inside of the emergency lighting UPS. Currently emergency lighting system not holding for 90 min for the emergency lighting, if power out for longer than 90 min building will have no backup power to the lights or fire panel.	\$ 4,944	\$ 4,944	100.00	Complete
285	FM-0051398	Los Angeles	Chatsworth Courthouse	19-AY1	1	Electrical - Emergency Back up Generator - Remove and replace failed Emergency Generator fuel pump. Temporary generator brought in due to long lead time on parts to be delivered. Work is necessary to restore emergency power capacity to building in case of an emergency.	\$ 81,865	\$ 68,603	83.80	Complete



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286	FM-0051399	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Plumbing: Flood Mitigation 7th Floor / Failed Faucet Supply Line on 8th Floor Lockup area janitor's mop sink. Remove and replace two ceiling tiles, mop sink, approximately 70 SF of saturated drywall, one 1/2" water supply, approximately 40 SF of ceramic wall tiles and 48 SF of floor tiles at the mop sink room. Asbestos Containing Material scope of work included, set up of a 14' X 8' containment area, disinfect and clean affected areas, conduct bacterial and Asbestos Containing Material tests and abate Asbestos Containing Material materials at the 7th floor public hallway to include extraction of water in both floor areas and dry. Work is needed to prevent further building material damage and to normalize related court operations in this area. Majority of the works are done during after hours.	\$ 33,400	\$ 33,400	100.00	Complete
287	FM-0051400	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Plumbing - Domestic Water System - Replace 2 failed 15 HP pump assemblies, rebuild 1 failed 15 HP pump assembly, replace 3 Variable Frequency Drive's, replace main control module, rebuild 3 pressure regulators and install 3 new Y strainers. Remove and replace the failing control board and re-program the new Variable Frequency Drive's. Minor Asbestos abatement required on floors 3, 9 and 15. The domestic water pressure dropped and there was no water supply working pressure in almost three quarters of the building. Work is needed to restore domestic water pressure to building.	\$ 166,340	\$ 114,425	68.79	Complete
288	FM-0051401	Los Angeles	Pasadena Courthouse	19-J1	1	Plumbing - Water flood containment from toilet overflow, cleanup, dry-out and scrape, patch and paint water damaged walls. Toilet overflow was on the 6th floor with water reaching the 3d floor. Work is required to return this area to court operation.	\$ 22,610	\$ 22,610	100.00	Complete
289	FM-0051402	Sacramento	Carol Miller	34-D1	2	Grounds and Parking Lot - Reseal and Stripe "Paid" Parking Lot - Renew all asphalt parking lots and driveways (approx 220,000 sq ft) Repair 100 sq ft of failed asphalt, fill cracks, seal cost and restripe 454 parking spaces, ADA spaces and required painted signage. Install 15 sign posts, 30 signs, 6 stickers to aid parking lot operations & public notice of lot requirements and directions.	\$ 25,000	\$ 25,000	100.00	In Work
290	FM-0051403	Los Angeles	Stanley Mosk Courthouse	19-K1	2	DESIGN - Elevators, Escalators & Hoists - Design for Modernization of 8 old Elevator units - Work to include equipment, control, and electrical modernization and ADA/fire code compliance, Asbestos Containing Material Testing, Power and Emergency Generator Requirements. Elevators are outdated and parts are extremely difficult to locate when needed. Current code requires that a percentage of the elevators must be connected to the emergency generator and must operate the elevators in full control.	\$ 45,000	\$ 43,767	97.26	In Work
291	FM-0051404	Monterey	Salinas Courthouse-North Wing	27-A1	2	Fire Protection - Replace defective SD355 smoke detector with base in elevator mechanical room - provide (1) SD355 detector as spare - clean (4) additional smoke detectors	\$ 4,557	\$ 4,557	100.00	Complete
292	FM-0051405	San Diego	Kearny Mesa Traffic Court	37-C1	2	Plumbing / Pressure Jet the waste water cleanouts on the north wall of the Kearny Mesa facility, clean all the drinking fountains with Bio cleaner, replace missing strainers, and replace the fountain drain assembly. Currently, there are roaches coming out of the drain causing an unsanitary and unsafe environment for the visitors and staff at the courthouse.	\$ 4,215	\$ 4,215	100.00	Complete
293	FM-0051406	Alameda	Wiley W. Manuel Courthouse	01-B3	2	Plumbing - 2" Gate Valve - Remove and replace one leaking 2" gate valve - gate valve in 2nd floor ceiling outside public restrooms. Work will be performed after hours as the building water will need to be shut down. This work is above a hard ceiling area and is hard to access.	\$ 3,452	\$ 3,452	100.00	Complete
294	FM-0051407	Alameda	Wiley W. Manuel Courthouse	01-B3	2	Interior finishes - Replace broken restroom floor tile - Remove and replace approximately 20 square feet of tile and mortar substrate. The tile and substrate are failing causing a tripping hazard and a sanitary issue.	\$ 8,033	\$ 8,033	100.00	Complete





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295	FM-0051408	San Luis Obispo	Courthouse Annex	40-A1	1	Holding Cell - Replace Slats in Sally Port Door - Door currently inoperable due to damaged slats	\$ 5,616	\$ 2,793	49.74	Complete
296	FM-0051409	Santa Cruz	Main Courthouse	44-A1	2	Holding Cell - Grind hall and holding cell concrete floors (900 SqFt), acid etch, and install new polyurethane sealer - Correction Department inspection issued corrective action for unsanitary condition. Janitorial measures did not correct due to excess build-up from many years of use.	\$ 13,849	\$ 13,849	100.00	Complete
297	FM-0051411	Los Angeles	Stanley Mosk Courthouse	19-K1	2	Interior Surface / Install new Fire rated door in the 7th floor public hallway leading to the public Restrooms, near the escalators. The original door was removed for repairs and never returned. This work should be completed to bring the are back into code compliance.	\$ 5,458	\$ 5,308	97.26	Complete
298	FM-0051412	Los Angeles	Torrance Courthouse	19-C1	2	Electrical - Generator - Remove and replace the failed stabilizing resistor. Run generator to calibrate the voltage levels.	\$ 4,893	\$ 4,166	85.14	Complete
299	FM-0051413	Los Angeles	Alhambra Courthouse	19-I1	2	HVAC - Boiler Restoration - Remove and replace approx 88 leaking 2" 12 gauge boiler tubes, and restore to engineered specifications the tube sheets, bell roll tubes and burner head. Work is needed to maintain reliable boiler operation and provide adequate heat for building.	\$ 18,350	\$ 15,781	86.00	Complete
300	FM-0051416	Los Angeles	Santa Monica Courthouse	19-AP1	2	Interior Finishes - Isolate and contain area, remove all broken tiles and install new ones in place. Currently there are (20) Twenty - 9 x 9 broken floor tiles which contain Asbestos Containing Material. This must be addressed immediately due to the health a safety issue.	\$ 4,980	\$ 3,909	78.49	Complete
301	FM-0051417	Los Angeles	Alhambra Courthouse	19-I1	2	Plumbing - Backflow - Remove and replace the failed west end 3" backflow device. The domestic water backflow preventer failed annual testing and needs to be replaced to comply with code.	\$ 6,518	\$ 5,605	86.00	Complete
302	FM-0051418	Los Angeles	East Los Angeles Courthouse	19-V1	2	HVAC - Remove and replace failed (1) flame rod, (1) igniter, (1) blower wheel, test fire the boiler, and check operation.	\$ 7,817	\$ 6,075	77.72	Complete
303	FM-0051419	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	2	HVAC - Circulation Pump - Remove and replace the circulating pump due to failed seals, work also includes replacing 8 LF of copper pipe. Water is leaking on to the floor of the boiler room causing a slip hazard to anyone who walk into the boiler room.	\$ 3,077	\$ 2,154	69.99	Complete
304	FM-0051420	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Plumbing - Flood Mitigation - Water leak coming from the 4th floor, lockup cell # 6 flush valve assembly. The 2" pipe water supply line within the pipe chase leaked onto the 3rd floor public hallway, blocking the front entrance doors to Dept 35. Scope of work requires the removal and replacement of the defective 2" down pipe and elbow, complete with a vibration control brace to the toilet flush valve assembly's water supply line in the lockup. Also required was the need to erect a 15' X 15' containment room and conduct environmental testing on the 3rd floor contained space. Remove and replace damaged ceiling tiles on the 3rd floor hallway contained space.	\$ 5,840	\$ 5,840	100.00	Complete
305	FM-0051421	Contra Costa	Arnason Justice Center	07-E3	2	Exterior Shell - Replace 12 sq Ft of blast resistant glass a the rear of the jury assembly room - This pane of glass was damaged by a shotgun discharging	\$ 4,837	\$ 4,837	100.00	Complete
306	FM-0051423	San Diego	Kearny Mesa Traffic Court	37-C1	2	Landscaping - Remove and replace 81 broken sprinklers with new Rainbird shrub sprayers on 24" risers for planters and 4" Rainbird pop-ups for lawn areas. Remove and replace failed anti-siphon valve due to root damage. Currently lawn and shrubs are in distress due to the lack of water. These work must be performed to help bring the court's landscaping back to its intended appearance.	\$ 3,702	\$ 3,702	100.00	Complete



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307	FM-0051424	Alameda	Wiley W. Manuel Courthouse	01-B3	2	Plumbing – Flush Valve - Replace failed and leaking flush valve angle stop – Plumbing fixture that flush valve services is located in a 4th floor holding cell (#104-2). Angle stop and associated piping is located in a plumbing “chase” behind the holding cell wall. Perform remediation on 2nd, 3rd, and 4th floor areas damaged by water.	\$ 3,292	\$ 3,292	100.00	Complete
308	FM-0051425	Orange	Central Justice Center	30-A1	2	HVAC - Replace existing failed Variable Frequency Drive with new 25hp ABB Variable Frequency Drive AH2A. The Variable Frequency Drive is affecting the air flow to chambers and offices on the 3rd floor. System is operating at 100% and cannot be adjusted or bypassed. Major safety issue with disconnect as well: metal bracket has fallen off and disconnect cannot be shut off	\$ 8,173	\$ 7,451	91.17	Complete
309	FM-0051426	Orange	North Justice Center	30-C1	2	Exterior Shell - Remove broken, loose and spalding concrete in 36 locations on the west and south exterior walls. Set form and fill in missing concrete with vertical polymer concrete; epoxy pressure inject Polybond 9527 epoxy resin into approximately 75 LF of random cracks. Remove and replace expansion joint sealant at 17 locations. One chunk of cement has already fallen off.	\$ 13,049	\$ 11,785	90.31	Complete
310	FM-0051427	Los Angeles	Van Nuys Courthouse West	19-AX2	1	Elevator - Replace main contactor for Elevator #7. Work is necessary to return elevator to operation.	\$ 5,300	\$ 5,300	100.00	Complete
311	FM-0051428	Contra Costa	Danville District Courthouse	07-C1	2	Exterior Shell - Add the building address in 12 inch raised letters and numbers below the building name; This work requires a lift and must be done off hours - This work was listed as a deficiency by the State Fire Marshal during inspection.	\$ 5,730	\$ 5,730	100.00	Complete
312	FM-0051429	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	1	Plumbing - Hydro jet all floor drain in the basement kitchen which are clogged. This work was completed as a P1 emergency due to black water emerging from the clogged drain lines which is a safety issue to the employees and visitors to the courthouse.	\$ 3,289	\$ 3,289	100.00	Complete
313	FM-0051431	Alameda	Hayward Hall of Justice	01-D1	3	Energy Efficiency Project - HVAC - Energy Modifications - Return Economizer to design intent and operations, modify Condenser water temp , install Variable Frequency Drive on Return Fans (2). projected saving 246,992 kWh per year, Rebates of \$24,138 on this work	\$ 217,204	\$ 191,791	88.30	Awaiting Shared Cost Approval
314	FM-0051432	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	1	Plumbing - Replace 40 lin. ft. of leaky 8" fire water main pipe (below ground) and re-route above ground. Work is necessary to restore fire sprinkler pressure to building.	\$ 65,000	\$ 65,000	100.00	Complete
315	FM-0051433	Los Angeles	Compton Courthouse	19-AG1	1	Plumbing - Replace defective domestic water pump #3, three CLA valves and three PRV's on several floors. Work is needed to restore adequate water pressure to building.	\$ 80,100	\$ 52,970	66.13	Complete
316	FM-0051434	Los Angeles	Long Beach Courthouse	19-Y1	1	Plumbing - Condensation Lines - Replace two (2) cracked leaking cast iron condensate drain lines (10' vertical and 5' horizontal). Work to include minor drywall removal and replacement to access the pipe in the wall and ceiling tile replacement to both access the pipe below but also due to moisture. Work is needed to stop leaks in Jury room #11 which threaten to disrupt court business.	\$ 27,000	\$ 27,000	100.00	Complete
317	FM-0051435	Los Angeles	Long Beach Courthouse	19-Y1	1	Elevators - Generator and Circuit Board - Remove and replace defective elevator generator and circuit board. Work is necessary to restore required elevator operation.	\$ 37,900	\$ 37,900	100.00	Complete
318	FM-0051436	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Plumbing - Replace defective, leaky drain line for 8th floor mop sink. Install Asbestos Containing Material containment in 7th floor public hallway. Abate Asbestos Containing Material in fire cladding adjacent to piping. Work is necessary to return this area back to courthouse operation and prevent building material damage.	\$ 24,260	\$ 24,260	100.00	Complete



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319	FM-0051437	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Plumbing - Damaged Drain Lines affecting three building levels - Remove and replace three leaking 3" drain pipes and P-traps, one 2" drain line and P-trap, approximately 50 feet of 4" drain line, 10 feet of 3" drain line and 2 feet of 2" drain line which also include wrap-around band clamps, three straight and reducing Y-connectors. work is at a height of 20 feet and will require the use of high reach equipment. Conduct bacterial testing at all three levels of the affected areas and clean-up bio-hazard waste liquid spill on the first floor cafeteria's kitchen, S-level dock area and P-level dock area until completion of approximately 1600 SF.	\$ 31,150	\$ 31,150	100.00	Complete
320	FM-0051438	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Plumbing - Sewage Pumps - Remove, rebuild and reset two 5 HP motor-sewage pit pumps and replace both sets of float valves. Remove and legally dispose of 3- fifty gallon- drums of bio hazard waste materials to access the failing pump accessories and float valves. Inefficient pumps and failing controls causing the waste pit to back up, threatening a possible sewage spill and serious health and safety hazards.	\$ 65,195	\$ 44,848	68.79	Complete
321	FM-0051439	Los Angeles	Michael D. Antonovich Antelope Valley Courthouse	19-AZ1	2	Electrical - Spill Containment - Construct two secondary containment berms with draining plugs around the existing diesel fuel storage tank. This is a required action to comply with EPA regulations.	\$ 2,982	\$ 2,192	73.51	Complete
322	FM-0051440	San Mateo	Traffic/Small Claims Annex	41-A2	2	Exterior Shell - Remove/scrub off graffiti from window	\$ 199	\$ 199	100.00	Complete
323	FM-0051441	Santa Cruz	Main Courthouse	44-A1	2	Fire/Life/safety - Exit Signage - Install lighted exit signage (14) at Court room exits - There is currently no lighted exit signage in Court rooms.	\$ 5,963	\$ 5,963	100.00	Complete
324	FM-0051442	Los Angeles	Airport Courthouse	19-AU1	1	HVAC - Replace non-functioning motor for Air Handler Unit #4. This work was performed as a P1 emergency due to no air to the basement and all of the lock up area which created a safety issue.	\$ 3,848	\$ 3,848	100.00	Complete
325	FM-0051443	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Plumbing - Clear out backed up floor drain in lockup area and mitigate water damage to ceiling tiles and perform containment/cleanup on 3rd floor hallway. Work is needed to return area to normal court operation.	\$ 10,320	\$ 10,320	100.00	Complete
326	FM-0051444	Los Angeles	Inglewood Courthouse	19-F1	1	Plumbing - Remove water heater and install new water heater, piping, and earthquake strapping. This work was completed on a P1 emergency due to the domestic hot water heater having a hole in the pan, allowing water to drip onto the pilot/burner assembly and the building being left without hot water which is a health and safety issue.	\$ 5,978	\$ 5,978	100.00	Complete
327	FM-0051445	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Electrical - Install (1) photo eye and replace damaged gate parts caused by deputy vehicle. Work is necessary to restore safety door stop function to gate. Further damage is probable without this feature.	\$ 9,355	\$ 9,355	100.00	Complete
328	FM-0051446	Alameda	Wiley W. Manuel Courthouse	01-B3	2	Fire Sprinklers - Replace Leaking Sprinkler Head (1) - Isolate and drain the fire system on the 5th floor. Put the building fire alarm system in test. Perform fire watch. Remove and replace leaking fire sprinkler head. Refill fill system and check for leaks. Reset fire alarm system.	\$ 2,994	\$ 2,994	100.00	Complete
329	FM-0051447	Los Angeles	Downey Courthouse	19-AM1	2	HVAC - Remove and install new blower wheel, Hub, motor, shaft bearings, switch, and belt for exhaust fan #3. These replacements must be completed to bring the exhaust fan back to service and stop the noise that is disrupting the courtrooms.	\$ 4,236	\$ 3,546	83.70	Complete
330	FM-0051448	Los Angeles	Inglewood Courthouse	19-F1	2	HVAC - Complete overhaul of Chiller #2. Work is needed to return chiller to operation. Currently only one chiller is operational. If that Chiller goes down, the court will not have cooling.	\$ 68,637	\$ 51,176	74.56	Complete



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331	FM-0051449	Santa Clara	Santa Clara Courthouse	43-G1	1	Fire Life Safety - Replace failed main fire system control panel board and dialer. Fire watch was performed while replacement took place and system was back on line to ensure safety of the building and court staff.	\$ 9,505	\$ 9,505	100.00	Complete
332	FM-0051450	Los Angeles	Pasadena Courthouse	19-J1	1	HVAC - Replace hot & chilled water valves for Air Handler Unit #1. Work is required to restore safe operation of unit and to maintain adequate temperatures to courthouse.	\$ 10,360	\$ 7,185	69.35	Complete
333	FM-0051451	Los Angeles	Metropolitan Courthouse	19-T1	1	Plumbing - Replace 10' section of 3" cracked pipe that is leaking from the ceiling into Department 74 Courtroom. This SWO was completed as a P1 emergency to return the courtroom back to its original appearance for the safety of the court staff and visitors.	\$ 10,405	\$ 10,405	100.00	Complete
334	FM-0051452	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Elevator - Replace faulty electrical breaker for Elevator #11. Breaker is tripping and could cause potential hazard of elevator outages or entrapments.	\$ 11,855	\$ 11,855	100.00	Complete
335	FM-0051453	San Diego	East County Regional Center	37-11	2	Electrical - Install three new exit signs not present on 8th floor; relocate 4 exit signs in proper locations and install one new exit sign on first floor public area. Remove and replace all damaged ceiling tiles after relocations and installations. This must be completed per the Fire Marshall's correction notice, items 25 B, C.	\$ 9,546	\$ 6,464	67.71	Complete
336	FM-0051454	Los Angeles	Inglewood Courthouse	19-F1	2	HVAC - Fan Motor - Remove and replace the burned out 25 HP supply fan motor for Air Handler Unit #5. Without replacing the supply fan, the six floor of the courthouse would not have a/c.	\$ 3,773	\$ 2,813	74.56	Complete
337	FM-0051455	Los Angeles	Santa Monica Courthouse	19-AP1	2	HVAC - Replace stuck inlet louvers on Cooling Tower #1; replace stuck inlet louvers on Cooling Tower #2, replace defective vibration cut-off switch and clean and paint severely rusted support beams at bottom of tower. All work is necessary or cooling tower could fail leaving building without adequate cooling.	\$ 15,316	\$ 12,022	78.49	Complete
338	FM-0051456	Los Angeles	Inglewood Courthouse	19-F1	2	HVAC - Replace defective fan wheel, shaft, bearing etc., on garage CO fan. Work is needed to return fan to service and to maintain fresh air supply to parking garage.	\$ 19,675	\$ 14,670	74.56	In Work
339	FM-0051457	Los Angeles	Downey Courthouse	19-AM1	1	Electrical - Replace shorted underground sensor wire loop to the sally port exit gate. This work was completed as a P1 emergency due to the gate not opening and closing on command making it a security and safety hazard.	\$ 4,590	\$ 4,590	100.00	Complete
340	FM-0051458	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	2	Elevator - Failed Door Edge - Remove and replace the door edge on the In Custody Elevator #12. The door edge has failed causing an entrapment.	\$ 2,411	\$ 2,411	100.00	Complete
341	FM-0051460	Sacramento	Gordon Schaber Sacramento Superior Court	34-A1	2	HVAC - Compressor Motor - Remove and rebuild failed compressor motor. Install new breaker switch - Removal and restoration is necessary to ensure HVAC system is operational	\$ 6,441	\$ 6,441	100.00	Complete
342	FM-0051461	Orange	Central Justice Center	30-A1	2	HVAC - Air Handler Unit #2 - Abate asbestos insulation on five 3" chilled water butterfly valves. The valves currently cannot be closed and are in need of replacement. The abatement is required prior to the valve replacement.	\$ 4,395	\$ 4,007	91.17	Complete
343	FM-0051462	Los Angeles	Sylmar Juvenile Court	19-AF1	1	COUNTY MANAGED - Plumbing - Replace Air Handler Unit drip pan and drain line. Provide 24 hour remediation service for excess water. Restore water damage to Men's and Women's public restroom. Conduct air samples.	\$ 5,689	\$ 1,952	34.31	In Work
344	FM-0051463	Los Angeles	West Covina Courthouse	19-X1	2	Interior Finish - Door Hardware (2 Sets) - Remove and replace hardware to four (4) doors with new panics, pivots, and mullion for proper locking and closing operations. Currently the doors do not lock and the public can walk into this area during non-operational hours which is a safety concern.	\$ 4,330	\$ 3,594	83.01	Complete



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345	FM-0051464	Solano	Hall of Justice	48-A1	2	HVAC - Replace Bearing, Sheaves and Belts, Balance - for Air Handler Unit #2 supply fan, Replace 2 Pillow block bearings, 1 sheave and belts, balance fan for proper operations	\$ 12,343	\$ 12,343	100.00	Complete
346	FM-0051465	Los Angeles	Parking Structure Lot 48 Van Nuys Court Complex	19-AX6	2	Electrical - Install and provide (6) 400 watt halide lamps and ballasts at three light poles, using a 40 foot boom lift, on the third level of the parking garage. Currently, there is no lighting on the roof level of the parking garage which makes it a safety situation for the people who park there.	\$ 2,900	\$ 2,602	89.74	Complete
347	FM-0051466	Los Angeles	Norwalk Courthouse	19-AK1	2	Electrical - Replace (50) malfunctioning emergency light fixtures. Due to malfunctioning internal circuitry and dead batteries 50 emergency light fixtures are not lighting up and must be corrected for safety purposes. These malfunctioning emergency lights were identified during a recent maintenance inspection.	\$ 4,868	\$ 4,139	85.03	Complete
348	FM-0051467	Los Angeles	Mental Health Court	19-P1	2	Electrical - Replace egress lights and batteries to all failed emergency lighting through out the building. Currently, most of the emergency lighting in the building has failed the annual PM and must be in good working condition for the safety of the building.	\$ 5,139	\$ 3,665	71.31	Complete
349	FM-0051468	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	HVAC - Remove and replace one failed supply fan shaft in Air Handling Unit (AHU) 14-3. This failed AHU deprives the southeast quarter portion of the building's 13th and 14th floors of needed supply of conditioned air. This job was done afterhours.	\$ 7,770	\$ 7,770	100.00	Complete
350	FM-0051469	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Plumbing: Water leak coming from the 4th floor lockup cell #9 broken sink push button , toilet water supply line to the flush valve assembly and angle stop. The leak thru the pipe chase penetrated down to 3rd floor public hallway in front of Dept 31 damaging at least three 2' X 2' ceiling tiles and slow drips onto hallway floor. Isolation Asbestos Containing Material containment 8' X 8' X 10' H and ante room plastic containment 3' X 3' X 6' H were set up in accordance with PASbestos Containing Material/Asbestos Containing Material plan procedures. Testing for Asbestos Containing Material prior and after remediation has to be conducted.	\$ 3,700	\$ 3,700	100.00	Complete
351	FM-0051470	Los Angeles	Alhambra Courthouse	19-11	1	Exterior Finishes - 4th Floor Glazing - remove and replace one 4'X9' piece of safety rated glazing that was damaged while the county was moving furniture. Work will require a street closure permit, high reach equipment and board up of the compromised area. County to reimburse.	\$ 10,260	\$ 10,260	100.00	Complete
352	FM-0051471	Los Angeles	Beverly Hills Courthouse	19-AQ1	2	Plumbing - Replace inoperable drinking fountain at ground floor lobby. Existing drinking fountain has failed and manufacturer has discontinued replacement parts.	\$ 4,872	\$ 3,874	79.52	Complete
353	FM-0051472	Los Angeles	Beverly Hills Courthouse	19-AQ1	2	VANDALISM - Grind out and buff etched in graffiti at the stainless steel inner elevator doors. After removal, furnish and install anti-graffiti film on doors and side panels.	\$ 4,989	\$ 3,967	79.52	Complete
354	FM-0051474	Los Angeles	Huntington Park Courthouse	19-A1	2	EXTERIOR - Replace damaged sidewalk with new concrete sidewalk at 3 exit door locations. Current condition poses a trip hazard to all that occupy the facility.	\$ 3,418	\$ 3,199	93.60	In Work
355	FM-0051476	Los Angeles	Pomona Courthouse South	19-W1	2	Elevator (Wheelchair lift) - Units 1 - 4, Replace defective parts, make adjustments, service and return units to safe operation. Currently units operate with the door open which is unsafe for public use. This work is required to maintain ADA code compliance.	\$ 33,950	\$ 30,942	91.14	In Work
356	FM-0051477	Los Angeles	Pasadena Courthouse	19-J1	2	Interior finish - Flood restoration - Remove excess epoxy on wall from structural wall work. Replace 10 SF of damaged floor tile and prime and paint approximately 120 SF of wall. Work is needed to eliminate potential toxic substance from public area.	\$ 6,140	\$ 4,258	69.35	Complete



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357	FM-0051480	Fresno	B.F. Sisk Federal Courthouse	10-O1	1	Plumbing - Clean up remediation - 1st floor public, Family Support, public and employee restroom hallways and southeast staff restroom. Clear drain line to city clean out, removing roots, in-custody debris creating obstruction. Repair wall damage, mitigate mold growth, clean and replace damaged carpeting with existing back-stock in Self Help, Break room, and (4) offices	\$ 126,491	\$ 126,491	100.00	Complete
358	FM-0051481	Los Angeles	El Monte Courthouse	19-O1	2	HVAC - Chiller - Replace failed new oil sump thermostat and cable. Work must be performed to bring the chiller back to proper working conditions.	\$ 2,900	\$ 1,685	58.12	Complete
359	FM-0051482	Los Angeles	Compton Courthouse	19-AG1	1	Plumbing - Replace failed 4' section of piping and associated p-trap. Scaffolding required to reach piping. Asbestos Containing Material testing required. Leak in 1st floor sheriff's locker room. Work is needed to prevent flooding, building material damage and return area to court use.	\$ 8,210	\$ 8,210	100.00	Complete
360	FM-0051483	Merced	New Downtown Merced Courthouse	24-A8	1	Grounds - Replace failed sally port gate operator and loop box for North sally port gate.	\$ 6,285	\$ 6,285	100.00	Complete
361	FM-0051484	Los Angeles	Stanley Mosk Courthouse	19-K1	2	COUNTY MANAGED - COGEN System Modification/Restoration - Rebuild the Low Pressure Turbine LM2500 with damaged blades, shrouds, and casing, Replacement of the Multi-stage Backpressure Turbine and foundation footings support structure, MAVR/Line Sync Module, CEMS Cabinet, Cooling Tower refurbishments, Di-Sep, All Boiler Burner O2 monitor replacement, Fin Fan Cooler, Generator #3 ARU, and #4 CRU, HP/LP steam modifications for new turbine. Components are failing and project is required to better utilize the steam production system more efficiently. Engineering drawings/reproductions are included in the cost. THIS PROJECT WILLO BE DIVIDED BY FOUR BUILDINGS	\$ 848,390	\$ 848,390	100.00	In Work
362	FM-0051488	Los Angeles	Van Nuys Courthouse West	19-AX2	2	Exterior shell - Replace old failing fire exit doors. Remove and replace one set of 3' x7' steel exterior doors, work includes new hinges and emergency exiting hardware. These doors are severely rusted and the structural integrity of the doors has failed.	\$ 5,490	\$ 4,418	80.48	Complete
363	FM-0051489	Los Angeles	Van Nuys Courthouse West	19-AX2	2	Fire Protection - Replace the following missing items on all 7 floors: signage, bell cages, escutcheons, sprinkler heads, hangers, and cover plates. Replace the following corroded items on all 7 floors: pipes, sprinkler heads, and escutcheons. Correct the spacing between sprinkler heads that are too close together and replace the locations of all blocked sprinkler heads. These deficiencies were identified on the Reg 4 correction list.	\$ 33,990	\$ 27,355	80.48	In Work
364	FM-0051493	San Diego	County Courthouse	37-A1	1	Electrical - Generator Restoration - Re-core radiator, replace hoses, gaskets, water pump, nozzles and o-rings on emergency generator. Currently the emergency generator is not functioning properly due to the leaking radiator, hoses, and water pump. During an outage, there would be no emergency power which is a safety concern for the building. Interim rental unit required.	\$ 44,754	\$ 34,649	77.42	Complete
365	FM-0051494	Los Angeles	Compton Courthouse	19-AG1	1	Plumbing - Replace leaky section of 6" black iron standpipe and failed isolation valve. Work is needed to stop flood damage to building materials and prevent false fire alarms.	\$ 25,900	\$ 25,900	100.00	Complete
366	FM-0051495	Los Angeles	El Monte Courthouse	19-O1	1	HVAC - Clean cooling tower fill, replace defective motor assembly parts - Tower 1, replace defective drain valves & piping for Towers 1 & 2, replace inlet louvers, fill media and seal water leaks - Towers 1 & 2.	\$ 3,189	\$ 3,189	100.00	Complete





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367	FM-0051496	San Diego	South County Regional Center	37-H1	2	Fire Protection - Door Motors - Remove and replace the failing fire door motors at traffic windows H, I, J, & K. Currently the fire door motors are starting to go out and could halt process of business at all four windows if they are not replaced.	\$ 3,570	\$ 3,570	100.00	Complete
368	FM-0051497	Los Angeles	Downey Courthouse	19-AM1	2	Elevators, Escalators & Hoist / Remove and replace cracked loop stick. Currently, the elevator is non-functional with the doors closed due to the non-functioning loop stick. This work must be completed to prevent further entrapments of the visitors to the courthouse.	\$ 20,137	\$ 16,855	83.70	Complete
369	FM-0051498	Sacramento	Carol Miller Justice Center	34-D1	2	Plumbing – Back Flow Preventer (BFP) failed. Replace with new BFP and certify.	\$ 5,820	\$ 5,820	100.00	Complete
370	FM-0051499	Solano	Solano Justice Building	48-B1	2	Interior Finish - Replace lockset - Remove failed lockset. Install new lockset with custom fabricated 3" offset due to door soundboard insulation. Key new lockset to existing keyway.	\$ 2,478	\$ 2,478	100.00	Complete
371	FM-0051500	Solano	Solano Justice Building	48-B1	2	Electrical - Remove shorted abandoned wiring within hold cells and rewire to current code. Remove and replace shorted and failed exhaust fan motor. Holding cell lighting circuits have tripped due to failed wiring.	\$ 3,207	\$ 3,207	100.00	Complete
372	FM-0051501	Solano	Solano Justice Building	48-B1	2	Plumbing - Replace Piping - cut into existing pipe in wall and remove blockage, replace piping ( 6 Lin Ft ) with no hub connections	\$ 3,031	\$ 3,031	100.00	Complete
373	FM-0051502	Solano	Hall of Justice	48-A1	2	Fire Sprinklers - Sprinkler Heads/Drain Line - Restore the existing fire sprinkler system by replacing 12 damaged sprinkler heads, extending the discharge piping to the outside of the structure and adding a main drain and water motor bell discharge. System found deficient during the annual PM.	\$ 7,998	\$ 5,824	72.82	Complete
374	FM-0051504	Contra Costa	Danville District Courthouse	07-C1	2	Exterior - parking lot - Cold mill 223 Sqft of asphalt to a depth of 3 inches; Fill 1200 lineal feet of cracks with asphalt; Install 6600 SqFt of slurry seal asphalt; Restripe 6400 lineal feet; Add 6 directional arrows; Provide blue striping for 2 handicapped spaces; install 12 new signs and posts. Work to be done off hours This is a safety issue, there are numerous tripping hazards from cracks and tree roots. There has been at least one request for medical reimbursement.	\$ 75,534	\$ 75,534	100.00	In Work
375	FM-0051505	Modoc	Barclay Justice Center	25-A1	2	HVAC - replace 4 Rheem condenser units with SEER 13 units and 4 evaporator coils with 3.5-ton coils. Courthouse HVAC system has completed furnace replacement and this portion of the system is needed to ensure comprehensive system, efficiency, and cost savings.	\$ 15,234	\$ 15,234	100.00	In Work
376	FM-0051506	Contra Costa	Family Law Center	07-A14	2	Exterior Shell - Remove a total of 4 entrance and exit doors; replace failed hinges and latching hardware on each door; Re-install doors; Work to be done on overtime. Hinges are bent and door latching hardware has worn out, and the doors are not closing properly.	\$ 3,755	\$ 3,755	100.00	Complete
377	FM-0051507	Sacramento	Gordon Schaber Sacramento Superior Court	34-A1	2	Electrical - Replace 13 existing metal halide wall packs with energy efficient LED wall packs. Properly dispose 13 metal halide fixtures. - Existing metal halide lighting is not cost effective. Existing lighting is creating lighting issues and dark spots along secure driveway to judges parking.	\$ 8,146	\$ 8,146	100.00	Complete
378	FM-0051508	Modoc	Barclay Justice Center	25-A1	2	Exterior Shell- Remove and replace failed 7'x3' storefront doors (2), approximately 120 SF of storefront glazing system and fifteen (15) single 3'x6' store front dual glazed windows. Work includes installation of new panic hardware and continuous hinges. Doors and hardware have degraded to a point that the building is no longer secure and the window seals and frames have failed .	\$ 65,257	\$ 65,257	100.00	In Work



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379	FM-0051509	El Dorado	Juvenile Hall	09-G1	2	Electrical - Supply and install 5 emergency exit lights in Secure area of Juvenile Courthouse 09-G1. Install rigid conduit with wire, install lights. Requires two installers during after hours due excessive noise from drilling masonry block and removing the ceiling tiles. This will require travel to and from work site - There are no emergency exit lights in the rear staff areas of the building.	\$ 8,170	\$ 8,170	100.00	Complete
380	FM-0051510	Los Angeles	Compton Courthouse	19-AG1	1	Plumbing - Replace leaky water pipe in Department N chambers, 12th floor. Abate Asbestos Containing Materials, Dehumidify office and hallway areas; patch and paint walls, re-secure carpeting, needed containment, remediation and cleanup. Work required to stop flooding and further damage to building materials.	\$ 15,158	\$ 15,158	100.00	Complete
381	FM-0051511	San Diego	County Courthouse	37-A1	2	Fire Protection - Hydro FM-200 tank. Work required every 5 years per code (past due). Also this work is required to complete PM.	\$ 7,200	\$ 7,200	100.00	Complete
382	FM-0051512	Humboldt	Humboldt County Courthouse (Eureka)	12-A1	2	Electrical - Add Additional Power - due to overloaded circuits ,Install one(1) two gang wire mold outlet drop at east desk in room 224 and two (2) two gang outlets in front of west desk and install plug mold on kick plate of furniture with whip to new dedicated outlet on wall. In room 228 install two single outlets with wire mold using existing circuits in the room.	\$ 3,083	\$ 3,083	100.00	Complete
383	FM-0051513	Los Angeles	Van Nuys Courthouse East	19-AX1	2	HVAC - Replace defective fuel leak detection system for emergency generator with new V/R TLS300C console, overfill alarm and acknowledgement switch. Operational system required by code	\$ 27,471	\$ 24,652	89.74	Complete
384	FM-0051514	Contra Costa	Arnason Justice Center	07-E3	2	HVAC - Replace faulty temperature sensor in main supply duct; insure proper signal to BAS - Signal from existing sensor is fluctuating and causing the associated mechanical equipment to cycle. The cycling causes excess wear and tear on the equipment as well as a waste of energy.	\$ 4,370	\$ 4,370	100.00	Complete
385	FM-0051515	San Diego	County Courthouse	37-A1	2	Roof - Restore Roof Sections - Remove bubbling cap sheet elastomastice and fabric and several areas where mastic and fabric of the curb corners and drain laps that are starting to separate and fail. Prep and re-roof these roof and curb sections to maintain a weather tight building. These repairs must be completed before the rainy season to keep some potential leaks from occurring in various courtrooms.	\$ 2,300	\$ 1,781	77.42	Complete
386	FM-0051517	Contra Costa	George D. Carroll Courthouse	07-F1	3	Energy efficiency project - HVAC - Increase economizer lockout temperature; Add interface to chiller; Program chiller water supply temperature reset based on Air handler demand. - Energy savings \$1400.00 per year.	\$ 21,152	\$ 15,862	74.99	In Work
387	FM-0051518	Los Angeles	Pomona Courthouse South	19-W1	1	Plumbing - Flood Mitigation / Failed Drinking Fountain - Water leaked from the 5th floor's Jury deliberation room's drinking fountain's defective spout valve affecting approximately 435 SF of carpeted and tiled floor area in department N on the 5th floor; 4th floor Department 281 and Department F on the 3rd floor ceiling and floor affected areas of approximately 700 SF total. Three containment rooms were erected; Asbestos Containing Material testing were conducted and contained areas were dried overnight along with the soaked carpeted floor areas in Department N employing 2 dehumidifiers and 8 air movers altogether. Ceiling structural fire proofing materials were abated in both Dept 281 and Dept F and numerous ceiling tiles were replaced. The drinking fountain was taken out of service and will be permanently removed from the room, water supply line capped.	\$ 22,367	\$ 22,367	100.00	Complete





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388	FM-0051520	Alameda	Gale - Schenone Hall of Justice	01-E1	2	Electrical - Failing Stand By Generator - Remove and replace coolant, freeze plug, alternator, AC amp meter, air filter and Run indicators lights. Scope of work includes removing the immersion heater to access the freeze plug.	\$ 2,859	\$ 2,859	100.00	Complete
389	FM-0051522	Los Angeles	Airport Courthouse	19-AU1	2	Elevator - Replace worn elevator isolation pads for Elevators 1 through 7. Work is needed to prevent further extensive damage to the elevator sheaves and ropes.	\$ 277,578	\$ 214,207	77.17	Unfunded
390	FM-0051523	Los Angeles	Pomona Courthouse South	19-W1	2	HVAC - Chiller #1, replace motor bearing and seal on liquid line. Work includes removing and replacing refrigerant. Work is necessary to maintain required courthouse temperatures. Leaky motor bearing and bad seal is causing extreme surging and vibration in Chiller.	\$ 18,450	\$ 16,815	91.14	In Work
391	FM-0051524	Placer	South Placer Justice Center	31-H1	2	Interior Finishes - ADA compliance required - Install remote door controllers and automatic electric door hardware to control single door for two sets of entrance doors and one exit set of doors, three doors total, to meet ADA requirements. Currently entrances and exits do not meet ADA requirements and a formal complaint has been filed with the court. Electrical circuit is required to be run to door header.	\$ 14,784	\$ 14,784	100.00	Complete
392	FM-0051525	Fresno	Fresno County Courthouse.	10-A1	2	Fire Protection - Replace existing evacuation signage in 22 staff and public elevator lobbies with 22 new signs with correct maps and instructions. Combine map and instructions onto one sign and obtain proof for Court and Fire Marshal approval. Remove existing signs with care to protect walls; repair walls as needed or install blank plate to wall onto which new signs are affixed - Existing signage provides incorrect path of travel and/or emergency instructions thereby jeopardizing safety.	\$ 6,994	\$ 6,708	95.91	In Work
393	FM-0051528	Sacramento	2850 Gateway Oaks - JCC AOC North - Finance	59-F3	2	HVAC - Remove failed fan motor. Installing new fan motor. - To restore cooler unit to ensure cooling standards are met. Current system is non operational.	\$ 3,500	\$ 3,500	100.00	Complete
394	FM-0051529	Madera	Sierra Courthouse	20-D1	2	HVAC - Remove programmable t-stat and wiring to all package units, and install 5 Honeywell Focus Pro TH6320WF Wi-Fi t-stat and new wiring - To allow the courts and the service provide to respond in a faster timely manner on temperature issues.	\$ 4,173	\$ 2,838	68.00	Complete
395	FM-0051530	Los Angeles	Compton Courthouse	19-AG1	1	Plumbing - Replace failed Copper "t" pipe coupling in Judge's secure hallway on the 4th floor. Work area approximately 25 sw. ft. and 3' of copper replacement required. Asbestos Containing Material containment, water cleanup and replace water damaged ceiling tiles. Work is necessary to stop continued water damage and to return this area to court use.	\$ 9,360	\$ 9,360	100.00	Complete
396	FM-0051531	Los Angeles	El Monte Courthouse	19-O1	2	Plumbing - Replace 5 defective, leaky hot water valves and associated piping. Work is needed to maintain boiler operation and required heating for building.	\$ 5,960	\$ 3,464	58.12	Complete
397	FM-0051532	Los Angeles	Compton Courthouse	19-AG1	1	HVAC - Locate source of pneumatic leaks and replace defective parts and seal connections as required. Work is necessary to return operation to hot water valves and building to proper temperatures.	\$ 6,070	\$ 6,070	100.00	Complete
398	FM-0051533	Sacramento	Juvenile Courthouse	34-C2	2	HVAC - Replace failed 50-HP Variable Frequency Drive for Cooling Tower #2 existing Variable Frequency Drive completely failed, putting the Court's cooling capacity in danger - failure to replace this Variable Frequency Drive will result in cooling tower #1 being unable to keep the Court cool by itself	\$ 7,286	\$ 7,286	100.00	Complete
399	FM-0051536	Los Angeles	Pomona Courthouse North	19-W2	2	HVAC - Replace defective shaft seal on Compressor #2 and add 221 lbs of R-22 refrigerant. Work is needed to prevent further loss of refrigerant and to maintain proper operation of compressor and building A/C.	\$ 8,600	\$ 8,278	96.25	Complete



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400	FM-0051537	Monterey	Monterey Courthouse	27-C1	2	Interior Finishes - Mold Remediation - visible mold was found on the wall panel under the window in Chambers 17 and 16. Test was conducted and mold was found to be a type that causes infection and respiratory issues. Immediate clean-up approved.	\$ 4,160	\$ 4,160	100.00	Complete
401	FM-0051538	Santa Clara	Palo Alto Courthouse	43-D1	1	Electrical - Install temporary back up generator, to maintain building coverage while trouble shooting fuel problem on main generator. Remove and replace components to place main unit back in full service.	\$ 12,336	\$ 12,336	100.00	Complete
402	FM-0051539	Los Angeles	San Fernando Courthouse	19-AC1	2	Roof - Roof Overlay - Prepare approximately 12,800 Sqft to apply a new 3 ply cold process roofing system with emulsion, to include flood coat asphalt emulsion in between all 3 ply sheets over existing built up roof. Apply 3 coats of new title 24 white acrylic elastomeric coating to include primer, base and top/final coat.	\$ 96,000	\$ 80,074	83.41	Complete
403	FM-0051540	San Diego	North County Regional Center - South	37-F1	1	COUNTY MANAGED - Elevators - Hoist ropes on four (4) public elevators require immediate replacement due to safety concerns.	\$ 24,518	\$ 24,518	100.00	In Work
404	FM-0051541	Los Angeles	Chatsworth Courthouse	19-AY1	2	Plumbing - 3 way Strainer - Remove, and replace leaking 3 way strainer, coupling, and discharge piping at the domestic water pressure control manifold. If the strainer is not replaced and it were to fail, it could affect the entire water system to the building including the cooling tower and pumps	\$ 4,160	\$ 3,486	83.80	Complete
405	FM-0051542	Los Angeles	Chatsworth Courthouse	19-AY1	2	Electrical - Remove and replace all thermostats, thermostat gaskets, all cooling system hoses, clamps, alternator belt, radiator cap and 120 gallons of antifreeze. During the level I PM, this work was found necessary or the generator might get over heated if it were to run for a long period of time which is a safety issue.	\$ 4,973	\$ 4,167	83.80	Complete
406	FM-0051543	Orange	West Justice Center	30-D1	2	Grounds - Sidewalk Flooding - Install drains to direct flow of rain water into and through planter area to prevent flooding of courthouse entrance during rainy season. This is a safety issue as water pools on sidewalk forcing public to walk through flooded area to get to courthouse entrance. Also, during morning rush, public entrance queuing forms into flooded area causing trips, slips and falls.	\$ 23,669	\$ 21,463	90.68	Complete
407	FM-0051544	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	2	Electrical - Annular Sensor - Furnish and install annular sensor and new annular cap for underground storage tank, drill and tap new bolts in man way, certify with agency, and provide report to LADPW. Currently the annular sensor is non-functional, which will not alert when there is water around the outer tank. If water were to mix with the diesel fuel, it will contaminate the diesel which will affect the generator.	\$ 5,078	\$ 3,554	69.99	In Work
408	FM-0051545	Los Angeles	Pomona Courthouse South	19-W1	2	HVAC - Replace failed Variable Frequency Drive's for 2nd and 3rd floors. Units need replacing to return HVAC system proper efficient operation.	\$ 10,330	\$ 9,415	91.14	Complete
409	FM-0051546	San Diego	Hall of Justice	37-A2	2	Electrical - Replace all 39 batteries in uninterruptible power supply system - Batteries strings failed annual performance testing. Reliable power is needed to keep building power in case of a power outage.	\$ 21,916	\$ 21,916	100.00	Complete
410	FM-0051548	Los Angeles	Edmund D. Edelman Childrens Court	19-Q1	2	Electrical - Remove and replace 4000 amp hub electrical assembly due to the existing one having a broken handle and is a hazard if the power to the building has to be shut off.	\$ 38,082	\$ 26,654	69.99	In Work
411	FM-0051549	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	2	Replace two 6" Hersey Model 1 back flow preventers (BFP) SN 3218 and 3219 with two new Wilkins Model 350AR BFP. This work will include replacement of four 6" isolation gate valves for these two BFPs since these gate valves are passing and one has a broken stem.	\$ 20,270	\$ 13,944	68.79	In Work



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412	FM-0051550	Los Angeles	Metropolitan Courthouse	19-T1	2	HVAC - Replace defective and outdated 1.5 ton Split system. Work is necessary to maintain adequate temperatures in I.T. room.	\$ 19,530	\$ 19,530	100.00	Complete
413	FM-0051551	San Diego	East County Regional Center	37-11	2	HVAC - Boiler - Remove and replace non-functioning blower motor with new and test for proper operation. Currently the blower motor for Boiler #3 is not functioning. This work must be completed to keep the courthouse warm due to colder weather.	\$ 4,950	\$ 4,950	100.00	Complete
414	FM-0051552	Los Angeles	Norwalk Courthouse	19-AK1	2	HVAC - Chillers - Remove and replace the failed make-up water valve and float assembly, the Chillers are going off-line due to no condenser water flow, which causes the courthouse to get warmer than normal causing unfavorable working conditions.	\$ 3,600	\$ 3,600	100.00	Complete
415	FM-0051553	San Mateo	Hall of Justice	41-A1	2	Electrical - Remove floor mounted electrical box that is not being used and is a tripping hazard: identify electrical circuits, de-energize them, pull out wire from closest j-box or panel, remove floor mounted j-box, cut el.pipe with connector flat with the ground and install 4x4 cover. Energize electrical circuits	\$ 327	\$ 327	100.00	Complete
416	FM-0051554	Contra Costa	Wakefield Taylor Courthouse	07-A2	2	HVAC - Remove existing filters (77) and replace with new carbon filters - This building is the place of refuge for the Contra Costa Court in Martinez. The Court building are very close to Shell refineries.	\$ 4,459	\$ 4,459	100.00	Complete
417	FM-0051555	Orange	West Justice Center	30-D1	2	Exterior Shell - Safety - Remove broken loose concrete spalls at stairs, walls, columns and beams in north, west, east, and south sides of West Justice Center in approx. 165 locations and fill in spalls w/Polymer concrete grout. Epoxy pressures inject cracks until filled in 525 cracked locations on exterior shell of facility.	\$ 46,226	\$ 41,918	90.68	In Work
418	FM-0051557	Mendocino	County Courthouse	23-A1	2	HVAC - Replace Discharge Valve on Compressor #1, Brush Tubes, Install New Thermometer on chilled water lines, Re-seal angle valves (2), Correct Line leak, replace Chilled water flow switch	\$ 9,344	\$ 6,318	67.62	Complete
419	FM-0051558	Siskiyou	Siskiyou County Courthouse	47-A1	1	HVAC - The heat exchanger needed to be replaced because it was defective	\$ 3,161	\$ 1,063	33.63	Complete
420	FM-0051559	Monterey	Marina Courthouse	27-B1	2	Exterior Siding Wall - Replace approx (100) missing wood siding shingles with treated cedar, to prevent water intrusion and damage to the building structure.	\$ 7,247	\$ 7,247	100.00	Complete
421	FM-0051560	San Diego	North County Regional Center - Vista Center	37-F2	2	Holding Cell - Intercom - Disconnect power and remove panic button from Women's cell and employee corridor. Install new intercom station in woman's cell, blank off employee corridor, and run new above ceiling grid cabling (50 ft) to the existing intercom at the Sheriff's guard station within Main Court Holding. Currently when the panic buttons are activated, the Main Jail receiver's the signal disrupting proper communication and could lead to a safety situation.	\$ 2,900	\$ 2,900	100.00	Complete
422	FM-0051561	Solano	Hall of Justice	48-A1	2	HVAC - Reconfigure BAS - Modification to Variable Air Volume, Modification to BAS master level programming to return to correct function. BAS is not operating correctly and judges comfort level is severely affected. Tune BAS system for faster reaction and steady operation. Adjust heating valves for proper flow. Reprogram BAS at master level for tighter, reliable control.	\$ 4,545	\$ 3,310	72.82	Complete
423	FM-0051562	Alameda	County Administration Bldg.	01-A2	2	Plumbing - Pipe Leak - Remove damaged drywall (approximately 6 SF) to access the leaking pipe and fitting to the wall hung lavatory, cut out the leaking pipe section and replace the pipe and new fitting. Work also requires adding a new access panel, tile base and painting of one wall.	\$ 11,752	\$ 11,752	100.00	Complete



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424	FM-0051563	San Diego	North County Regional Center - Vista Center	37-F2	2	HVAC - Failing Ball Valves - Remove and replace leaking ball valves and piping at reheats 8-3, 8-7 and 9-12. Also replace control valve for reheat 8-3. Work is needed to stop water leaks, potential slip and fall and damage to building materials.	\$ 7,450	\$ 7,450	100.00	Complete
425	FM-0051564	San Diego	Kearny Mesa Traffic Court	37-C1	2	Fire Protection - Replace exposed fire alarm wiring with covered wiring. Work is needed to comply with State Fire Marshal correction notice.	\$ 2,360	\$ 2,360	100.00	Complete
426	FM-0051565	Mono	New Mammoth Lakes Courthouse	26-B2	2	Grounds and Parking Lot - Remove temporary irrigation placed during construction for hydro seed. 3,966 ft of PVC pipe, 97 sprinkler heads, and 14 valve boxes. - System was placed for temporary use and scheduled for removal. The current irrigation is exposed above ground creating trip and safety hazards.	\$ 4,476	\$ 4,476	100.00	Complete
427	FM-0051566	Nevada	Nevada City Courthouse	29-A1	3	COUNTY MANAGED - Energy Efficiency Project - Comprehensive Lighting Retrofit of the Historic Nevada City Courthouse. 18,901 SF Lighted floor area. County analysis finds annual savings of \$2,390, GHG emission reduction of 8.40/year, rebate of \$1,370, and 15,126 kWh saved	\$ 15,255	\$ 15,255	100.00	In Work
428	FM-0051567	Nevada	Nevada City Courthouse Annex	29-A2	3	COUNTY MANAGED - Energy Efficiency Project - Comprehensive Lighting Retrofit for courthouse annex. County analysis finds annual savings of \$3,140, GHG emission reduction of 11.0/year, rebate of \$1,800, and 19,935 kWh saved	\$ 12,873	\$ 12,873	100.00	In Work
429	FM-0051568	Nevada	Nevada City Courthouse Annex	29-A2	3	COUNTY MANAGED - Energy Efficiency-Replace the standard efficiency motors at AHU1, AHU2, AHU3 (air handlers) RF1 and RF2 (return fans) with premium high efficiency motors that are inverter duty. Then adding a variable frequency drive (VFD) enables the system to modulate to match the load. The installation of 16 VAV (variable air volume) boxes are required to make the system pressure independent instead of the current CV system that is pressure dependent	\$ 55,523	\$ 55,523	100.00	In Work
430	FM-0051569	Sacramento	Gordon Schaber Sacramento Superior Court	34-A1	2	HVAC - Compressor Lines - Install a new solenoid valve into the main branch line and install a raceway and wire to the control cabinet. Provide and install a transformer and terminate all field devices. This also includes the programming, downloading, database synchronization between LON/Vista and the graphic updates. Final testing and verifying the system and amend the control drawings - The current pneumatic system is failing due to leaks requiring the air compressor to run all night.	\$ 3,656	\$ 3,656	100.00	Complete
431	FM-0051570	Napa	Criminal Court Building	28-A1	2	Plumbing - Replace Failed Domestic Water Backflow Device - Replace 1 Back Flow Device model LF880V and relief valve - replace check 1 and 2, replace relief valve, replace industrial side valve with new	\$ 10,839	\$ 10,839	100.00	Complete
432	FM-0051571	Mendocino	County Courthouse	23-A1	2	HVAC - Chiller #1 - Remove refrigerant from compressors 1 and 2, replace suction valve on compressor 2, remove the packed angle valves, reseal and reinstall, repair condenser water lines, brush the condenser tubes, install new condenser barrel gaskets, replace the thermometer on the chilled water line and recharge the units to factory specifications.	\$ 9,157	\$ 6,192	67.62	Complete
433	FM-0051572	Orange	Betty Lou Lamoreaux Justice Center	30-B1	2	HVAC - Provide and install two T fittings, two butterfly valves, and insulate piping for temporary chiller connection. Building is currently being supported by Chiller #2 only. Work is necessary for a temporary chiller to restore cooling, minimize the impact to operations, avoid closing the facility until the repairs are complete.	\$ 6,834	\$ 5,464	79.95	Complete
434	FM-0051574	Los Angeles	Inglewood Courthouse	19-F1	2	ELEVATOR - Replace defective CSG board in Elevator #2. The elevator is currently out of service until this work can be completed.	\$ 4,940	\$ 3,683	74.56	Complete



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435	FM-0051575	San Mateo	Hall of Justice	41-A1	2	Electrical - Replace existing light switch for holding cell, located in Custodial office, with Remote switch and install receiver/remote switch in the Holding area corridor.	\$ 578	\$ 578	100.00	Complete
436	FM-0051576	Contra Costa	George D. Carroll Courthouse	07-F1	2	HVAC - Remove 6 dual purpose diffusers in he court rooms (18 foot ceilings, requires 2 people off hours); clean ducts behind diffusers; Replace diffusers - Dust is coming out of the ducts into the courtrooms	\$ 2,443	\$ 1,832	74.99	Complete
437	FM-0051577	Los Angeles	San Pedro Courthouse	19-Z1	1	PLUMBING - Drinking Fountain (Flood Remediation) - Remove and replace a leaking section of pipe from the water fountain, secure area, extract water at over 2,000 square feet, set up drying equipment, remove damaged drywall, and test for asbestos containing materials. Install new drywall where saturated and repaint walls.	\$ 34,460	\$ 32,789	95.15	Complete
438	FM-0051578	Los Angeles	Santa Monica Courthouse	19-AP1	1	HVAC - Replace existing boiler tube bundles which have failed and left the boiler inoperable and the building without a heating source.	\$ 33,410	\$ 26,224	78.49	Complete
439	FM-0051579	Los Angeles	Stanley Mosk Courthouse	19-K1	2	Interior Finish - Install precut laminate counter on top of Judges Bench and remove failing laminate pieces. Surface is delaminating and cutting staff.	\$ 4,808	\$ 4,808	100.00	Complete
440	FM-0051580	Los Angeles	Metropolitan Courthouse	19-T1	2	Roof - Roof Leak - Restore a 60 SF section of the roof over the 8th floor Assembly Room. This work was required due to water ponding on the roof and leaking into the building.	\$ 5,410	\$ 5,410	100.00	Complete
441	FM-0051581	San Diego	East County Regional Center	37-I1	2	Interior Finishes - Water Damage - Sanitize the Civil Business Office below Air Handler Unit 14 and remove and replace the water damaged ceiling tiles. This work was due to the water overflowing from the clogged drainage piping from Air Handler Unit 14 into the Civil Business Office.	\$ 2,915	\$ 2,915	100.00	Complete
442	FM-0051582	San Diego	North County Regional Center - Vista Center	37-F2	2	Plumbing - Install one (1) new "Acorn" air control valve assembly in place of the existing valve serving holding cell #7. Currently there is not adequate water pressure to the sink and the toilet in holding cell #7.	\$ 2,560	\$ 2,560	100.00	Complete
443	FM-0051583	Alameda	Fremont Hall of Justice	01-H1	2	Roof - Replace failed sealant - Remove failed sealant along entire length of reglet, prepare and prime prior to installing new caulking.	\$ 2,719	\$ 2,159	79.40	Complete
444	FM-0051585	San Bernardino	Fontana Courthouse	36-C1	2	Exterior Shell - Walk up Teller Windows Install 8LX4H walk-up window for 2 new teller window work stations into the exterior block wall. This work is to relieve congestion from the interior teller windows caused by the closing of area courts. Scope of work to include saw-cut and demolition of the existing block wall, remove and replace 350 SF of existing sidewalk to make the windows ADA accessible, furnish and install a 35L X 8W stand alone canopy at new walkway.	\$ 176,000	\$ 176,000	100.00	In Work
445	FM-0051586	San Bernardino	Fontana Courthouse	36-C1	2	Interior - 2nd Floor Work Space Renovation Demo 3 individual offices to create one open work area approx. 1200 SF of walls to accommodate additional court staff needed to sustain court operation due to the closure of the San Bernardino Courthouse Annex, and recent reorganization of individual Court functions which will make this Court strictly operating traffic functions. Scope includes, rerouting electrical, relocate 43 lights, 2300 SF T-Bar/ceiling tile, 2100 SF carpet, patch & paint 2800 Sf	\$ 132,240	\$ 132,240	100.00	Complete
446	FM-0051587	Orange	North Justice Center	30-C1	2	Grounds and Parking Lot - Grind and refinish approx. 43,500 sq ft of existing asphalt. There are several very large potholes in the driveway that runs through the parking lot of the facility creating substantial safety concerns. The project will smooth and resurface the damaged areas and apply a finish grade of new asphalt to match existing. Additionally, one heavy topcoat will be applied to entire driveway from one upper entrance to lower entrance with speed bumps and crosswalks repainted.	\$ 15,547	\$ 14,040	90.31	Complete



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447	FM-0051589	Los Angeles	Beverly Hills Courthouse	19-AQ1	2	Electrical - Exterior Lighting - Replace vandalized flood lights at the exterior path of travel, work will require pulling new wire.	\$ 4,171	\$ 3,317	79.52	Complete
448	FM-0051590	San Diego	County Courthouse	37-A1	2	Elevators, Escalators & Hoists - Escalators (3EA) - Replace broken step threads and comb plates with broken teeth, remove the excessive oil and grease and bring all escalators back to engineered specifications. These deficiencies were noted during the state inspection.	\$ 6,346	\$ 4,913	77.42	Complete
449	FM-0051591	San Diego	County Courthouse	37-A1	2	Escalators - Replace broken comb plates and clean the interior of the escalator and their components. These deficiencies were noted during the state inspection. Regulatory Compliance SWO has been issued to ABM for these repairs. SWO # 2420327	\$ 3,295	\$ 2,551	77.42	Complete
450	FM-0051592	San Diego	County Courthouse	37-A1	2	Escalators - Replace broken comb plates and inoperative start switch, remove excessive grease and oil and repair the cause of the condition. During the state inspection, these deficiencies were noted by the inspector. Regulatory Compliance SWO has been issued to ABM for these repairs. SWO # 2420326.	\$ 2,719	\$ 2,105	77.42	Complete
451	FM-0051593	Contra Costa	George D. Carroll Courthouse	07-F1	2	Exterior Shell - Remove and dispose of asbestos containing roofing system; Install new roof (34,00 sq ft); New parapet coping (1800 Lin Ft); Remove and replace a 4 ton AC unit on roof; remove and replace leaking windows (32) on south side with aluminum frames and operable awnings; Install new 22 gauge galvanized metal wall panels on penthouse (3400 sq ft); New metal rain screen on south & east walls (13.300 sq ft); Reseal all windows; - Building is leaking through the roof, windows, and walls.	\$ 2,351,824	\$ 1,763,633	74.99	In Work
452	FM-0051594	Alameda	George E. McDonald Hall of Justice	01-F1	2	Emergency backup generator - Correct deficiencies discovered while performing a level IV preventative maintenance service - Replace failed temperature gauge - Replace 2 failed alarm indicator lights - Install crank case emissions recycling system - Work to be performed during off hours	\$ 8,043	\$ 8,043	100.00	Complete
453	FM-0051596	San Diego	Hall of Justice	37-A2	2	HVAC - Butter Fly Valve - Remove and replace one (1) leaking 3" Lug Style Butterfly valve with new bolt kit, return water to the line and check new valve for any water leaks, and confirm Liebert units switch back to the Chilled water. Work will require Isolating and draining the chilled water to the data center, confirm the Liebert units switch over and run on the DX cooling.	\$ 3,051	\$ 3,051	100.00	Complete
454	FM-0051597	Mendocino	County Courthouse	23-A1	2	HVAC - Return to Design Spec - Correct Operation of 2 outside air dampers, both currently in manual operation only.	\$ 24,452	\$ 16,534	67.62	Awaiting Shared Cost Approval
455	FM-0051598	Sacramento	Gordon Schaber Sacramento Superior Court	34-A1	2	Fire Protection - Remove and replace two failed check valves, work includes draining the fire system, pressurizing the system and verify the system is back in proper operating condition. The monitoring system is reporting trouble instead of fire because of the leaking valves.	\$ 10,425	\$ 10,425	100.00	Complete
456	FM-0051600	Los Angeles	Van Nuys Courthouse East	19-AX1	1	Interior Finishes – Water remediation from roof leak. Set up 2 containment area (768 sq. ft.) in the public lobby. Removed and replaced a total of 80 sq. ft. of ceiling tiles. Encapsulated 120 cubic sq. ft. of fire proofing (positive for asbestos containing materials ) above ceiling. Placed 2 dehumidifiers in containment areas to dry ceiling over night.	\$ 34,742	\$ 31,177	89.74	Complete





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457	FM-0051601	Orange	Central Justice Center	30-A1	2	Fire/Life/Safety - Fire Panel - To establish communications between the main EST3 fire alarm panel on the 1st floor and the subsequent panels as follows: 1) add EST CT1 modules and wiring from Cheetah fire suppression system on the 1st floor CPU room to the EST3 main fire control panel. 2) Add EST CT1 modules and wiring from the fire light miniscan 434A system in the AT&T room to the 1st floor EST3 main fire control panel. 3) Add EST CT1 modules to Fenwall model 2210 Halon system in basement walk in vault to the 1st floor	\$ 11,776	\$ 10,736	91.17	Complete
458	FM-0051602	Los Angeles	Van Nuys Courthouse East	19-AX1	2	Vandalism - Remove graffiti on main entrance steps, replace broken window by main entrance admin department, replace two broken light ballasts by Jury Room, and replace 3 window panes with etched in graffiti. Currently, the broken window has been boarded up and the graffiti has been removed from the steps. This work must be completed due to safety issues for the courts employees and visitors.	\$ 9,161	\$ 8,221	89.74	Complete
459	FM-0051603	Los Angeles	Metropolitan Courthouse	19-T1	2	Elevator - North Custody Elevator #10 and #8 - Replace badly worn/rusted elevator ropes (cables) on elevator #10 and replace the failed elevator generator set and rewind the motor on #8. this work is needed to maintain safe and un-interrupted elevator operation.	\$ 87,990	\$ 83,186	94.54	Complete
460	FM-0051605	San Diego	County Courthouse	37-A1	2	Electrical - Lights and Ballast - Utilizing a lift, replace burnt out T-12 light bulbs with T-8 lights and any ballast that is not working in the 15 foot high lobby ceiling. Currently, more than 85% of the lighting is not working properly causing safety issues and tripping hazards.	\$ 4,601	\$ 3,562	77.42	In Work
461	FM-0051606	Fresno	Fresno County Courthouse.	10-A1	2	HVAC - Remove pneumatic valve in 5th floor air handler room that is leaking from the stem, replace with new pneumatic valve and re-insulate - Valve is on the cold water closed loop system and is leaking treated system water.	\$ 5,402	\$ 5,402	100.00	Complete
462	FM-0051607	San Diego	North County Regional Center - Traffic Annex	37-F3	1	Fire Protection - Replace leaking fire sprinkler, test water for contamination, use detection equipment to check for leaks, extract water, replace carpet, drywall, and cove base, and repaint where it is necessary. This work was completed as a P1 due to the .5 inch of water that was found due to the leaking fire sprinkler	\$ 8,323	\$ 8,323	100.00	Complete
463	FM-0051608	Shasta	Main Courthouse	45-A1	1	Plumbing - Flood Mitigation - Extract water from two judges chambers, three jury deliberation rooms, two clerks areas and two courtrooms. Damage from flood required the replacement of multiple smoke detectors, two ceiling exhaust fans, light fixtures, ceiling tiles and one courtroom door that has been warped.	\$ 17,300	\$ 17,300	100.00	Complete
464	FM-0051609	Mendocino	County Courthouse	23-A1	2	HVAC - Boiler Switches - Replace failing high gas and low gas pressure switches on Boiler #1 - Replace Failing high and low gas pressure switches, Replace leaking pipe on Boiler #2 by welding 2" flange onto 16" pipe with a tee. Piping will be prefabricated.	\$ 10,298	\$ 6,964	67.62	Complete
465	FM-0051610	Sacramento	Juvenile Courthouse	34-C2	2	HVAC - Control Room Heating - Cut in a 10" access through a fire rated wall, install a fire damper for the ductwork and Install an insulated flex duct and two supply registers in the Control Room. Work will also require relocating an existing thermostat.	\$ 4,300	\$ 4,300	100.00	Complete
466	FM-0051611	Orange	Central Justice Center	30-A1	2	FM - HVAC - Hot Water Valves and Actuators - Install re-heat valves and actuators in 3rd floor West Wing and re-program to the BAS. County improperly removed valves and actuators resulting in no heat for courtrooms, chambers, and public hallways in this area.	\$ 7,913	\$ 7,214	91.17	Complete
467	FM-0051612	Los Angeles	Compton Courthouse	19-AG1	1	Exterior - Replace door guides with stops, new safety edge, and new starter slat. Currently minor repairs and adjustments have been completed to door to make it temporarily operational. The main security roll-up door was hit and damaged and must be repaired to secure the basement area of the courthouse.	\$ 4,900	\$ 4,900	100.00	Complete



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468	FM-0051613	Los Angeles	Stanley Mosk Courthouse	19-K1	1	Plumbing - Flood Mitigation - Set up containment area (Approximately 150 SF), extracted 250 gallons of water from the carpet, set up multiple air movers, and de-humidifiers. Flood water from the 6th floor restroom traveled to the hallway and conference room. This work was performed as a P1 emergency due to the water leaking from the 6th floor employee restroom toilet overflowing and the water running down to some of the 5th floor.	\$ 12,608	\$ 12,608	100.00	Complete
469	FM-0051616	Los Angeles	Norwalk Courthouse	19-AK1	2	Exterior Grounds and Parking - Planter Stone - Demo loose and chipping grout, removal of existing failing planter stone, clean and remove all loose mortar, apply new mortar, install existing stones to new planter, grout all gaps and spaces between stones, and prep and seal all newly applied grout lines. Currently, the exterior planters by Civic Center Drive have stone panels that are detaching due to failed caulking and mortar.	\$ 4,832	\$ 4,109	85.03	Complete
470	FM-0051618	Los Angeles	Van Nuys Courthouse West	19-AX2	1	Elevator - Rebuild Motor - Remove and rebuild and reinstall the motor armature, shaft coupling, and bearings. Currently the elevator is making a loud grinding noise and has been removed from service.	\$ 19,059	\$ 15,339	80.48	Complete
471	FM-0051619	El Dorado	Main St. Courthouse	09-A1	2	Vandalism - Painted graffiti on the back of the building in black that needs to be covered/painted over. 1' by 2' approximately in size.	\$ 195	\$ 195	100.00	In Work
472	FM-0051622	Los Angeles	Stanley Mosk Courthouse	19-K1	1	Fire Protection - Replace non-functioning rusted and corroded fire pump. This pump was replaced on a P1 emergency due to it being apart of the fire, life, safety equipment for the building.	\$ 10,658	\$ 10,658	100.00	Complete
473	FM-0051623	Los Angeles	Bellflower Courthouse	19-AL1	2	Plumbing - Replace (2) non-functioning domestic water backflows to the courthouse. Currently the backflows are leaking and can not be repaired. This work is required for health and safety of the building occupants.	\$ 10,117	\$ 7,885	77.94	Complete
474	FM-0051624	Los Angeles	Pasadena Courthouse	19-J1	2	Fire Protection - Replace 6" OS&Y valve that is frozen in the open position. This work must be completed due to the LEVEL IV PM -FIRE SYSTEMS, STAND PIPES, DELUGE, PRACT not passing the inspection which is a compliance and safety issue.	\$ 6,120	\$ 4,244	69.35	Complete
475	FM-0051625	Los Angeles	Pasadena Courthouse	19-J1	2	Fire Protection - Smoke Detectors - Replace two smoke detectors and perform a hard restart to clear the trouble alarms from the fire panel. This work was necessary to clear all of the trouble signals from the fire panel to have the building monitored safely.	\$ 2,556	\$ 1,773	69.35	Complete
476	FM-0051626	Imperial	Brawley Court	13-E2	1	COUNTY MANAGED - HVAC - Replace failed evaporator coils and two (2) failed compressors. Building HVAC not functioning affecting building occupants.	\$ 32,193	\$ 32,193	100.00	Complete
477	FM-0051628	Orange	Harbor Justice Center-Newport Beach Facility	30-E1	1	Electrical - Replace main breaker. During ATS-IV PM main breaker failed. PM had not been performed in 14 years according to tags and no history in CAFM.	\$ 15,000	\$ 12,648	84.32	Complete
478	FM-0051630	Alameda	Wiley W. Manuel Courthouse	01-B3	2	Fire/Life/Safety - Door Hardware - Remove existing door hardware and replace with new fire rated panic exit devices, the existing court room back door does not allow for proper egress.	\$ 3,251	\$ 3,251	100.00	Complete
479	FM-0051631	Los Angeles	Compton Courthouse	19-AG1	2	Fire Protection - Sprinkler Pipe - Set-up containment and test for asbestos containing materials , open access in ceiling, and replace leaking section of fire sprinkler piping on the 5th floor elevator lobby.	\$ 4,400	\$ 2,910	66.13	Complete
480	FM-0051632	Alameda	Juvenile Justice Center	01-C3	1	Holding Cell - P1 response - Remove and replace approximately 2,000 SF of water damaged carpet tiles, dry out approximately 400 SF of walls in offices and holding cell areas, sanitize holding cell walls and floor in and around Courtroom 1	\$ 17,208	\$ 17,208	100.00	Complete





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481	FM-0051633	San Mateo	Hall of Justice	41-A1	2	COUNTY MANAGED - HVAC - Replace existing 20+yr old Cooling towers (2) with new BAC towers (2) - Existing units are constantly leaking causing roof damage and at end of service life. Crane lifts will be required for removal and installation	\$ 179,180	\$ 179,180	100.00	Complete
482	FM-0051634	Sacramento	Juvenile Courthouse	34-C2	2	Electrical - remove and replace 54 batteries from two UPS units - Current batteries have failed	\$ 2,400	\$ 2,400	100.00	Complete
483	FM-0051635	Orange	North Justice Center	30-C1	2	HVAC - Boiler - Remove and replace existing 3MBTU Ajax boiler, that has failed Nitrogen Oxide testing and is unable to be retrofitted to pass, with two (new) Lochinvar	\$ 161,172	\$ 145,554	90.31	Complete
484	FM-0051636	Sacramento	Gordon Schaber Sacramento Superior Court	34-A1	2	HVAC - Provide (3) new addressable carbon monoxide sensors along the west wall of the garage area adjacent to the main north-south drive aisle as shown on the attached plan. Connect them through the BAS, so they will control the (2) existing exhaust fans - Currently, the (2) existing 48 diameter exhaust fans run continuously all day long, which is not necessary when the bulk of the vehicle traffic only occurs in the morning and evening. System required by Code	\$ 28,432	\$ 28,432	100.00	In Work
485	FM-0051637	San Mateo	Traffic/Small Claims Annex	41-A2	2	HVAC - Correct non-operational Economizers and replace failed duct detector - Economizers are rusted open allowing cold air into the facility/ Duct detector was disconnected due to failure.	\$ 4,775	\$ 4,775	100.00	Complete
486	FM-0051639	Los Angeles	Chatsworth Courthouse	19-AY1	1	HVAC - Refrigerant Leak - Remove and replaced an O-ring on the failed solenoid valve. Valve was leaking refrigerant, evacuated air from the package unit, charged the package unit with new refrigerant, and leak checked the package unit. This work was completed as a P1 emergency due to the communication room servers overheating.	\$ 3,676	\$ 3,080	83.80	Complete
487	FM-0051640	Alameda	Hayward Hall of Justice	01-D1	2	Electrical - Replace interview telephone damaged by unknown person in custody - Shared holding cell between Departments 503 & 504.	\$ 512	\$ 512	100.00	Complete
488	FM-0051641	Kern	Bakersfield Superior Court Modular	15-A2	2	HVAC - HVAC Unit - Remove and replace the existing failing 2 ton HVAC unit, Currently the existing unit is beyond serviceable life expectancy with parts no longer available.	\$ 5,087	\$ 5,087	100.00	Complete
489	FM-0051643	Los Angeles	Santa Monica Courthouse	19-AP1	2	HVAC - Split System condenser not operating. Need to replace failed split air conditioning system.	\$ 23,771	\$ 18,658	78.49	Complete
490	FM-0051644	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	2	Plumbing - Domestic Hot Water Motor & Pump Assembly #1 - Remove and replace the failed pump assembly and mounting brackets. Currently the supply water pressure as well as the suction pressure periodically drops due to the motor/pump being non-operational.	\$ 5,313	\$ 3,655	68.79	Complete
491	FM-0051645	Los Angeles	Van Nuys Courthouse West	19-AX2	2	Plumbing - Set up of containment and equipment to dry and clean area. Remove damaged ceiling tiles, test area, replace failed Sloan flush valve in Dept 101, placed ceiling tiles, and containment. This work was completed as a P1 emergency due to water dripping from the ceiling tiles above the 2nd floor cashier's office window #7 which was coming from Department 101 lock up area on the 3rd floor.	\$ 4,745	\$ 4,745	100.00	Complete
492	FM-0051646	San Diego	County Courthouse	37-A1	2	HVAC - Boiler #2 Feed Pump - Remove and replace the complete end of Boiler #2 feed pump. Currently the pump has failed and all the seals are leaking and the pump casing housing is completely deteriorated.	\$ 3,400	\$ 2,632	77.42	Complete
493	FM-0051647	San Bernardino	Rancho Cucamonga Courthouse	36-F1	1	Elevator - Replace old obsolete Imtra stepper switch with new solid state universal electronic stepper switch. Currently the existing stepper switch is at end of life and is intermittently failing causing the holding elevator #6 to shut down which resulted in a recent entrapment. Each time the stepper switch intermittently fails it prevents the elevator from being able to recognize what floor cart is on causing the elevator to automatically shut down possibly resulting in an entrapment.	\$ 3,412	\$ 3,412	100.00	Complete



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494	FM-0051648	El Dorado	Cameron Park	09-C1	2	HVAC - Replace five 3.5 ton failed split system heat / cool units - Facility temperature controlled by 5 split units combining to cause multiple failures. Current units cannot be accessed for maintenance and continued failure is impacting court operations. Strong recommendation to replace all five units simultaneously for project efficiency, consistent equipment options, ongoing operations and cost savings - all units are failing repeatedly. Significant utility savings will be realized as well.	\$ 62,387	\$ 62,387	100.00	In Work
495	FM-0051649	Orange	North Justice Center	30-C1	2	HVAC - BAS Tie In - Tie into the NOVA BAS four isolation valves and associated pumps for the HVAC system servicing Phases I and II of the facility, the tie-in work will include installing a micro-regulator and programming the system. Currently, all manipulation of the system is manual.	\$ 3,920	\$ 3,540	90.31	In Work
496	FM-0051650	Merced	New Downtown Merced Courthouse	24-A8	2	Security - Install a Proxy card reader for security purposes on the I.T. door - The court has requested the installation of the Proxy card reader due to equipment theft.	\$ 4,591	\$ 4,591	100.00	Complete
497	FM-0051652	Los Angeles	Pomona Courthouse South	19-W1	2	Interior Finishes / Prep cell, strip paint, and paint all walls, floors, and ceiling. The County Health Department has an order of correction for the 5th floor, Holding Cell A for the safety of the inmates.	\$ 5,000	\$ 5,000	100.00	Complete
498	FM-0051653	Alameda	Juvenile Justice Center	01-C3	2	Interior Finishes - Replace water damaged sheetrock strip approximately 120 linear ft., at the bottom of walls that were removed to dry interior wall cavities and paint to match existing. Locations include courtroom entry vestibule, adjacent office, interview room, and holding cell hallway equaling approximately 400 SQFT. Work to be performed afterhours.	\$ 14,500	\$ 14,500	100.00	Complete
499	FM-0051654	Santa Clara	Old Courthouse	43-B2	1	Exterior Rain Gutter - Replace 200 sq ft of rotted gutters and seal on third level window area to resolve water intrusion into Judges Chambers. Water Remediation and environmental testing of chamber included.	\$ 14,131	\$ 14,131	100.00	Complete
500	FM-0051655	Santa Clara	Terraine Courthouse	43-C1	2	Plumbing - Replace wall hung toilets discharge gasket that is leaking. To get to the area of the leak, 2.5 ft of wall tile needs to be removed and replaced so it will no longer block the area of access for future replacement.	\$ 4,267	\$ 4,267	100.00	Complete
501	FM-0051656	Santa Clara	Palo Alto Courthouse	43-D1	2	Elevator - Replace failed mechanical starter and contactor assembly to bring back to standard and safe operation.	\$ 4,574	\$ 4,574	100.00	Complete
502	FM-0051657	Santa Clara	Santa Clara Courthouse	43-G1	1	Interior Finishes - Courtroom Flood - Replace 6ft of cracked black cast roof drain pipe causing flood in Dept 52 and 55 after heavy rain, Replace (48) ceiling tiles, Remediate 2964 sq ft of courtroom space and (18) chairs; includes water extraction, drying, cleaning and deodorizing, Moisture and Environmental testing performed 2x (first test was negative).	\$ 25,000	\$ 25,000	100.00	Complete
503	FM-0051658	Santa Clara	Palo Alto Courthouse	43-D1	1	Plumbing - Basement - Extract pooling water on the floor and identify the cause of the encroaching water. Emergency clean out of lift station and verify that the pumps are operating with no problems.	\$ 5,522	\$ 5,522	100.00	Complete
504	FM-0051659	Santa Cruz	Main Courthouse	44-A1	2	HVAC-Replace hot water isolation valves (63) w/new ball valves - Currently multiple valves (35) are leaking or non-operational due to end of service life; replacing all valves is the most cost effective correction for vendor access and subsequent valve failures.	\$ 57,176	\$ 56,667	99.11	In Work
505	FM-0051660	Sacramento	Gordon Schaber Sacramento Superior Court	34-A1	2	Plumbing - Domestic Water System - Failed air compressor / pressure tank combination needs replacement, replace 50 year old pumps and tank with Variable Frequency Drive controlled pumps and bladder tank, eliminate air compressor. Reroute plumbing to new system as required, remove and discard existing equipment except pressure tank due to removal cost.	\$ 109,501	\$ 109,501	100.00	In Work



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506	FM-0051661	Santa Clara	Morgan Hill Courthouse	43-N1	1	Holding cell - Flood Mitigation - Emergency unclog #1 toilet and extract grassy water, an inmate in custody stuffed toilet paper, oranges, and underwear in toilet causing overflow in the cell space.	\$ 4,511	\$ 4,511	100.00	Complete
507	FM-0051662	El Dorado	Main St. Courthouse	09-A1	2	Electrical - Install One 20AMP dedicated circuit - Install One 20AMP dedicated circuit including conduit and wiring at the front security screening area for the security system & computer. The current power supply is inadequate to support the recently upgraded security system. To be surface mounted conduit/fixture.	\$ 2,174	\$ 2,174	100.00	Complete
508	FM-0051663	Santa Clara	Sunnyvale Courthouse	43-F1	2	Fire Life Safety - Notice of Violation Correction - Replace (1) riser gauge, (3) sprinkler heads, and (1) corroded pipe fitting. - Refill system, perform pressure and leak test. Return system to full service.	\$ 4,079	\$ 4,079	100.00	Complete
509	FM-0051665	Orange	Betty Lou Lamoreaux Justice Center	30-B1	2	HVAC - The Building Automation System router - Remove and replace the failed BAS Router, the Building Automation System router is not functioning properly. We are unable to make programming changes and see status of the building equipment. A temporary router has been installed.	\$ 3,290	\$ 2,630	79.95	Complete
510	FM-0051666	Santa Clara	Old Courthouse	43-B2	2	HVAC - Chiller - Replace failed Chiller parts to stop the current Freon and Oil Leaks. Scope of work includes, new O-rings, condenser barrel gaskets, seals, valves, spacers and washers. Replace Freon and Oil, return Chiller to Factory operating levels.	\$ 8,344	\$ 8,344	100.00	Complete
511	FM-0051667	Monterey	Salinas Courthouse-North Wing	27-A1	2	Holding Cell - Construct additional holding cell in existing space due to the King City Court Closure; compromising the safety of inmates and Juveniles currently held in Transport busses due to lack of holding cell capacity.	\$ 195,937	\$ 195,937	100.00	In Work
512	FM-0051668	Los Angeles	El Monte Courthouse	19-O1	1	Elevator/Replace motor bearing on the Judge's Elevator #5. This work was completed on a P1 emergency due to the elevator making grinding noises when in operation which caused a safety issue for those who rode in it.	\$ 6,421	\$ 6,421	100.00	Complete
513	FM-0051669	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	1	Plumbing / Set-up containment, test areas for lead and asbestos containing materials, extract water, repair walls and ceiling. Water leaking from the exterior main entrance walkway into the ground floor conference room ceiling creating water damage to the ceiling and floors. Replace damaged ceiling tiles.	\$ 7,376	\$ 7,376	100.00	Complete
514	FM-0051670	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	1	Plumbing / Set-up containment; test for lead and asbestos. Replace failed hot water piping section and install new add-a-valve and ball valve assembly. Water leaking from the ceiling causing water damage to the ceiling and floor causing a safety hazard.	\$ 8,800	\$ 8,800	100.00	Complete
515	FM-0051671	Fresno	B.F. Sisk Federal Courthouse	10-O1	2	Plumbing - Sump Pumps - Pull both sump pumps, disassemble, replace bearings and re-machine shafts, reassemble and install back in place. Sump pump system is failing.	\$ 9,821	\$ 9,821	100.00	Complete
516	FM-0051672	Los Angeles	Pasadena Courthouse	19-J1	1	Plumbing - Flood mitigation - Responded to the Pasadena Court for water leak. Setup 2 containments in 1st floor restroom and basement file room. Placed dehumidifiers and air scrubbers in the 1st floor and basement file room. Removed water in both affected areas. After clearance test results were negative. Removed dehumidifiers, air scrubbers, and containments areas.	\$ 6,100	\$ 6,100	100.00	Complete
517	FM-0051673	Santa Barbara	Santa Barbara Figueroa Division	42-B1	2	Plumbing - Sewage Line - Excavate to access the root damaged waste line, replace the damaged section of pipe, cover and re-compact soil. Currently this sewage line serves the only ADA men's stall in the Santa Barbara Figueroa Courthouse.	\$ 4,038	\$ 4,038	100.00	Complete



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518	FM-0051674	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Plumbing - Isolate leaking water, replace cracked domestic water pipe from 10th floor holding cell, Abate and encapsulate fire proofing , water remediation, replace ceiling tiles, and clean up of 9th floor public hallway. This work was completed as a P1 emergency to remediate all effects of this flood and return the courthouse to it's original condition.	\$ 12,105	\$ 12,105	100.00	Complete
519	FM-0051677	Santa Clara	Old Courthouse	43-B2	2	Roof Drain - Replace approx. 20 ft of rotted roof drain that is leaking into the judge's chamber. Sealing included.	\$ 8,636	\$ 8,636	100.00	Complete
520	FM-0051678	Sonoma	Main Adult Detention Facility	49-A2	2	Interior Finish - Replace failed electronic lock and door hardware - Install new Von Duprin Hardware - Lock is sheared off. Parts are no longer available for the existing door hardware.	\$ 4,941	\$ 4,941	100.00	Complete
521	FM-0051680	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	2	HVAC - Leaking Coil - Drain water from coil and braze coil to stop leak into the mechanical room penetrating the concrete flooring and into the exhibit room storage space. Setup containment & dehumidification and run clearance testing for moisture in Exhibit room.	\$ 4,650	\$ 3,199	68.79	Complete
522	FM-0051681	Orange	West Justice Center	30-D1	2	Fire Protection - Fire/Life Safety Issue. When general alarm is activated, Air Handler Unit1 & Air Handler Unit2 supply fans does not shut off. In the event of a fire, both air handlers would feed the fire w/oxygen. Champion Fire Services to wire/program four (4) duct detectors to fire panel (Notifier).	\$ 6,088	\$ 5,521	90.68	Complete
523	FM-0051682	Orange	West Justice Center	30-D1	2	Plumbing - Install circulation pump and run approximately 150 ft. of 1/2" copper pipe from water heater on North side of courthouse. Judges have complained that it takes over 8 minutes for hot water to reach chamber faucets.	\$ 5,223	\$ 4,736	90.68	Complete
524	FM-0051683	Lake	Lakeport Court Facility	17-A3	2	County Managed - Exterior - remove rust and seal - Remove rust on metal parts of stair case, prime, paint and install slip resistant surface to stair treads	\$ 4,047	\$ 4,047	100.00	Complete
525	FM-0051684	Los Angeles	Inglewood Courthouse	19-F1	2	HVAC - Failed Carbon Monoxide Sensors - Replace 18 failed CO sensors for parking garage CO system. Work required by code.	\$ 6,160	\$ 4,593	74.56	Complete
526	FM-0051685	Los Angeles	Torrance Courthouse	19-C1	2	Plumbing - Install access panel in the men's restroom where an opening in the wall was made to allow access to repair failed plumbing. This work was needed to mitigate a strong odor emanating from the damaged plumbing line.	\$ 2,478	\$ 2,110	85.14	Complete
527	FM-0051686	Alameda	Wiley W. Manuel Courthouse	01-B3	2	Holding - Replace broken safety glass in interview cell - Remove and replace two damaged windows in the interview cell, one at approximately 12"x12" and one at approximately 18" x 36"; damage was caused by a person in custody	\$ 4,229	\$ 4,229	100.00	Complete
528	FM-0051687	Solano	Law And Justice Center	48-A2	2	HVAC - Air handler unit - Remove, replace and program one failed control board for the air handler unit.	\$ 8,634	\$ 8,634	100.00	Complete
529	FM-0051688	Contra Costa	Bray Courts	07-A3	2	HVAC - Replace leaking boiler circulation pump - Leaking pump is causing water to puddle up on roof, creating slip hazards as well as possible water leaks into the building.	\$ 4,978	\$ 4,257	85.52	Complete
530	FM-0051689	Contra Costa	Bray Courts	07-A3	2	HVAC - Replace 13 Hot water valve actuators, four Air damper actuators, eight Variable Air Volume Controllers, and five Thermostats that have failed; Replace 32 Damaged ceiling tiles - There are numerous heating and cooling issues in the building and water is leaking above the ceiling.	\$ 12,498	\$ 10,688	85.52	In Work
531	FM-0051690	Kings	Probation Building	16-A4	2	Fire/Life/Safety - Horn/Strobe and Duct Detectors - Remove and replace six combination horn/strobes throughout the probation building, two devices failed the annual fire alarm panel test and these current horn/strobes are no longer manufactured. All six devices will need to be replaced as the new devices will not synchronize with current devices. Two duct detectors are currently not configured to report trouble when tampered with, the devices need to be wired into system to bring system into compliance with current regulations.	\$ 2,363	\$ 275	11.65	Complete



#	FM Number	County	Building	Building ID	Priority	Description	Preliminary Cost Estimate	Facility Modification Program Budget Share of Preliminary Estimate	Facility Modification Budget % of Preliminary Cost Estimate	Status
532	FM-0051691	San Bernardino	Rancho Cucamonga Courthouse	36-F1	2	COUNTY MANAGED - Plumbing- Replace the flue pipe on the newly installed boiler due to increased condensation created. Scope of work includes, but is not limited to, the install of a new stainless steel flue pipe inserted into an existing vertical flue pipe. Due to offset of the piping shaft, the scope of work increased to accommodate the offset and installation.	\$ 72,627	\$ 72,627	100.00	Complete
533	FM-0051692	Madera	Sierra Courthouse	20-D1	2	Exterior Shell - Roof Gutter - Remove the small portion of gutter currently in place and install approximately 300 LF of new 6" gutter with leaf screens around the entire perimeter of the building. Currently there are not enough gutters in place and the rain water sheeting from the roof is causing erosion around the building perimeter and foundation.	\$ 6,045	\$ 6,045	100.00	Complete
534	FM-0051693	Alameda	Hayward Hall of Justice	01-D1	2	Electrical - Replace failed power pack and board for inmate interview phones - Effects multiple departments.	\$ 3,840	\$ 3,840	100.00	Complete
535	FM-0051694	Monterey	Salinas Courthouse- North Wing	27-A1	1	Fire Protection - Failed Flow Switch - Removed and replaced failed water flow switch for fire system wet pipe(fire sprinkler). Isolated fire sprinkler system and drained at the basement level. Removed and replaced flow switch. Filled system and placed back on line. Performed operational testing. Performed fire watch while system was in test.	\$ 5,249	\$ 5,249	100.00	Complete
536	FM-0051695	Santa Clara	Hall of Justice (East)	43-A1	2	Plumbing - Regulatory Compliance - Received notice of violation to resolve leaks - Replace (2) check valves and assembly kit components that have failed for (2) Backflow Devices.	\$ 3,216	\$ 3,216	100.00	Complete
537	FM-0051698	San Diego	North County Regional Center - Vista Center	37-F2	2	Plumbing - Pipe Leak - Cut out leaking section of pipe and fitting, re-pipe and braze copper connections, re-insulate repaired area, and check for leaks. Currently water is leaking from the ceiling causing a slip hazard to anyone walking in the hallway.	\$ 5,531	\$ 5,531	100.00	Complete
538	FM-0051699	Riverside	Hall of Justice	33-A3	2	HVAC - Chiller #2 - The Carrier chiller has developed refrigerant leaks (motor cover o-ring, motor to compressor o-ring, compressor to volute o-ring, volute to inlet guide vane housing o-ring, and inlet guide vane actuator assembly) discovered during a leak check. The leaks are required to be repaired by EPA Rule 608 as well as to ensure the chiller is operating efficiently with design conditions. The project will replace the failed o-rings and actuator assembly. Chiller thrust will be tested	\$ 11,768	\$ 11,768	100.00	Complete
539	FM-0051701	Mendocino	County Courthouse	23-A1	2	HVAC - Reconfigure Distribution lines - Install duct line extensions into courtroom #1, to allow for better air flow and cooling and reduce the number of Hot/Cold calls. commissioning to allow for corrected air flow, ventilation	\$ 56,174	\$ 56,174	100.00	In Work
540	FM-0051702	Mendocino	County Courthouse	23-A1	2	HVAC - Replace 2 Failing Chillers - Remove and replace two 40 year old 35 - ton chillers that are failing and beyond repair. Install new controllers with BAC-net interface, includes electrical and piping, insulation as required. Replace four (4) Chilled Water Coils - The (4) custom sized Chilled Water Coils are failing and beyond repair and in need of replacement, asbestos containing materials abatement included. 3 coils in mechanical room and 1 coil on 3rd floor	\$ 720,968	\$ 487,519	67.62	Awaiting Shared Cost Approval
541	FM-0051703	San Mateo	Hall of Justice	41-A1	2	Fire/Life/Safety - Panic Door Hardware - Remove the existing key cylinder and thumb turns from the doors and furnish and install two (2) new Von Duprin Panic bar assemblies and four (4) custom 6" x 24" push plates. The existing entry door hardware has failed for Courtroom 2B, is not code compliant and is critical for safe egress from the courtroom. Path of travel issue.	\$ 9,175	\$ 9,175	100.00	Complete





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542	FM-0051704	Mono	New Mammoth Lakes Courthouse	26-B2	2	Exterior Shell - Remove the 2 existing pairs of exterior entry/exit doors and modify the remaining storefront glazing system to accommodate a new extra-wide Uni-turn revolving door - Currently, the high winds keep blowing the existing entry doors open, which causes safety issues related to uncontrolled door swings as well as repeated false alarms for the security system.	\$ 103,800	\$ 103,800	100.00	In Work
543	FM-0051705	Sacramento	Gordon Schaber Sacramento Superior Court	34-A1	2	Electrical - One lighting contactor on the first floor and two lighting contactors on the sixth floor have failed in the closed positions. This means 1/4 of the first floor lighting and 1/2 of the sixth floor lighting are operating 24 hours a day every day - We are wasting electrical power, these lights should be off when the building is not occupied.	\$ 3,940	\$ 3,940	100.00	Complete
544	FM-0051706	Los Angeles	Metropolitan Courthouse	19-T1	2	Elevator - Remove elevator #4 generator set and install into Elevator #8. Currently elevator #8 is not functioning and this will bring elevator #8 back into operational status.	\$ 6,562	\$ 6,204	94.54	Complete
545	FM-0051709	Alameda	Wiley W. Manuel Courthouse	01-B3	2	Fire Protection - Correct fire system deficiencies that were found while performing the annual PM - Replace seven escutcheons, nine sprinklers, and four tamper switches throughout the facility. Properly label and reprogram the fire panel.	\$ 14,820	\$ 12,419	83.80	Complete
546	FM-0051710	Los Angeles	Pasadena Courthouse	19-J1	1	HVAC - Chiller #1 - Replace failed piping to motors starter heat exchange. Chiller #2 - Replace failed piping to motor starter heat exchanger and failing motor bearings. This work was completed as a P1 emergency due to several refrigerant leaks being found after performing a leak check of the system.	\$ 56,980	\$ 39,516	69.35	Complete
547	FM-0051711	Santa Clara	Santa Clara Courthouse	43-G1	2	Vandalism - Remove deep scratches and one hole in bathroom walls approx 96 sq ft - Remove gang graffiti markings on (2) stall walls. - Replace (2) marked mirrors. All work to be done during off hours due to paint odors.	\$ 5,298	\$ 5,298	100.00	Complete
548	FM-0051712	Monterey	Monterey Courthouse	27-C1	2	Stairwell Lighting- Replace (3) poorly lit wall mounted light fixtures causing unsafe conditions in the back stairwell, employees have reported cases of missing steps due to darkness.	\$ 2,508	\$ 1,258	50.14	Complete
549	FM-0051713	Monterey	Gabilan Street Annex	27-G1	2	Electrical - Remove and replace several failed lamps throughout the 1st and second floor space. Court has resumed use of this facility and several lamps have failed and or below allowable light output.	\$ 455	\$ 455	100.00	Complete
550	FM-0051715	Los Angeles	Stanley Mosk Courthouse	19-K1	2	Parking Lot - Demo existing damaged curb, epoxy dowel #3 rebar into existing concrete, form new curb and install rebar, pour and finish curb with 5000 PSI concrete mix, and strip all from finished concrete. This work is necessary to due to this curb protects the marble wall from being struck by vehicles.	\$ 4,727	\$ 4,597	97.26	Complete
551	FM-0051716	Los Angeles	Metropolitan Courthouse	19-T1	2	Elevator - Inspect, test, and simulate ATS to observe how elevators react when transferring to emergency power. Currently, elevator ATS B does not shift over to emergency power and could be a safety issue during an emergency.	\$ 6,420	\$ 6,069	94.54	Complete
552	FM-0051717	Los Angeles	Burbank Courthouse	19-G1	2	Plumbing - Failed Backflow Device - Remove and replace one, 1 1/4" irrigation backflow device and recertify. Also remove 3 plastic inline valves for irrigation and install new brass valves, currently 3 Irrigation valves are broken creating excessive moisture in the landscaping along the front of the building.	\$ 4,214	\$ 3,825	90.76	Complete
553	FM-0051719	Los Angeles	Van Nuys Courthouse West	19-AX2	2	HVAC - Replace access door to cooling towers 1 & 2 and re-seal seams on cooling towers 3 & 4. Work is needed to stop tower leaks through cracks and seams and to prevent moss growth and corrosion on towers.	\$ 22,123	\$ 17,805	80.48	In Work
554	FM-0051720	Monterey	Salinas Courthouse-North Wing	27-A1	2	Holding Cell - Holding Cell Door #4 - Replace (1) failed door carriage rollers kit and mounting hardware. Door is not Sliding shut.	\$ 3,060	\$ 3,060	100.00	Complete



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555	FM-0051721	Kern	Bakersfield Superior Court	15-A1	1	Plumbing - Water Leak - Set up containment, removal/abatement of approx 25 sq ft of fireproofing (asbestos containing materials ) above ceiling grid, Isolate the leaking pipe and replace the leaking section of piper, remove and replace affected ceiling in basement hallway of facility.	\$ 13,948	\$ 13,948	100.00	Complete
556	FM-0051722	Orange	Betty Lou Lamoreaux Justice Center	30-B1	2	Fire Protection - Standpipe - Remove and replace the corroded "T" Connection of fire sprinkler standpipe, and the flow switch in the Southwest stairwell on the 7th floor. It appears the pipe may have leaked at one point and now is rusted and brittle.	\$ 3,425	\$ 2,738	79.95	Complete
557	FM-0051723	Los Angeles	El Monte Courthouse	19-O1	2	HVAC - 2ea. 200 Ton Cooling Towers - Replace defective motor assembly parts on Tower 1, replace defective drain valves & piping for Towers 1 & 2, replace inlet louvers, fill media and seal water leaks for Towers 1 & 2. Currently the tower are operable but less then optimum capacity. Repairs are need to ensure long term operation.	\$ 56,028	\$ 32,563	58.12	Awaiting Shared Cost Approval
558	FM-0051724	Sacramento	Gordon Schaber Sacramento Superior Court	34-A1	2	HVAC - The HWP#2 Variable Frequency Drive drive (new) shows a power dip about once in every 2 minutes. The drive will run say at 36% and then dip to 0% and come right back to 36% again. The trend log of the Building Automation System shows this had been occurring before the new Variable Frequency Drive installation and is still doing it. Some efforts in disconnecting the failed DP switches has shown not to be the solution. Further investigation of the problem needs to be done.	\$ 3,300	\$ 3,300	100.00	Complete
559	FM-0051725	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	2	Fire Protection - Replace (2) batteries, (1) charger, and (1) logic board for the fire panel. Currently the fire alarm panel is showing a trouble alarm and will not clear due to the batteries not charging properly. This work must be completed for the safety of the people in the courthouse.	\$ 3,997	\$ 2,798	69.99	Complete
560	FM-0051726	Solano	Hall of Justice	48-A1	2	Plumbing - Sewer Ejector Pump - Replace failed float switches to include floats and relay controller so that sewage is ejected automatically, sump is being emptied manually several times a day until work is performed.	\$ 5,461	\$ 3,977	72.82	Complete
561	FM-0051727	Los Angeles	Downey Courthouse	19-AM1	2	Elevator - Replace blown fuse for non-functioning Judge's Elevator #5. This work was completed as a P1 emergency due to this being a Judge's elevator and is critical to court operation and the safety of Judge's.	\$ 2,187	\$ 2,187	100.00	Complete
562	FM-0051728	Orange	Harbor Justice Center- Newport Beach Facility	30-E1	2	Roof - Roof Leak - Remove and replace approximately 250 square feet of roofing material at the leaking and pooling areas of the roof. Scope will include the use of a white flood coat emulsion and to include resealing of 100 LF of coping and seams. This work is needed to maintain the roofs warranty and recommended by the product manufacturer and roof installer.	\$ 6,716	\$ 5,663	84.32	Complete
563	FM-0051729	Orange	Harbor Justice Center- Newport Beach Facility	30-E1	2	Interior Finishes - Stair Treads - Remove and replace brittle and loose vinyl flooring on the stairs; There has been a trip and fall due to these stairs.	\$ 14,962	\$ 14,962	100.00	In Work
564	FM-0051730	Santa Clara	Downtown Superior Court	43-B1	2	Electrical - Provide fire watch during planned power outage by PG&E to perform Electrical Service over the weekend (3/24 -3/25); Building Engineer to shut down and restart all affected equipment (HVAC, Generator), monitor IT room for excessive heat, Elevator Company to shutdown and reset elevator equipment, EMCOR to backup and reset BAS controls. 8) 100% AOC Maria Atayde-Scholz - RS Approved 10/28/2013 12:04:58 Multiple Updates/Other SD	\$ 5,681	\$ 5,681	100.00	Complete



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565	FM-0051731	Orange	West Justice Center	30-D1	2	Grounds/Parking Lots - Resurface/Reseal-Lots A, B & C (per JOA) have deteriorated to the point where the neglected lots represent a major liability risk as spaces are no longer marked appropriately and pavement is uneven and graveling in many areas, degrading the surface. Contractor to grind and remove approximately 500 sq. ft. of pavement and replace with new asphalt; reseal using one (1) heavy coat of standard slurry over approximately 51,590 sq. ft. of parking lot. Restripe with handicap logo, arrows and lines and renumber as designated. Saw cut and replace 21 linear ft. of 18 curb uprooted by tree, remove roots and haul away debris.	\$ 14,728	\$ 13,355	90.68	Complete
566	FM-0051732	Orange	Computer Systems Trailer	30-B2	2	COUNTY MANAGED. Please provide fumigation and soil treatment services to address the dry wood and subterranean termites. The project includes the County ISU trailers. The total cost is \$12,726.50. The Courts occupy approximately 5,084 SF. Probation occupies approximately 5,837 SF. The pro-rated cost would be \$5,930.50 for the Courts and \$6,796.00 for Probation.	\$ 6,524	\$ 6,524	100.00	In Work
567	FM-0051733	Lake	South Civic Center	17-B1	2	Interior Finishes - Sample and test 12 bulk asbestos samples containing mastic and also sample and test 2 concrete samples	\$ 1,731	\$ 1,731	100.00	Complete
568	FM-0051734	Los Angeles	Pomona Courthouse South	19-W1	2	Elevator - Circuit Board - Replace malfunctioning circuit board and conduct a system check of the elevator operations. Currently elevator #5 HC-PIO circuit board has malfunctioned making the elevator inoperable. The elevator has been placed out of service for the safety of the courthouse.	\$ 3,996	\$ 3,642	91.14	Complete
569	FM-0051735	Los Angeles	Inglewood Courthouse	19-F1	2	Elevators, Escalators & Hoists - Replace burned out hoist way motor at elevator #3. As a safety precaution, this elevator will remain out of service until this work is completed.	\$ 25,916	\$ 19,323	74.56	In Work
570	FM-0051736	Kings	Probation Building	16-A4	2	Exterior Shell - Pest Control - Remove 256 square feet of termite and water damaged siding and batten boards from four separate areas of the building. Treat for dry wood termites as required. Remove and replace damaged insulation and install new vapor barrier as required in these areas. Install new siding and batten boards and paint to best match existing.	\$ 19,862	\$ 2,314	11.65	Complete
571	FM-0051737	Alameda	Hayward Hall of Justice	01-D1	2	Electrical - Electrical Panel - Replace two (2) circuit breakers, and two (2) feeder cable-set connections that failed thermo-graphic (IR) scan. Located in main and chiller switchboard panels	\$ 8,504	\$ 7,509	88.30	Complete
572	FM-0051738	Los Angeles	El Monte Courthouse	19-O1	2	HVAC - Run a new conduit and electrical wires overhead between the motor control panel and chilled water pump #1. Currently chilled water pump #1 is out of service due to shorted electrical wires inside an underground conduit that runs between the motor control panel and chilled water pump #1. The shorted electrical wires cause a circuit breaker to trip when chilled water pump #1 starts up.	\$ 2,711	\$ 1,576	58.12	Complete
573	FM-0051740	Stanislaus	Modesto Main Courthouse	50-A1	2	Grounds and Parking Lot - Remove the existing gate operator and install new wiring from pull box at gate to new sliding gate operator. Cut and re-install all new loops with new loop detectors. Install back up battery system. Ensure safe secure parking for court staff.	\$ 8,255	\$ 8,255	100.00	Complete
574	FM-0051743	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	1	Plumbing - Water Damage - set up approximately 4,000 SF of containment area, extract water from 1,800 SF area, remove and replace 84 Sqft of damaged ceiling tiles, re-insulate 15 LF of duct work, remove 1,750 for glue down carpet squares, scrape the compromised glue, and reinstall the carpet. Replace failed Variable Air Volume box with new hot water coil, all piping and duct work connections. Leaking coil in air handler leaked from ceiling into the ground floor County Council office/cubicle area.	\$ 51,681	\$ 51,681	100.00	Complete





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575	FM-0051744	Los Angeles	El Monte Courthouse	19-O1	1	Interior Finishes - Roof Leak - Install 30' x 30' x 9' asbestos containing materials containment in the 3rd floor break room, kitchenette, and air handler room. Set-up five dehumidifiers and five air scrubbers during abatement and drying process, patch hole in roof, and install rain gutter to divert leaking water from the cooling towers. Replace 15 SF of damaged ceiling tiles and remove containment for clearance testing. Due to the deteriorated roof, rain water leaked through into the 3rd floor employee break room, kitchenette.	\$ 26,337	\$ 26,337	100.00	Complete
576	FM-0051745	San Diego	County Courthouse	37-A1	2	Escalator - Replace rollers on ten steps of escalator that runs from the 2nd floor down to the 1st floor. Currently the escalator has been tagged out and is not operating.	\$ 3,812	\$ 2,951	77.42	Complete
577	FM-0051746	Santa Barbara	Santa Maria Courts Building C + D	42-F1	1	Plumbing - Replace leaking Hot and Cold Water lines - pinhole leak in Hot water line caused minor water intrusion in Melville Meeting room of Department 1 Chambers. Abate asbestos containing materials in impacted areas.	\$ 34,420	\$ 34,420	100.00	Complete
578	FM-0051749	San Bernardino	Juvenile Dependency Courthouse	36-P1	2	Electrical - remove and replace all UPS Battery Back-Up batteries. Currently the UPS - Battery Back-Up unit contains batteries that are beyond useful service life, some of which have failed. All batteries must be replaced to ensure that this UPS Battery Back-Up devices works when needed in emergency situations.	\$ 3,237	\$ 1,765	54.53	Complete
579	FM-0051750	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	2	Fire Protection - Replace two corroded and damaged butterfly valves for fire pump. Currently the pumps aren't working properly and if the valve fails completely, there will be a flood in the fire pump room and no water to the building sprinkler system.	\$ 5,146	\$ 3,602	69.99	Complete
580	FM-0051751	Los Angeles	Van Nuys Courthouse West	19-AX2	2	Elevators, Escalators, & Hoists - Remove and install new handrail chain drive. Escalator is making a thumping noise as it comes down from floor 3 to floor 2.	\$ 3,882	\$ 3,124	80.48	Complete
581	FM-0051752	Kern	Bakersfield Juvenile Center	15-C1	1	Plumbing - Pipe Leak - Removed and replace rusted coupling leaking through ceiling tiles and replace 10 restroom ceiling tiles. Additional access to the pipe required removal and replacement of approximately 2 SF of wall tile and drywall. This work was completed as a P1 emergency due to water intrusion in a public hallway causing a safety and slip hazard.	\$ 3,705	\$ 3,705	100.00	Complete
582	FM-0051753	Los Angeles	Norwalk Courthouse	19-AK1	1	Plumbing - Abate asbestos, encapsulate fire proofing, remove wet building materials, and install new ceiling tiles damaged by failed water cooler.	\$ 9,319	\$ 9,319	100.00	Complete
583	FM-0051756	Contra Costa	Arnason Justice Center	07-E3	2	HVAC - Boiler - Remove and replace pilot assembly and ignition electrode assembly; New electrode and flame rod assembly are also included. Verify operation of control circuitry, gas valves, and vents; Fine-tune and adjust boiler to its maximum efficiency; Verify burner operation based on a variable control signal; Check operation of the boiler isolation control valve and timing - Boiler no longer operates because of defective parts.	\$ 11,003	\$ 11,003	100.00	Complete
584	FM-0051757	Los Angeles	Stanley Mosk Courthouse	19-K1	2	Plumbing - Remove failed ice machine and install new. Currently the existing ice machine is beyond repair and new one must be purchased and installed.	\$ 5,892	\$ 5,892	100.00	Complete
585	FM-0051758	San Diego	North County Regional Center - Traffic Annex	37-F3	2	Fire Protection - Fire Curtain - Remove and replace fire release device (motherboard) on fire curtain #4. Currently the #4 fire curtain is non-operational because of a faulty fire release device creating a safety hazard.	\$ 2,824	\$ 2,824	100.00	Complete
586	FM-0051759	San Diego	County Courthouse	37-A1	2	HVAC - Heating Coil - Replace heating coil on Air Handler Unit SBM-4. Currently the coil header is leaking at welded seem. This work must take place to prevent further damage to the system.	\$ 5,379	\$ 4,164	77.42	Complete



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587	FM-0051760	San Diego	East County Regional Center	37-I1	2	Interior Finish - Demo and disposal of existing quarry tile and base, ready concrete for installation, installation of expansion joint between old and new tile, grout, and seal. Currently 425 square feet of quarry tile has broken loose from the concrete slab creating a trip and safety issue.	\$ 7,142	\$ 4,836	67.71	Complete
588	FM-0051761	San Diego	County Courthouse	37-A1	1	HVAC - Replace failed chemical injection line. This work was completed as a P1 emergency due to the booster system tank failing causing loss of hot water to building and heating throughout the building causing a health and safety issue.	\$ 6,806	\$ 5,269	77.42	Complete
589	FM-0051762	San Diego	County Courthouse	37-A1	2	HVAC - Remove and replace both condenser units on the roof. Currently Condenser 2 has a leak in the coil and is unable to patch the coil and Condenser 1 has a bad compressor and is leaking. This repair must be completed due to no back up air for the IT room located in the basement.	\$ 5,880	\$ 5,880	100.00	Complete
590	FM-0051763	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	2	Interior Finishes - Patch and replace two pieces of travertine, one piece by the elevators and one piece by the men's restroom. Walls have holes where the travertine is broken and missing. Work required to prevent further damage.	\$ 2,715	\$ 1,868	68.79	Complete
591	FM-0051764	Santa Clara	Morgan Hill Courthouse	43-N1	2	Fire Protection - 5 Year Inspection Corrections: Replace painted sprinkler heads - 14 in the basement, Seven on the first floor, Six on the second floor. Replace five riser gauges that are out of date for calibration.	\$ 7,780	\$ 7,780	100.00	Complete
592	FM-0051765	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	2	Grounds and Parking Lot - Replace sprinkler system, automatic irrigation valves, all lateral galvanized lines with new, plant new landscaping, add mulch and wood chips. Sprinkler system and landscaping has deteriorated over the years, multiple valves and sprinklers are non-functional. Replacing to restore image of court.	\$ 4,443	\$ 3,056	68.79	Complete
593	FM-0051766	Orange	North Justice Center	30-C1	2	HVAC - Phase I, 3rd Floor VFD (Variable Frequency Drive) - Remove and replace failed 40hp VFD for the Phase I, 3rd floor HVAC with new ABB VFD with Johnson N3, Siemens FLN, MODBUSRTU and BACNET embedded drive. Cost also included start up, two year warranty, couplings, connectors, fittings and anchors. Failure to replace will leave this phase of the building without sufficient HVAC.	\$ 9,279	\$ 8,380	90.31	Complete
594	FM-0051767	Orange	North Justice Center	30-C1	2	HVAC - Duct Work - Main Hard Duct in the lobby of room 350 is falling and has bent several T-bar supports for the light fixtures and ceiling tiles causing them to also start to fall. Area is directly above queue for public payment windows. Remove all affected ceiling tiles and T-bar. Add brackets mounted to ceiling to secure main hard duct. Replace T-bar and ceiling tiles.	\$ 1,786	\$ 1,613	90.31	Complete
595	FM-0051768	Orange	Harbor Justice Center-Newport Beach Facility	30-E1	2	HVAC - Replace failed 50HP 326T frame 1770RPM 460V Air Handler Unit motor.	\$ 5,674	\$ 4,784	84.32	Complete
596	FM-0051769	Los Angeles	Beverly Hills Courthouse	19-AQ1	2	Electrical - Remove and rebuild failed fuel pump on the back-up generator. This failed fuel pump will not allow the generator to operate properly during a power outage.	\$ 11,690	\$ 9,296	79.52	Complete
597	FM-0051770	Los Angeles	Stanley Mosk Courthouse	19-K1	2	Electrical - Renovate failed cooling system and replace fuel heaters system. The generator failed the Annual Level IV PM.	\$ 7,118	\$ 6,923	97.26	Complete
598	FM-0051771	Los Angeles	Stanley Mosk Courthouse	19-K1	2	Security - Remove and replace key switches, upper rollers, guides and sensors on the exit door to Hill Street. Currently the doors do not operate properly and the parts are beyond repair creating a security concern for the building.	\$ 3,114	\$ 3,029	97.26	Complete
599	FM-0051772	Los Angeles	Compton Courthouse	19-AG1	2	Fire protection - Fire pump #1 - Remove and replace non-operational remote start solenoid for fire pump #1.	\$ 5,706	\$ 3,773	66.13	Complete



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600	FM-0051773	Los Angeles	Compton Courthouse	19-AG1	2	Fire Protection - Replace cracked sight glass and waste cone for fire pump test header.	\$ 3,719	\$ 2,459	66.13	Complete
601	FM-0051774	Los Angeles	Compton Courthouse	19-AG1	2	Exterior Shell - Install a total of 7 handrails to the exterior of the North side of the building. Currently the exterior of the building missing handrails which is needed to prevent slips and falls for the public.	\$ 5,706	\$ 3,773	66.13	Complete
602	FM-0051775	Los Angeles	Stanley Mosk Courthouse	19-K1	2	Interior Finishes - Replace in-floor closers with complete case arms, service and adjust hardware and doors. Doors are loose and do not operate properly, closers are beyond repair and must be replaced.	\$ 4,626	\$ 4,499	97.26	Complete
603	FM-0051777	Los Angeles	Stanley Mosk Courthouse	19-K1	2	Interior Finishes - Please provide battery containment sleeves for back up generators 1,2,3 Safety issue	\$ 2,400	\$ 2,334	97.26	Complete
604	FM-0051778	Los Angeles	Metropolitan Courthouse	19-T1	2	Grounds and Parking Lot - Repaint signage on public parking garage, two new clearance signs and one exit sign. Currently it is confusing to the public when entering and exiting the garage with vehicles.	\$ 4,903	\$ 4,635	94.54	Complete
605	FM-0051779	San Diego	East County Regional Center	37-I1	2	Security - Failing Multiplexers - Remove and replace three (3) existing Multiplexers with new like/kind/quality Multiplexers; terminate, configure and test. Current units are defective and failing and need to be replaced to maintain required security. Each unit supports a total of 24 existing analog cameras for a total of seventy-two (72) cameras throughout the building	\$ 37,897	\$ 25,660	67.71	In Work
606	FM-0051780	Los Angeles	Stanley Mosk Courthouse	19-K1	2	Electrical - replace lights out in 5th floor high-ceiling stairwells near departments 45 and 96.	\$ 3,035	\$ 2,952	97.26	Complete
607	FM-0051782	Stanislaus	Modesto Main Courthouse	50-A1	1	Plumbing - Boiler - Provide all labor and materials to remove the inner-workings of the boiler, renovate them, re-install them re-fill the system, leak check the system, re-fire the boiler and re-establish all of the temperature and pressure settings - The existing boilers inner workings are failing, which would leave the Court without heat. Replacement of boilers this size (2.5 Million BTU) cost generally \$150K to \$200K each.	\$ 52,881	\$ 52,881	100.00	Complete
608	FM-0051783	Los Angeles	Burbank Courthouse	19-G1	1	HVAC - Gas Fired Boiler - Remove and replace one 39 year-old, non-compliant boiler due to AQMD Notice of Violation, failure to replace these boilers will lead to heavy daily fines; HEATING HOT WATER BOILER 1,200,000 BTU EA.	\$ 79,525	\$ 72,177	90.76	Complete
609	FM-0051784	San Diego	County Courthouse	37-A1	1	HVAC - Repair chill water line and clean up the water and ceiling tiles that are wet. Chill water leak, leaking in judges chambers.	\$ 4,707	\$ 4,707	100.00	Complete
610	FM-0051785	Santa Cruz	Watsonville Courthouse	44-B2	2	COUNTY MANAGED - HVAC - Replace failed 12" Variable Air Volume box w/new - Variable Air Volume internal coil has become disconnected from the housing (seal), is causing major noise and possibility of leaks. Work area is above 16'.	\$ 2,144	\$ 2,144	100.00	In Work
611	FM-0051786	Los Angeles	Alhambra Courthouse	19-I1	2	Plumbing - Install a seismic shut-off valve at gas meter. There is no automatic gas shut-off on the main gas pipe. Valve needs to be installed after the gas meter to shut off gas supply to building in case of earthquake.	\$ 4,863	\$ 4,182	86.00	Complete
612	FM-0051787	San Diego	Hall of Justice	37-A2	2	COUNTY MANAGED - Shared Cost - Replacement of damaged in-ground exterior up lights at main entrance. Currently, lights do not operate and fixtures need to be replaced. Requires saw cutting and removal of old in-ground light fixtures.	\$ 11,781	\$ 11,781	100.00	In Work
613	FM-0051788	Los Angeles	Van Nuys Courthouse West	19-AX2	1	Elevator - Shorten stretched out ropes for Judge's Elevator #3. Currently this elevator is not operable due to the safety issue with the stretched out ropes.	\$ 9,853	\$ 9,853	100.00	Complete
614	FM-0051789	Los Angeles	Inglewood Courthouse	19-F1	2	ELEVATOR - Elevator Doors - remove and replaced FM1 base contacts & door rollers. Work required because elevator doors would not open.	\$ 3,541	\$ 2,640	74.56	Complete



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615	FM-0051792	Riverside	Larson Justice Center	33-C1	2	Grounds and Parking Lot - East Parking Lot - Replace approx 1200ft of 8 AWG and 600ft of 12 AWG of stolen wiring to recently vandalized parking lot lighting poles and feeds, currently leaving the lot with large sections unlit. 6 welded and locking covers will be added to prevent further theft. The project will restore functionality to the lighting and provide a safer and secure environment for Court patrons leaving in the evening.	\$ 9,484	\$ 7,664	80.81	Complete
616	FM-0051793	Fresno	Firebaugh Court	10-K1	1	HVAC - Replace existing cracked steam coil located in supply air duct work for Fan Unit #2 with new custom fabricated steam coil. Install and insulate new steam piping from the control valve to the new coil and then to the condensate return shut off valve - Steam coil is cracked and leaking and affected space, including County Library, has no heating.	\$ 8,114	\$ 4,708	58.02	Complete
617	FM-0051795	Los Angeles	West Covina Courthouse	19-X1	2	Interior Finishes - Floor tile and adhesive glue to be removed in an area of about 130 sq ft, asbestos containing materials removal, test for clearance, then install new floor tile. Tiles are starting to lift and are creating a trip hazard in employee hallway near employee break room/law library.	\$ 5,364	\$ 4,453	83.01	Complete
618	FM-0051797	San Diego	North County Regional Center - Traffic Annex	37-F3	2	Fire Protection - Install load signage in courtrooms 32 and 33, install fire doors in D32 judge's chambers corridor, add drywall ceiling in electrical room and install exit signs in 'A' occupancy courtrooms. Work is required per fire inspection deficiency list to pass fire test.	\$ 20,942	\$ 20,942	100.00	In Work
619	FM-0051798	Merced	New Downtown Merced Courthouse	24-A8	2	Grounds - Directional signage - Replace the damaged and dilapidated signage outside the courthouse. The signs have fallen apart causing directional confusion for the public.	\$ 5,190	\$ 5,190	100.00	In Work
620	FM-0051799	Alameda	Wiley W. Manuel Courthouse	01-B3	2	Fire alarm system - Replace failed fire pump isolation valve tamper switch and fire panel backup batteries to eliminate trouble alarm condition	\$ 3,298	\$ 2,764	83.80	Complete
621	FM-0051800	Orange	Harbor Justice Center- Newport Beach Facility	30-E1	2	Grounds and Parking Lot - Add asphalt to correct ADA Parking trip hazard caused by lifting concrete.	\$ 2,445	\$ 2,062	84.32	In Work
622	FM-0051801	Orange	Central Justice Center	30-A1	2	Plumbing - Flood Mitigation - Drywall, carpeting, ceiling, and other interior finishes - Emergency remediation and cleanup, including but not limited to containment, disinfection, abatement, and dry out of areas impacted by the black water flood on 01/28/2014.	\$ 5,088	\$ 4,639	91.17	Complete
623	FM-0051802	Los Angeles	Alhambra Courthouse	19-11	2	HVAC - Replace cooling tower fan bearings including new fan shaft, fan sheave, upper hub to hold shaft in place and locking collar. Bearings have been properly lubricated and are still making grinding noise. They need to be replaced to avoid bearings rapture which can cause an unbalanced rotation of the fan blades and damage the tower.	\$ 5,569	\$ 4,789	86.00	Complete
624	FM-0051803	Stanislaus	Modesto Main Courthouse	50-A1	2	HVAC - Building Automation Infrastructure - Provide 2 critical alarm points for control air, remote notification hardware, and programming for remote notification of critical equipment alarms. This added hardware and programming is to address long-standing issues with frequent critical system/equipment failures that impact court operations.	\$ 10,862	\$ 8,453	77.82	Complete
625	FM-0051804	Contra Costa	Danville District Courthouse	07-C1	1	HVAC - Replace failed 5-ton AC Unit - Requires a crane and work has to be done off hours; provide and maintain temporary heaters for Commissioner's Courtroom and Chambers - AC-5 has failed and is beyond repair.	\$ 70,000	\$ 70,000	100.00	Complete
626	FM-0051805	Modoc	Barclay Justice Center	25-A1	1	HVAC - Computer Server Closet AC - The 2.5 ton AC unit serving the computer closet has failed, is beyond repair, and needs to be replaced.	\$ 10,000	\$ 10,000	100.00	In Work



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627	FM-0051806	Los Angeles	Van Nuys Courthouse East	19-AX1	2	Exterior shell - Storefront Glazing System - Replace the existing storefront glass system that was removed to complete the site stabilization and structural work at the entrance to the main lobby. This will also include the design and shop drawing and submittals for glass, glass frame and door system. The doors are to be sliding doors, electrically activated; photo sensor and contain a laser beam relay to act as a safety closure loop (so the door doesn't close while the beam is interfered). All glass to be tempered and tinted.	\$ 163,842	\$ 147,032	89.74	Awaiting Shared Cost Approval
628	FM-0051807	Napa	Criminal Court Building	28-A1	2	Plumbing - Replace nonfunctioning institutional grade holding cell toilet - work needs to be performed afterhours	\$ 5,183	\$ 5,183	100.00	Complete
629	FM-0051808	Humboldt	Humboldt County Courthouse (Eureka)	12-A1	2	HVAC - Replace rusted non functioning return air and outside air dampers - New stainless steel return air and outside air dampers (2ea - Air Handler Unit # 1 & #2- Court Exclusive) will be installed complete with all necessary stainless steel linkage, control arms and fasteners.	\$ 32,127	\$ 32,127	100.00	In Work
630	FM-0051809	Orange	Betty Lou Lamoreaux Justice Center	30-B1	2	HVAC - Chiller #3 - Remove and replace failed 300 - ton Chiller #3 with energy efficient Multi-stack Chiller. Chiller #3 is non-operational. The building is being supported by Chiller #2 only with no redundancy. Failure of Chiller #2 would result in zero cooling for the facility and possible closure.	\$ 595,242	\$ 475,896	79.95	In Work
631	FM-0051810	Napa	Juvenile Court	28-C1	1	Interior Finishes - Plumbing - Remove water damaged sheetrock and expose roof drain piping in walls - Extract water from 600 square feet of carpet and dry with fans and dehumidifiers - Locate roof drain line blockage with water test and camera - Auger drain line with power snake - Break out seventy square feet of plaza concrete slab at location of blocked drain and replace 15 linear feet of four inch cast iron drain line piping - Backfill and compact plumbing excavation site and place seventy square feet of six inch thick wire mesh reinforced concrete walkway - Work performed after hours	\$ 21,000	\$ 21,000	100.00	Complete
632	FM-0051811	San Luis Obispo	Courthouse Annex	40-A1	2	Safety - Sally Port Door - Remove and replace the damaged safety edge and take up reel. Work also required the balancing and realignment of the door.	\$ 2,500	\$ 2,500	100.00	Complete
633	FM-0051812	Solano	Law And Justice Center	48-A2	2	Lockset - Replace failed attorney interview room door lockset in holding - The remote controlled electro-mechanical lock will be installed after hours	\$ 3,388	\$ 3,388	100.00	Complete
634	FM-0051813	San Diego	County Courthouse	37-A1	1	Electrical - Replace all burned out T-8, T-12 light bulbs, if ballast is burnt replace with T-8 lights. Escalated to a P1 due to two (2) lamps flickering causing disruption to courts. Estimated a total of 35 lights are burned out.	\$ 4,898	\$ 4,898	100.00	Complete
635	FM-0051814	Kern	Bakersfield Superior Court	15-A1	2	HVAC - Replace relay switches, adjust safety mechanisms and provide refrigerant if needed for Chiller. Malfunctioning relay switches were preventing chiller from engaging and cooling Courthouse.	\$ 2,951	\$ 1,849	62.64	Complete
636	FM-0051816	San Diego	County Courthouse	37-A1	2	Plumbing - Leaking Drain Line - Remove and replace 20lf of 8" cast iron pipe, one 8" 90 degree and two (2) 8" 45 degree cast iron fittings. The drain line is leaking and these fittings must be replaced along with the 20' pipe section	\$ 4,311	\$ 3,338	77.42	Complete
637	FM-0051817	Sacramento	Gordon Schaber Sacramento Superior Court	34-A1	2	HVAC - Failing AHU Motors -Replace 50 year old aluminum cable and AHU motors throughout the mechanical rooms. There are (23) existing AHU motors in mechanical spaces fed by aged and deteriorated aluminum wiring, motors and cable have, and continue to fail. Replace electrical distribution panels with new, replace aluminum feeder wiring with copper. Replace motors with energy efficient VFD/BAS controlled models. Energy savings will result from motor / VFD replacement.	\$ 969,364	\$ 969,364	100.00	In Work



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638	FM-0051818	Orange	Central Justice Center	30-A1	2	Plumbing - Flood Mitigation – Remove and replace 33,791 sq ft of drywall, 15,273 sq ft of flooring, 1,957 linear ft of ceiling perimeter, and 1,957 linear ft of floor perimeter and remove approx. 40 yards, 7-8 tons of debris. Emergency remediation and cleanup, including but not limited to containment, disinfection, abatement, and dry out of areas impacted by the black water flood on 01/28/2014.	\$ 49,630	\$ 45,248	91.17	Awaiting Shared Cost Approval
639	FM-0051819	Alameda	Wiley W. Manuel Courthouse	01-B3	2	Plumbing - Plumbing Leak Remediation - Locate the leak and open wall to replace failed dielectric union. Perform water extraction and dry affected building materials with dehumidifiers and fans on the first and second floors where wet from leak. Close in open fire wall in return air plenum where failed dielectric union was located with new fire rated access panel. Patch sheetrock around new (18"x18") access panel and reinstall baseboard damaged by P1 emergency water leak	\$ 8,655	\$ 8,655	100.00	Complete
640	FM-0051820	Alameda	Fremont Hall of Justice	01-H1	2	Electrical - Replace one (1) circuit breaker pneumatic tube, two (2) circuit breakers, and two (2) disconnect switches that failed thermo-graphic (IR) scan. Located on the 2nd floor fan room 2B, 4th floor DHC and 1st floor DLA Switchboard Panels.	\$ 6,336	\$ 6,336	100.00	In Work
641	FM-0051821	Alameda	Fremont Hall of Justice	01-H1	2	HVAC - Air Handler Unit - Replace noisy worn out bearings and balance unit . Work will be performed on a weekend.	\$ 6,690	\$ 5,312	79.40	Complete
642	FM-0051822	San Mateo	Traffic/Small Claims Annex	41-A2	2	HVAC - Compressor and Fan - Remove and replace the failed pressure relief valve and worn compressor high/low pressure switch and the fan cycle switch. Work will require the recovery and storage of the remaining refrigerant in EPA approved cylinders, pressurizing the unit with nitrogen and leak check, then evacuate and charge unit with stored refrigerant and add refrigerant to meet factory specification. Start up and test the unit for proper operation.	\$ 7,320	\$ 7,320	100.00	Complete
643	FM-0051823	San Francisco	Civic Center Courthouse	38-A1	2	HVAC - Failed Chiller #2 - Remove and replace the failing contactors and liquid injection solenoid on Chiller #2, work requires the recovery of the existing refrigerant, vacuumed test and reinstall the refrigerant when the work is complete.	\$ 8,307	\$ 8,307	100.00	In Work
644	FM-0051824	Los Angeles	Metropolitan Courthouse	19-T1	2	Plumbing - Replace 15 ft of 3/4 inch piping from 9th fl mechanical room leading into store room 801a and replace the damaged ceiling/drywall. Leak in ceiling 801a store room coming from hot water return piping.	\$ 6,528	\$ 6,528	100.00	Complete
645	FM-0051825	Los Angeles	Compton Courthouse	19-AG1	2	HVAC - Replace one (1) Variable Frequency Drive (VFD) for the supply fan, and one (1) VFD for the return fan on the 2nd floor. Both Return Air VFD and Supply Air VFD failed. Air Handling Unit motor running full speed caused too much air pressure to ducts and 2nd floor space.	\$ 9,367	\$ 6,194	66.13	Complete
646	FM-0051826	San Francisco	Civic Center Courthouse	38-A1	2	HVAC - Failing Chiller #1 - Remove and replace the failing contactors and liquid injection solenoid on Chiller #1, work requires the recovery of the existing refrigerant, vacuumed test and reinstall the refrigerant when the work is complete.	\$ 5,498	\$ 5,498	100.00	Complete
647	FM-0051827	San Diego	County Courthouse	37-A1	2	Electrical - Replace (35) burned out T-8 or T-12 light bulbs, replace burnt ballasts with T-8 lights, clean all lens covers. (35) lights are burned out in Dept. 33 making it too dark/dim to see.	\$ 4,819	\$ 4,819	100.00	Complete
648	FM-0051828	Solano	Solano Justice Building	48-B1	2	Electrical - Replace failed access card system power supply for Court exclusive space - Temporary rewiring of a secondary system to share its power supply until ordered replacement power supply arrives.	\$ 4,055	\$ 4,055	100.00	Complete
649	FM-0051829	San Diego	County Courthouse	37-A1	2	Electrical - Replace (35) burned out T-8 or T-12 light bulbs, replace burnt ballasts with T-8 lights, clean all lens covers. (35) lights are burned out in Dept. 30 making it too dark/dim to see.	\$ 4,819	\$ 4,819	100.00	Complete





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650	FM-0051830	Lake	South Civic Center	17-B1	2	Interior Improvement - Abatement - Remove and dispose of approximately 1,000 SF each of carpet, floor tile and mastic via razor method. HEPA vacuum, wet wipe and encapsulate all exposed surfaces. Transport and disposal of waste. Asbestos Containing Material was exposed as part of the on going court-funded, Rule 10.810 carpet replacement project.	\$ 12,332	\$ 12,332	100.00	Complete
651	FM-0051831	San Bernardino	San Bernardino Courthouse	36-A1	1	HVAC - Air Conditioner Condenser - Vandalism / Replace a critical air conditioner condenser that serves telecom equipment which was stolen during a recent vandalism and replace with new. Install security cages on the exposed replacement condenser unit as well as an additional remaining exposed condenser unit to prevent additional vandalism.	\$ 6,157	\$ 6,157	100.00	Complete
652	FM-0051832	Kern	Bakersfield Superior Court	15-A1	2	Security - Damaged Doors - Remove and replace metal entrance doors that have separated from the inner frame causing the locking mechanism to fail at times which become a security issue.	\$ 3,916	\$ 2,453	62.64	Complete
653	FM-0051833	San Bernardino	San Bernardino Courthouse	36-A1	2	Vandalism - Replace a critical A/C condenser that serves telecom equipment which was stolen during a recent vandalism and replace with new. Install security cage on the exposed replacement condenser unit to prevent additional vandalism.	\$ 4,654	\$ 4,451	95.64	Complete
654	FM-0051834	San Bernardino	Rancho Cucamonga Courthouse	36-F1	2	Vandalism / Strip down, sand, and refinish R-1 Courtroom double doors to remove unsightly graffiti related vandalism. This work is needed in order to maintain a positive image to the public.	\$ 2,648	\$ 2,648	100.00	Complete
655	FM-0051835	Amador	Begovich Building	03-C1	2	Holding Area - Construct a secure in-custody dock area with 1/2-walls, a door and a glass enclosure on top, in Department #2. And add a glass enclosure on top of the existing similar dock walls in Dept. 1 - Currently, there is no physical separation/barrier between the detainees and the staff and general public, when they are brought into the Courtroom in Dept 2 and Dept. 1 is not secure enough as it currently exists.	\$ 23,487	\$ 23,487	100.00	In Work
656	FM-0051836	Los Angeles	Van Nuys Courthouse West	19-AX2	2	HVAC - Install new damper and pneumatic actuator. Variable Air Volume (VAV) box is not operating, existing damper and actuator are defective. Installing new damper and pneumatic actuator will allow VAV to operate and allow air into the occupied space.	\$ 3,204	\$ 3,204	100.00	Complete
657	FM-0051837	Alameda	Fremont Hall of Justice	01-H1	2	Plumbing - Vandalism to bathroom fixtures - Replace two lavatory faucets in men's public restroom destroyed by a disgruntled patron.	\$ 1,042	\$ 827	79.40	Complete
658	FM-0051838	Santa Clara	Terraine Courthouse	43-C1	2	Elevator - Replace failed safety latching for four (4) elevator doors. Doors are opening before the cabs hit the floor causing a tripping safety hazard.	\$ 4,475	\$ 4,475	100.00	Complete
659	FM-0051839	Los Angeles	Beverly Hills Courthouse	19-AQ1	2	HVAC - Replace failed Variable Frequency Drive at Supply Fan #2. It is currently non-functional and in bypass mode. Replacement is required to reduce impact to Court operations.	\$ 2,357	\$ 1,874	79.52	Complete
660	FM-0051840	Los Angeles	Airport Courthouse	19-AU1	2	ELEVATOR - Elevator #8 ceiling facing is falling and must be replaced. The elevator has been taken out of service until all replacements have been completed.	\$ 9,550	\$ 7,370	77.17	Complete
661	FM-0051841	Santa Barbara	Santa Maria Courts Building G	42-F5	2	Security - Sally Port Gate - Replace wind locks, damaged rails and slats for the Sally Port door. Sally Port door/gate not functioning as designed, wind locks broken and rail damaged along with several slats damaged. Transport bus may have damaged the gate.	\$ 2,554	\$ 2,464	96.49	Complete
662	FM-0051842	El Dorado	Cameron Park	09-C1	2	Pest Control - Abate rodent stained ceiling tile from Court entry hallway. Disinfect T bar ceiling frames. Reinstall new ceiling tiles. Remove stained and smelly ceiling tiles. Pest debris from many years of incidental pest access smells when the building heating system is operated.	\$ 3,655	\$ 3,655	100.00	Complete



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663	FM-0051847	Los Angeles	Stanley Mosk Courthouse	19-K1	1	Plumbing - Drain two 7500 gallon storage tanks, replace (3) 8 Flanged Gate Valves and (2) 6 Flanged Gate Isolation valves, refill storage tanks, replace 8 Pneumatic Water Pressure Regulator valve and actuator (over 200 parts must be assembled on site), and calibrate the float and control system. This work was completed as a P1 emergency due to the storage tank overflowing, creating a 3 inch pool of water. Three 8" and two 6" valves failed while isolating the water tank and had to be replaced	\$ 93,020	\$ 90,471	97.26	Complete
664	FM-0051848	Santa Clara	Morgan Hill Courthouse	43-N1	2	Plumbing - Cleared 10 square feet of drain line due to shirt stuffed in drain by in-custody, replace failed sewage ejector pump assembly; one (1) impeller, two (2) cutter bar plates, and seals.	\$ 14,904	\$ 14,904	100.00	Complete
665	FM-0051849	Santa Clara	Downtown Superior Court	43-B1	2	Plumbing - Emergency Restoration service to remediate clogged drain that flooded the basement file room. Snaked 60 ft out and found tree roots clogging the pipes.	\$ 2,609	\$ 2,609	100.00	Complete
666	FM-0051850	Napa	Criminal Court Building	28-A1	2	HVAC - Condenser - Replace failed vibration isolating flex-line, sight-glass, service valve, and replace failed fuses and condenser fan leads. Recovery and recharging of the refrigerant will need to be completed as part of this work.	\$ 14,029	\$ 14,029	100.00	Complete
667	FM-0051851	Kern	Bakersfield Juvenile Center	15-C1	2	Elevators - Failed Breakers - Replace two (2) 3-pole 60-amp breakers to restore Elevator # 1 to full functionality. Elevator stuck on ground floor with doors opened. Faulty breakers rendered Elevator # 1 offline.	\$ 2,620	\$ 1,749	66.76	Complete
668	FM-0051852	San Diego	County Courthouse	37-A1	2	HVAC - Replace back-up feed pump for boilers 1 & 2. Pump has leaking seals and is wasting chemicals.	\$ 3,379	\$ 2,616	77.42	Complete
669	FM-0051853	Del Norte	Del Norte County Superior Court	08-A1	2	Fire System - Fire Panel - Isolated the cause of failure in the fire panel and replaced the damaged signal devices to eliminate the false alarms at the smoke detectors in the in holding janitor closet and attorney visitor room 14 as well as the duct detectors in FAH #5. Reprogram the panel to correct signal reporting smoke detectors, duct detectors, pull stations to ensure Central station monitoring is seeing all supervisory and trouble alarms.	\$ 11,614	\$ 7,116	61.27	Complete
670	FM-0051854	Contra Costa	Wakefield Taylor Courthouse	07-A2	2	Exterior Shell - Remove 150 feet of failed rain gutter lining; Install 150 feet of new 45mil membrane; Provide street barricade and lift; Provide pedestrian control; Replace 60 Sqft of ceiling tile. The existing coating is damaged beyond repair and water is leaking into the Jury Deliberation Room on 3rd floor, causing damage to ceiling, walls and windows.	\$ 11,352	\$ 11,352	100.00	In Work
671	FM-0051855	Solano	Hall of Justice	48-A1	2	Fire sprinkler system - Replace failed alarm bell water motor assembly - Replace eight painted mismatched sprinkler heads, escutcheons, recharge and retest system to correct deficiencies found while performing sprinkler system preventative maintenance	\$ 7,403	\$ 5,391	72.82	Complete
672	FM-0051856	Los Angeles	Airport Courthouse	19-AU1	1	ELEVATORS - Multiple wheelchair lifts throughout the courthouse were found failed or inoperable. This work was completed as a P1 when failed parts on these wheelchair lifts were replaced as needed. Completion of this work was to remain in compliance with ADA and health safety laws.	\$ 3,668	\$ 3,668	100.00	Complete
673	FM-0051857	Los Angeles	Bellflower Courthouse	19-AL1	1	Plumbing - 3" Cracked Vent Pipe - Remove and replace 20 ft of 3" cast iron vent pipe and install new access panel. The vent pipe is cracked allowing sewage odor to seep into the building.	\$ 13,970	\$ 13,970	100.00	Complete
674	FM-0051858	Los Angeles	Metropolitan Courthouse	19-T1	1	Fire Protection - Replace burnt-out relay in the fire panel. The burnt-out relay was causing the fire alarm to sound and disrupting the employees and visitors of the courthouse.	\$ 6,540	\$ 6,540	100.00	Complete





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675	FM-0051859	Los Angeles	El Monte Courthouse	19-O1	1	Interior Finishes - Flood Mitigation - Emergency response to water intrusion caused by large rain and fast moving winds. This damaged the courthouse's 3rd floor and caused damaged to multiple areas requiring extraction of water in several areas, isolating three areas with zipper containment to increase the drying process, removal and replacement of approximately 200 SF of drywall, remove and replace approximately 100 SF of ceiling tiles, set up and remove approximately 40 pieces of restoration equipment (air movers, air scrubbers and dehumidifiers) sanitize approximately 1100 SF of carpet and remove and replace 300 LF of damaged duct insulation.	\$ 57,595	\$ 33,474	58.12	Complete
676	FM-0051860	Napa	Juvenile Court	28-C1	2	Interior Finishes - Replace water damaged interior finishes - Patch holes in drywall at entry to courtroom - Patch drywall holes in courtroom - Replace drywall damaged from leaking duct - Prime and paint walls where drywall replaced - Replace ceiling ties damaged by water - Reinstall rubber base in front entry - Reinstall oak base in back of courtroom	\$ 5,000	\$ 5,000	100.00	Complete
677	FM-0051861	Contra Costa	Danville District Courthouse	07-C1	2	Exterior lighting - Install 200 feet of conduit and wire on the rear retaining wall; install 20 feet of conduit, wire and protective covering across the parking lot driveway to connect to the existing light pole; Assure operation of parking lot lights. There is a broken wire underground and the parking lot lights are non functional. This creates a safety issue in the early morning and in the evening.	\$ 6,109	\$ 6,109	100.00	Complete
678	FM-0051862	Santa Clara	Hall of Justice (East)	43-A1	2	Parking Lot Safety- Replace (11) failed low pressure sodium lamps and ballasts on Light Poles, Bucket truck needed for access, disposal/recycling of material included, issue was reported by staff as a safety issue.	\$ 5,612	\$ 5,612	100.00	Complete
679	FM-0051866	Madera	Sierra Courthouse	20-D1	2	Exterior Shell - Insufficient lighting - Remove (11) exterior wall pack units fixtures that have either failed or do not illuminate sufficient lighting, replace with (11) new high output high efficiency fixtures. Currently there is insufficient lighting around Court perimeter and in the judges and staff parking.	\$ 11,828	\$ 11,828	100.00	Complete
680	FM-0051867	Los Angeles	Compton Courthouse	19-AG1	1	Fire Protection - Design and Activate Fire Alarm Control Panel - Prepare design specifications and plan documents for the restoration of the existing failed fire alarm system, install the new panel to a point that the need for continuous fire watch can be removed. This scope of work consists of designing a Notifier Fire Alarm Control Panel that would be tied into the existing field devices using the existing circuits and on going fire watch required by the State Fire Marshall. This facility modification will include project support and monitoring, and preparation of final phasing plan for the State Fire Marshalls review. Full building replacement as required by current code and the State Fire Marshall will follow as a separate project.	\$ 444,947	\$ 294,243	66.13	In Work
681	FM-0051868	Solano	Hall of Justice	48-A1	2	Lighting - Replace failed obsolete dimmer control and proprietary matching ballasts at four ceiling fixtures in Judges Chambers room 222 - Work to be performed afterhours	\$ 6,928	\$ 6,928	100.00	Complete
682	FM-0051869	Humboldt	Humboldt County Courthouse (Eureka)	12-A1	2	County Managed – Exterior Shell – Earthquake damage renovations, 341 identified issues in courthouse. Renovations include structural crack repair with epoxy injections, door and frame repairs and additional modifications to include minor steel angle additions.	\$ 143,270	\$ 143,270	100.00	In Work



#	FM Number	County	Building	Building ID	Priority	Description	Preliminary Cost Estimate	Facility Modification Program Budget Share of Preliminary Estimate	Facility Modification Budget % of Preliminary Cost Estimate	Status
683	FM-0051870	El Dorado	Johnson Bldg.	09-E1	2	Interior Finishes - Witness Stand - retrofit the existing witness stand to be more accessible and provide an ADA compliant witness box on the floor. The existing witness stand does not provide adequate space to safely exit onto floor level, there have been several instances when the stand occupant has tripped or almost fallen because of the step. Work will include removing the existing witness box and adding two short wood paneled walls and desk top.	\$ 6,349	\$ 6,349	100.00	Complete
684	FM-0051871	Santa Barbara	Santa Barbara Figueroa Division	42-B1	2	Fire Protection - (50) Sprinkler heads have been recalled and must be replaced, they will be removed/replaced after hours as to not affect the in custodies during working hours. The corrections are required for code compliancy.	\$ 6,854	\$ 6,854	100.00	Complete
685	FM-0051872	Merced	Old Court	24-A1	2	Interior Finishes - Replace damaged Courtroom 9 entrance doors and hardware - Rixson floor closers can not be repaired and they must be replaced	\$ 14,773	\$ 14,773	100.00	Complete
686	FM-0051873	Alameda	Hayward Hall of Justice	01-D1	2	HVAC - Replace failed and leaking single row hot water coil and pneumatic control valve for department 501 Judges Chambers. Work to be performed afterhours.	\$ 8,442	\$ 8,442	100.00	Complete
687	FM-0051877	Santa Clara	Hall of Justice (West)	43-A2	2	Plumbing - Lift Pumps - Remove and replace four (4) failing liquid level float ball type switches for the lift pumps. Remove solid debris from sump and remove from site. Pressure wash sump walls and pumps. Remove any remaining debris from the pressure wash. Test pump operation under normal conditions.	\$ 3,596	\$ 3,596	100.00	Complete
688	FM-0051880	San Diego	County Courthouse	37-A1	2	Plumbing - Disconnect, remove and dispose of one existing Cash, 2" pressure reducing valve. Install one (1) new Wilkens, 2" pressure reducing valve, Connect to existing piping and provide necessary fittings. Diaphragm leaking thru, pipe fittings are leaking. All isolation valves are shut. Safety issue due to water on basement floor.	\$ 9,300	\$ 7,200	77.42	In Work
689	FM-0051882	Fresno	Fresno County Courthouse.	10-A1	2	Fire Protection - Sprinkler System - Replace nine (9) painted fire sprinkler heads, relocate seven (7) sprinkler heads to proper length, install (16) missing escutcheons, replace (16) loaded fire sprinkler heads, install one (1) module to monitor control valve in B-2 server room, install one (1) head guard, replace five (5) smoke detector heads and one (1) strobe - To correct deficiencies itemized on annual fire sprinkler and fire alarm panel inspections.	\$ 6,384	\$ 6,384	100.00	In Work
690	FM-0051883	Santa Clara	Old Courthouse	43-B2	2	Interior Finishes - Remediate 5 square feet of leak damaged peeling sheet rock and paint to match existing in Department 21. Scaffolding needed for access	\$ 5,513	\$ 5,513	100.00	In Work
691	FM-0051884	Alameda	Gale - Schenone Hall of Justice	01-E1	2	Electrical - Emergency electrical power system - Replace failed automatic transfer switch (ATS) and test new switch for proper operation. Work to be performed afterhours.	\$ 12,862	\$ 12,862	100.00	In Work
692	FM-0051885	Santa Clara	Palo Alto Courthouse	43-D1	2	Fire Life Safety - 5 Year Inspection Corrections - Replace failed - (14) sprinkler heads throughout building, (4) pressure gauges, (27) expired wet stand pipe fire hoses - This will update the building's 5-year certification.	\$ 12,823	\$ 12,823	100.00	In Work
693	FM-0051887	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	2	Plumbing - Failed Shutoff Valve - Remove and replace one failed shutoff valve, work will require new bolts and gaskets. Restroom needs plumbing repairs that can not be made due to a frozen shutoff valve feeding this area. Restroom is out of service until repairs are made.	\$ 6,690	\$ 4,602	68.79	Complete
694	FM-0051888	Sacramento	Carol Miller Justice Center	34-D1	2	Plumbing - Install Hot Water Heaters in Restroom and Break Room - The hot water generated by the building's system typically takes 13- 14 minutes to reach in these rooms. There is no hot water recirculation pump in the plumbing system. The high vacancy (the county vacated approx 50% of the 2nd floor) and low usage create a condition that is unsanitary and/or wastes a lot of water. Needed for health reasons and water conservation during the current drought.	\$ 3,255	\$ 3,255	100.00	Complete



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695	FM-0051889	Kern	Shafter/Wasco Courts Bldg.	15-E1	2	Electrical - Remove and replace seven (7) parking lot pole lights and two (2) wall lights on outside of courthouse; replace with LED lights. Parking lot too dark due to multiple non illuminated light fixtures, lighting not functioning optimally; Safety hazard for court patrons and employees leaving the Courthouse after hours.	\$ 9,883	\$ 9,883	100.00	Complete
696	FM-0051890	Los Angeles	Van Nuys Courthouse West	19-AX2	2	Elevator - Door Operator - Remove and replace the door operator on the Judges elevator #9, the door is not working properly and opening very slow.	\$ 6,697	\$ 6,697	100.00	Complete
697	FM-0051891	Los Angeles	Alhambra Courthouse	19-11	2	Electrical - Ground fault protection on the main building circuit breaker checked and calibrated. Infrared survey was performed on all circuit breaker and motor control panels. 7-day power analysis performed on the line side of the main building circuit breaker. Main building circuit breaker tripped on ground fault protection causing power outage affecting the whole building. Ground fault caused by a grounded generator in public elevator #3, generator rebuild covered under service agreement.	\$ 8,561	\$ 7,362	86.00	Complete
698	FM-0051892	San Diego	North County Regional Center - Vista Center	37-F2	2	Fire Protection - Replace all fire hoses with ten (10) 75 ft and five (5) 100 ft hoses and complete annual testing on all hoses. Currently the certification for all hoses is expired.	\$ 3,105	\$ 3,105	100.00	Complete
699	FM-0051893	Los Angeles	Stanley Mosk Courthouse	19-K1	2	HVAC - Supply Fan Motor - Removal and installation of new 20 HP supply fan motor and base. Air handler unit #2 supply motor seized/failure	\$ 4,215	\$ 4,215	100.00	Complete
700	FM-0051894	Monterey	Monterey Courthouse	27-C1	2	COUNTY MANAGED - Elevator - Refurbish failed and out of service Court employee elevator will comply with all Codes and ADA accessibility, this is the only employee elevator for the building staff is currently using the public elevator which has been voiced to be a safety risk for judges.	\$ 100,280	\$ 100,280	100.00	In Work
701	FM-0051896	Imperial	Imperial County Courthouse	13-A1	2	HVAC - Failed - Condenser Units Replace two (2) roof top condenser units existing condenser units have failed and require immediate attention. These units support Dept. 7 and Dept. 9	\$ 6,000	\$ 6,000	100.00	Complete
702	FM-0051897	Orange	Betty Lou Lamoreaux Justice Center	30-B1	2	HVAC - Variable Frequency Drive (VFD) - Replace the existing 30 HP VFD with a new ABB 30 HP VFD. The existing VFD is a building original that controls main pump #5 for the chilled water loop. It is extremely old and any preventative maintenance performed could cause failure and disrupt Court operations. Replacement would ensure proper function of the equipment, prolong the life of the equipment, and avoid disruption to Court operations	\$ 8,176	\$ 6,537	79.95	Complete
703	FM-0051898	Los Angeles	Parking Lot-San Fernando Courthouse Employees	19-AC3	2	Parking Lot, Electrical - Replace card reader with updated access control system supported by the current facility access control system. Current opener is outdated and the access cards are no longer available, cards on hand are breaking with no replacements available.	\$ 3,897	\$ 3,250	83.41	Complete
704	FM-0051899	San Diego	County Courthouse	37-A1	2	Fire Protection - Replace, install 75 Fire Hoses that failed inspection. Fire and safety issue.	\$ 11,771	\$ 9,113	77.42	Complete
705	FM-0051902	Orange	Central Justice Center	30-A1	2	HVAC - Variable Frequency Drive (VFD) - Remove and replace failed 60hp ABB 400 VFD with new 60hp Johnson N3 VFD for chilled water pump #3. Pump #3 is currently running, inefficiently, in bypass mode at 100% and will not respond to command, causing cold calls in the 2nd floor administration space. Failure to replace will result in continued over cooling of the affected office space and excessive energy usage/costs.	\$ 13,388	\$ 12,206	91.17	Complete
706	FM-0051903	Merced	Old Court	24-A1	2	Furniture & Equipment - Replace the Judges door with a acoustical door with a high sound transmission class rating. You can hear everything coming from chambers and you can hear the public from the other side.	\$ 6,000	\$ 6,000	100.00	Complete



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707	FM-0051905	El Dorado	Main St. Courthouse	09-A1	2	HVAC - HVAC unit in Dept 5 is not working. Compressor time relay is not working and needs to be replaced. Compressor is not coming on and cooling Dept 5.	\$ 3,000	\$ 3,000	100.00	Complete
708	FM-0051907	Butte	Butte County Courthouse	04-A1	2	Plumbing - Sewage Pumps - Remove two existing sewage lift pumps that are damaged beyond repair and replace with two new submersible pumps - Existing sewage pumps need to be replaced in order to prevent a future sewage back up within the building	\$ 32,642	\$ 32,642	100	In Work
709	FM-0051908	Los Angeles	Metropolitan Courthouse	19-T1	1	Plumbing - Removed about 2000 gallons of water from roof, Repair leaking roof. Roof leaks into boiler room which penetrates the jury room.	\$ 2,734	\$ 2,734	100.00	Complete
710	FM-0051909	Los Angeles	Metropolitan Courthouse	19-T1	1	HVAC - Leak check and remove refrigerant, add oil to compressor. Chiller keeps tripping off line due to refrigerant leaks, and not restarting.	\$ 8,610	\$ 8,610	100.00	Complete
711	FM-0051910	San Luis Obispo	Paso Robles Courthouse	40-J1	2	Planning - Security - Add/Re-design Sally Port and Holding Cells - Court operating at diminished capacity due to inability to accommodate Criminal Trials	\$ 4,750	\$ 4,750	100.00	In Work
712	FM-0051911	Santa Barbara	Santa Barbara Figueroa Division	42-B1	2	HVAC - Leaking Chiller - Isolate the tower from the chiller, recover and store the refrigerant, replace the leaking valve and recharge the system with the stored refrigerant. Additional refrigerant required, Chiller #2 circuit#1 has a Freon leak on the Schrader valve on the discharge line going into the cooling tower.	\$ 4,335	\$ 4,335	100.00	Complete
713	FM-0051912	Los Angeles	Metropolitan Courthouse	19-T1	1	HVAC - Chiller #2 Leak - 23 tubes in the condenser have severe mechanical wear (up to 50% erosion) and require replacement. Additionally, mist eliminator material found in the evaporator section. Work will include all necessary access into the vessel including welding of the access once complete. All other work has progressed as far as possible until compressor gasket is obtained. The compressor gasket is being manufactured. This gasket is required to finish the compressor install.	\$ 155,631	\$ 147,134	94.54	In Work
714	FM-0051913	Los Angeles	Metropolitan Courthouse	19-T1	1	HVAC - Chiller - Remove and replace the burnt motor actuator for #2 chiller vane assembly. The burnt motor is causing the chiller to loose oil level in the compressor.	\$ 5,000	\$ 4,727	94.54	Complete
715	FM-0051914	Los Angeles	Metropolitan Courthouse	19-T1	2	HVAC - Hot Water Pump - Remove and replace the burnt bearings within the hot water pump motor in the 9th floor mechanical room.	\$ 4,995	\$ 4,722	94.54	Complete
716	FM-0051916	Santa Barbara	Solvang Superior Court	42-E1	2	HVAC - Demo, disposal and replacement of failed 3.5 ton condenser with replacement energy efficient model (Trane 3.5 Ton 13 SEER R22 dry). HVAC Compressor malfunction due to age and condition of unit. Replacement unit needs to be installed.	\$ 4,093	\$ 4,093	100.00	Complete
717	FM-0051918	Amador	New Amador County Courthouse	03-C1	2	Safety and Security - Renovate the OMRON and security intercom systems to restore them to a fully functioning status. The OMRON and security intercom systems work only sporadically and do not provide the level of security required by the Court.	\$ 14,978	\$ 14,978	100.00	In Work
718	FM-0051919	Los Angeles	Compton Courthouse	19-AG1	2	Interior Finishes - Remove, abate and dispose of approx 30 Sqft of floor tiles. Install new floor tiles to match as close as possible. Floor tiles are damaged, some are loose, broken, causing a safety hazard.	\$ 5,363	\$ 3,547	66.13	Complete
719	FM-0051920	Los Angeles	Metropolitan Courthouse	19-T1	1	HVAC - Replace motor #1 condenser water pump, extend existing wire and add additional conduit. Condenser pump motor windings burnt and will not allow chiller to operate and provide cooling to the building.	\$ 10,000	\$ 9,454	94.54	Complete
720	FM-0051921	Los Angeles	Metropolitan Courthouse	19-T1	1	HVAC - Replace motor #2 hot water pump. #2 hot water pump motor windings burnt and will not provide heating to the building, #1 hot water pump has FM submitted for a bad motor therefore backup pump is non operational.	\$ 6,462	\$ 6,109	94.54	Complete



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721	FM-0051927	Los Angeles	Downey Courthouse	19-AM1	2	Furniture and Equipment - One Judicial workstation in Department 5 next to Judges Bench is broken and in need of replacement due to Ergonomic reasons. Consistent complaints about personal injuries have been documented and will be uploaded into SWO. Replacement of workstation will need to match existing finishes in the rest of the courtroom and made ergonomically correct.	\$ 9,500	\$ 9,500	100.00	Complete
722	FM-0051928	San Diego	East County Regional Center	37-11	2	DESIGN FM - Elevators - For investigation, design and project support to complete elevator study	\$ 63,400	\$ 63,400	100.00	In Work
723	FM-0051929	Los Angeles	Stanley Mosk Courthouse	19-K1	1	Interior Finishes - Flood Remediation - Rebuild the existing failed automatic flush valve, Asbestos Containing Material abatement required between the 5th and 6th floors due to wet and falling fireproofing, extract water from several areas of the 5th floor, and remove and replace damaged ceiling tiles as needed. The 6th floor men's restroom flush valve stuck open causing the water closet to overflow, water leaking from the ceiling on the 5th floor from multiple locations.	\$ 27,253	\$ 27,253	100.00	Complete
724	FM-0051930	Los Angeles	Metropolitan Courthouse	19-T1	1	Interior Finishes - Ceiling leak remediation in Courtroom 74 including: critical containment, ceiling restoration, environmentalist testing, room dehumidification.	\$ 22,534	\$ 22,534	100.00	Complete
725	FM-0051932	San Diego	Juvenile Court	37-E1	2	Fire Protection - Install dual egress magnetic panic exit system to allow controlled egress but allow passage with card reader. State Fire Marshall Correction; Emergency exit stair-west end of bldg not accessible w/out security badge. Once public enters stairwell, they cannot exit without a security badge.	\$ 10,617	\$ 10,617	100.00	In Work
726	FM-0051933	Los Angeles	Michael D. Antonovich Antelope Valley Courthouse	19-AZ1	2	Fire Protection - Replace leaking dry valve to pre-action system, the leaking valve was setting off the fire alarm.	\$ 7,804	\$ 5,737	73.51	Complete
727	FM-0051934	Los Angeles	Chatsworth Courthouse	19-AY1	1	Electrical - Restore power to the entire building due to the faulty breaker to the transfer switches of the building. This work was completed as a P1 Emergency due to the electrical systems (Building Automation System, card reader system, etc) in the building being effected to the loss of power.	\$ 3,958	\$ 3,958	100.00	Complete
728	FM-0051935	Los Angeles	Van Nuys Courthouse East	19-AX1	1	Plumbing - Replace bad Magnetic Starter for Sump Pump Motor #1 and replace float in the pit that was corroded and broken; Hazardous waste cleanup of the entire mechanical room, microbial clearance. Sewage sump pump not working properly. There is sewage water throughout the entire basement floor.	\$ 8,806	\$ 8,806	100.00	Complete
729	FM-0051936	Los Angeles	Long Beach Courthouse	19-Y1	2	Elevators, Escalators & Hoist - Replace malfunctioning ADA phone that continuously dials the Elevator company to dispatch a technician for emergencies/entrapments. This work was completed due to the high importance to have this interruption corrected immediately so the false alarms would stop.	\$ 2,570	\$ 1,943	75.59	Complete
730	FM-0051937	San Bernardino	Barstow Courthouse	36-J1	1	Plumbing - Pipe Leak - Isolate the leak in two areas of the 1" copper pipe above the ceiling, remove and replace one bad section of the copper hot water pipe. Remove and replace several ceiling tiles damaged by the water. Extract the residual water and dry the carpet. The water leak is above the ceiling at the vacant hallway behind the 1st floor DA's office. Leak source is from the domestic hot water return line. Several ceiling tiles have fallen. Slip trip hazard, falling material hazard.	\$ 8,629	\$ 6,725	77.93	Complete



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731	FM-0051938	San Francisco	Hall of Justice	38-B1	2	Security - Holding Cell - Rebuild a holding cell lock in Dept 20, door on secure hallway side will not lock.	\$ 2,770	\$ 2,770	100.00	Complete
732	FM-0051939	Lake	South Civic Center	17-B1	2	Electrical - Renovate electrical and correct code compliance deficiencies in new court spaces - Add emergency exit lighting and signage. Install additional power and lighting to support court operations. Replace failed and leaking bathroom hardware. Correct improper county executed wiring.	\$ 12,320	\$ 12,320	100.00	Complete
733	FM-0051940	Santa Clara	Hall of Justice (East)	43-A1	2	Plumbing - Replace 1 each failed 100 gallon domestic water heater and 4 each 3" outside screw and yoke valves - replace 6' of 3" copper piping - water heater failed - tank is rotted and leaking valves are clogged and do not close properly to isolate the water heater	\$ 24,173	\$ 24,173	100.00	In Work
734	FM-0051941	Orange	Central Justice Center	30-A1	2	Interior Finishes - Remediation related to P1 SWO# 1326663 - Remove and replace approximately 600 SF of damaged drywall from a P1 black water intrusion on Jan. 28 2014 on walls and ceiling located on 1st floor and basement, prime and paint to match existing walls.	\$ 124,917	\$ 113,887	91.17	In Work
735	FM-0051942	Stanislaus	Modesto Main Courthouse	50-A1	2	HVAC - Replace failed motor starter coils and heaters by using 2 new motor starter contactors. Lost air control leaving facility heating and air.	\$ 2,762	\$ 2,762	100.00	Complete
736	FM-0051943	Alameda	Wiley W. Manuel Courthouse	01-B3	2	Plumbing and Interior Finishes - Replace failed and leaking wall mounted toilet gasket and replace water damaged sheetrock wall covering. Paint work affected area.	\$ 2,930	\$ 2,930	100.00	In Work
737	FM-0051944	San Francisco	Civic Center Courthouse	38-A1	2	HVAC - Chiller - Remove and replace one (1) failed vane close switch on Chiller 02, work requires the transfer and re-transfer of the existing refrigerant. Start and put the system back into operation.	\$ 4,314	\$ 4,314	100.00	Complete
738	FM-0051945	Los Angeles	Van Nuys Courthouse East	19-AX1	2	Elevator - Remove and replace one (1) bad coil, verify controls and put the car back into operation. The elevator was traveling from the 7th floor to the basement floor only and without being called.	\$ 4,693	\$ 4,211	89.74	Complete
739	FM-0051947	Los Angeles	Chatsworth Courthouse	19-AY1	2	Plumbing - Shut Off Valves - Remove and replace seven (7) broken and defective shut off valves. The valves are inside the access panels and cannot be shut off to isolate each restroom.	\$ 5,039	\$ 4,223	83.80	Complete
740	FM-0051948	Los Angeles	San Pedro Courthouse	19-Z1	2	Electrical - Fire/Life/Safety - Remove and replace seven (7) emergency exit signs and (10) exit path bug eye lighting fixtures. Exit signs and bug eye lights are faulty and failed testing. Replacement is required to maintain property safety codes.	\$ 4,775	\$ 4,543	95.15	Complete
741	FM-0051949	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Interior Finishes - Remediation technicians set-up containment areas to contain leaking in the affected offices. Damaged ceiling tiles were replaced. Roof leaking to the 19th floor due to the rain, rooms (19-101, 19-104, 19-301, and 19-304) had ceiling leaks. Ceiling tiles were water damaged in the affected offices.	\$ 14,245	\$ 14,245	100.00	Complete
742	FM-0051950	Los Angeles	Bellflower Courthouse	19-AL1	1	Interior Finishes - Set up containments to contain leaks and facilitate moisture removal. During rain storm, water entered the building through cracks in the roof and window seals causing multiple water leaks on the 4th floor.	\$ 5,614	\$ 5,614	100.00	Complete
743	FM-0051951	Los Angeles	El Monte Courthouse	19-O1	1	Roof - Stopping rain water from destroying furniture and computers and pull down rain soaked tiles. Concrete repair cement was laid over the generator room floor to level and to provide seal protection and Cement (seal) around walls in boiler room. Generator room floor on roof was cracked allowing rain to leak through to the 3rd fl break room; leaking rain through ceiling tiles onto floor.	\$ 5,487	\$ 5,487	100.00	Complete





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744	FM-0051952	Los Angeles	Chatsworth Courthouse	19-AY1	2	HVAC - Condenser - Replace mechanical seal, shaft sleeve, bearings and hardware kit including cap screws, roll pins and nuts. Condenser seal is leaking and bearing are going bad, could effect cooling system for the building.	\$ 5,612	\$ 4,703	83.80	Complete
745	FM-0051953	Los Angeles	East Los Angeles Courthouse	19-V1	2	Fire Protection - Replace 30 concealed sprinkler heads and provide three (3) spare concealed sprinklers and one (1) head wrench for spare head box. During the Level IV PM (2425440), it was found that many of the sprinkler heads were inoperable and would not operate in case of a fire.	\$ 4,256	\$ 3,308	77.72	Complete
746	FM-0051954	Los Angeles	Parking Booth-Edelman Court	19-Q2	2	Parking - Stair ways-Fire/Life/Safety - Remove all old tape and install new non-slip tape on each stair tread nosing. Currently the tape on the stairs is worn and falling apart causing a trip hazard for the public.	\$ 4,719	\$ 3,303	69.99	Complete
747	FM-0051955	Los Angeles	Compton Courthouse	19-AG1	1	HVAC - Leak in 1st floor traffic courtroom coming from 2nd floor Air Handler room floor drain.	\$ 14,702	\$ 14,702	100.00	Complete
748	FM-0051956	Los Angeles	Airport Courthouse	19-AU1	2	Interior Finishes - Remove current door closers and install six (6) heavy duty surface mount door closers, one (1) ADA low energy dual swing door operator, push plates, a ultra-small long range receiver and two (2) long range transmitters. Front doors do not close completely and lock after employees/staff exit the building after the court closes in the evening. There have been incidents of the front doors staying open and/or unlocked overnight and over the entire weekend. Sheriffs have been locking the doors with chains.	\$ 10,950	\$ 8,450	77.17	In Work
749	FM-0051957	Los Angeles	Airport Courthouse	19-AU1	2	Fire Protection - Replace Dry Chemical Vent Hood tanks (3 gallon and one 1 1/2 gallon) including cartridges and fusible links, with new code compliant units. Tanks are out of date and may not control a fire if one should occur.	\$ 5,075	\$ 3,916	77.17	Complete
750	FM-0051958	Los Angeles	Airport Courthouse	19-AU1	1	HVAC - Install replacement processor and reprogram. Unit tripped, controls not operating, and processor failed. Both chillers are down.	\$ 4,685	\$ 3,615	77.17	Complete
751	FM-0051959	Los Angeles	Bellflower Courthouse	19-AL1	1	Plumbing - Sump Pumps 2 & 3 - Remove and replace two failing sump pumps, and the float assembly and a fasten flange in the sump tank. The Rain storm sump pumps 2 & 3 are not working, without these pumps working, a major flood could occur on the first floor and interrupt court operations.	\$ 31,153	\$ 24,281	77.94	Complete
752	FM-0051960	San Bernardino	San Bernardino Courthouse - Annex	36-A2	1	Elevator - Counter Weight Bracket - Re-anchor the counter weight bracket and install new bolts and nuts to secure the bracket on Elevator #2. The counter weight bracket on the 4th floor was loose and the bolts were coming off the concrete wall which creates a safety issue with the elevator. The elevator was shut down until this work could be completed.	\$ 2,969	\$ 2,969	100.00	Complete
753	FM-0051961	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	1	Plumbing - Set up containment, water extraction of approximately 300 SF of carpet, dehumidifiers and fans were placed to remove moisture in the leak affected area. Replace 25 2'x2' ceiling tiles and restore the carpets. Replacement of broken valves. Asbestos Containing Material testing. Sprinkler valve failed open, water running into planters causing a leakage in the planters and ground floor County council area.	\$ 21,569	\$ 15,096	69.99	Complete



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754	FM-0051962	Los Angeles	San Fernando Courthouse	19-AC1	1	Plumbing - Flood mitigation - Replace failed (2) urinal seals and clear waste branch line; remove and replace 440sf of contaminated ceiling from the men's and women's public restrooms, texture and paint the ceilings. Remove and replace five(5) damaged light fixtures, one (1) access panel and one (1) speaker. work required the removal of 4.44 CY of hazardous materials. Black water leak from 3rd floor men's public restroom contaminated the ceiling and the 2nd floor men's and women's public restroom causing an environmental health issue.	\$ 43,425	\$ 36,221	83.41	Complete
755	FM-0051963	Los Angeles	Norwalk Courthouse	19-AK1	1	Plumbing - Set up containment and equipment in affected areas, disinfect the floors in the 2nd floor men's public restroom, 1st for elevator lobby, and the 2nd floor elevator lobby. A toilet in the 2nd floor men's public restroom was clogged and water flooded the restroom, water leaked into the 1st and 2nd floor elevator lobbies, and the security control center. Replace water damaged fire alarm speaker, strobe and smoke detector.	\$ 43,879	\$ 37,310	85.03	Complete
756	FM-0051964	Los Angeles	Downey Courthouse	19-AM1	1	Elevators, Escalators, & Hoist - Renovate Judge's Elevator #5 Generator - Dip and bake Generator A/C and D/C windings, dip and bake armature, solder commutator, replace brushes, turn and undercut commutator, balance armature, refurbish one bearing housing A/C side, replace bearings and brushes, assemble and load test. The generator was malfunctioning due to internal electrical damage	\$ 59,965	\$ 59,965	100.00	Complete
757	FM-0051965	Los Angeles	Pasadena Courthouse	19-J1	1	HVAC - Refrigerant leaks on Chiller 2 - Remove and replace main shaft seal, oil solenoid valve, compressor discharge flange gaskets, oil heaters, oil filters and oil seals, two (2) refrigerant filter driers, one (1) brass union. Leak check chiller with nitrogen. Install ten gallons of new refrigerant oil.	\$ 60,604	\$ 60,604	100.00	Complete
758	FM-0051966	Los Angeles	West Covina Courthouse	19-X1	2	Adjust and add drawer closures of the main teller/counter top area of seven (7) workstations which involves: Mill counter tops edge for new drawer box dimension, remake and reduce box sizes of seven (7) drawers, and add (14) roller-closures that automatically close within 3 of counter top. Workman's comp claim has been filed by court employee.	\$ 2,700	\$ 2,241	83.01	Complete
759	FM-0051967	Los Angeles	Parking Structure-El Monte Courthouse-	19-O2	2	DESIGN - Provide design and engineering for the structural repair of the parking structure spalling concrete to include structure repair plans for spalling concrete, structural details, structural calculations for the guardrail reinforcement.	\$ 7,500	\$ 4,359	58.12	In Work
760	FM-0051968	Los Angeles	Pasadena Courthouse	19-J1	1	Plumbing - Hammer Arrestors - Remove and replace two failed hammer arrestors, extract residual water from the 1st floor and basement. This work to include installing a new 12"x12" access panel and replacement of one small pipe section. Hammer Arrestors leaking in Women's Restroom on 1st floor caused flood in 1st floor hallway and basement.	\$ 16,220	\$ 11,249	69.35	Complete
761	FM-0051969	Los Angeles	Stanley Mosk Courthouse	19-K1	1	HVAC - Remove and replace leaking heating hot water coils on AHU07 Hot water coils are leaking on Air Handler Unit (AHU)-07. Leaking is affecting AHU 21 & 22 as they are receiving 100% make up water due to leak.	\$ 70,736	\$ 70,736	100.00	Complete
762	FM-0051970	Los Angeles	Stanley Mosk Courthouse	19-K1	1	Elevators, Escalators, & Hoists - Elevators 5, 6, & 7, Replace 9 bad circuit board, Replace defective power supplies. Remove and replace 9 defective circuit boards burnt by shorted power supplies. Remove and replace 3 power supplies for elevators 5, 6, & 7.	\$ 27,000	\$ 27,000	100.00	Complete





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763	FM-0051971	Los Angeles	Stanley Mosk Courthouse	19-K1	1	Elevators, Escalators, & Hoists - Escalators - Renovate escalators; #2 and #4, Demarcation lights with transformers top and bottom; #5 and #8, Replace escalator handrail; #6, #8 and #9, Replace broken step treads; #7, Install guard for light fixture; #2, #4, #7, #8 and #20, Clean pits; #9, Install rubber boot where handrail enters the return and #13, Replace the key operator start switch.	\$ 65,000	\$ 65,000	100.00	Complete
764	FM-0051972	Solano	Hall of Justice	48-A1	2	Exterior - Pest control - Install netting to prevent bats from roosting within the seismic joint between the north and south wings eliminating the health issue associated with their droppings Work to be performed after dark when the bats are foraging away from their roost	\$ 5,529	\$ 4,026	72.82	Complete
765	FM-0051973	Los Angeles	Chatsworth Courthouse	19-AY1	1	Grounds and Parking Lot - Automatic Gate - Install new take up reel and new electrical Miller edge, adjust for proper operation. Judge's roll up gate stuck in open position, and is non-operational. The safety edge has failed and is not allowing the gate to properly function.	\$ 3,215	\$ 2,694	83.80	Complete
766	FM-0051974	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	1	Elevators - Replace door control board. Elevator door will not open, door control board is damaged.	\$ 5,394	\$ 3,775	69.99	Complete
767	FM-0051975	Alameda	Hayward Hall of Justice	01-D1	2	Interior - Fire Rated Door - Remove and replace one badly damaged fire rated door, the bottom of the door has come apart allowing much of the fire-resistant core material to fall out onto the floor. Perform bulk sample test to eliminate hazardous material concern.	\$ 5,016	\$ 4,429	88.30	In Work
768	FM-0051976	Los Angeles	Stanley Mosk Courthouse	19-K1	1	Plumbing Set up containment and drying equipment in effected area, remove 3x3 piece of wall to access the leak, replace broken 1.25in valve in ceiling, build back 3x3 piece of wall, and remove containment area.	\$ 8,293	\$ 8,293	100.00	Complete
769	FM-0051977	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	1	HVAC - Server Room Air Conditioner - Remove and store refrigerant from the system, replace the fan motor and thermostat, restore the coils and re-charge the system with the stored refrigerant. The HVAC split system is not working causing the room temp to be around 90 degrees, which can cause the servers to fail due to excessive heat.	\$ 12,020	\$ 12,020	100.00	Complete
770	FM-0051978	Solano	Hall of Justice	48-A1	2	Vandalism - Plumbing - Replace flushometer damaged beyond use by disgruntled patron in men's public restroom	\$ 455	\$ 331	72.82	Complete
771	FM-0051979	San Francisco	Civic Center Courthouse	38-A1	2	Security - Door Operators - The door operators for dept. 318 and 414 are failing, install four new record operators and two new power supplies. The existing wires, power and controllers will be utilized.	\$ 10,392	\$ 10,392	100.00	Complete
772	FM-0051980	Solano	Law And Justice Center	48-A2	2	Vandalism - Remove and cover graffiti in three toilet stalls in public restroom - Wash affected partitions and tile areas with solvent - Fill surface scratches - Sand and paint partitions - Work performed after hours	\$ 1,128	\$ 1,128	100.00	Complete
773	FM-0051981	Alameda	Fremont Hall of Justice	01-H1	2	Exterior door - Replace failed public exit door power operator. Work to be performed after hours.	\$ 6,172	\$ 4,901	79.40	Complete
774	FM-0051982	Alameda	Fremont Hall of Justice	01-H1	2	Elevator - Replace failed hydraulic valve for secure in-custody elevator - The elevator carriage is not leveling with the floor at the landing creating a tripping/safety hazard - Work to be performed after hours	\$ 34,493	\$ 34,493	100	In Work
775	FM-0051983	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	1	Interior Finishes - Set-up containments, clean, hepa vacuum and wipe all surfaces, set up air mover and dehumidifier, replace all damage ceiling tiles. Clean and shampoo areas. Tear down containments after area is dry and clean up area. Offices has water leaking from the ceiling due to the rain.	\$ 5,280	\$ 5,280	100.00	Complete



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776	FM-0051984	Los Angeles	West Los Angeles Courthouse	19-AR1	1	Exterior Shell - Patch roof and crack in ceiling to seal leaks, remediation, set up containment, HEPA vacuum and dry clean area, set up dehumidifier, build back, replace ceiling tiles, glue down additional tiles. Rain water is leaking in from the roof and leaking into office below.	\$ 4,100	\$ 4,100	100.00	Complete
777	FM-0051985	Los Angeles	Norwalk Courthouse	19-AK1	1	Exterior Shell - Water remediation, set up containments, clean, dry and disinfect floor. Dehumidifiers/fans placed to remove moisture in the leak affected area. Remove old caulking, clean seals, install industrial grade caulking to water proof seals around joints around concrete slates. Rain water seeped into basement from parking and penetrated seams around concrete slates.	\$ 19,005	\$ 19,005	100.00	Complete
778	FM-0051986	Los Angeles	Van Nuys Courthouse East	19-AX1	1	Interior Finishes - Water remediation, set up containments, clean up areas, dry leak affected areas. Replace water damaged ceiling tiles. Water leaked through acoustic ceiling tiles on to the floor on public side of 7th floor by Dept D and 2 areas inside Dept L jury room. This is a slip hazard.	\$ 13,561	\$ 12,170	89.74	Complete
779	FM-0051988	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Plumbing / Replace 30 feet of 3 inch cracked storm drain pipe. This work was completed as a P1 emergency due to the bad odor going into the Sheriff's locker room.	\$ 2,552	\$ 2,552	100.00	Complete
780	FM-0051989	San Bernardino	Barstow Courthouse	36-J1	2	Safety and security - Re-key all GM door locks to address possible safety risk. Grand Master Key Stolen from Court staff member.	\$ 2,998	\$ 2,998	100.00	Complete
781	FM-0051990	Los Angeles	Van Nuys Courthouse East	19-AX1	1	Elevators, escalators, and hoists / Replace motor blower from elevator #3 to elevator #6. This work was completed as a P1 emergency due to the Judge's elevator not responding and stuck in the basement with the doors closed.	\$ 2,356	\$ 2,356	100.00	Complete
782	FM-0051991	Los Angeles	Metropolitan Courthouse	19-T1	1	Elevator - Replace burnt brake coil and worn brake shoes. Break coil for South side custody elevator is too hot, in custodies have to be transferred from South side to North side elevator and through hallways.	\$ 8,494	\$ 8,494	100.00	Complete
783	FM-0051993	Los Angeles	West Covina Courthouse	19-X1	1	Plumbing / Set up containment and drying equipment in affected areas, unclog toilet and floor drain using snake, disinfect 1st floor holding cell area and basement secure hallway areas affected by leaking water, and remove containment. This work was completed as a P1 emergency due to an inmate flushing clothing down his toilet in his cell causing water to flood his cell and leak through cracks in the cement down to the basement secure hallway.	\$ 7,982	\$ 7,982	100.00	Complete
784	FM-0051994	San Diego	Kearny Mesa Traffic Court	37-C1	1	Plumbing / Set up containment and drying equipment in affect area, locate and isolate leak from 2" ball valve, replace leaking 2" copper pipe and end cap, repair hole in wall that was cut to access leak, remove containment and equipment. This work was completed as a P1 emergency due to a 15 foot area of water found in the southeast basement Small Claims file area.	\$ 10,455	\$ 10,455	100.00	Complete
785	FM-0051995	Los Angeles	El Monte Courthouse	19-O1	1	Plumbing / Set-up containment and drying equipment in effected areas, replace sections of roof drain pipe clogged with tar and rocks, glue in ceiling tiles, and remove containment. This work was completed as a P1 emergency due to rain water leaking in through an abandoned rain pipe that was put back into service during the roof restoration project.	\$ 8,215	\$ 8,215	100.00	Complete
786	FM-0051996	Los Angeles	East Los Angeles Courthouse	19-V1	1	Plumbing - Remove urinal bottom of urinal outlet assembly faulty, replaced and reset urinal. 4th floor men's public restroom leaking down to 2nd floor, due to urinal has a broken bracket inside the wall.	\$ 11,537	\$ 11,537	100.00	Complete



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787	FM-0051997	Kern	Mojave Superior Court Modular	15-13	1	HVAC - Replace Bard unit with new, Energy Efficient model and disposal of existing unit, includes installation of a wall mount thermostat for control of the unit. Non functioning Bard unit preventing adequate heating and cooling to half of the Courtroom and Judge's chambers.	\$ 5,844	\$ 5,844	100.00	Complete
788	FM-0051999	Los Angeles	Pasadena Courthouse	19-J1	1	HVAC - Replace one oil filter, set-up chiller valving to distill oil from the evaporator refrigerant charge and return it to the oil separator. This work was completed as a P1 emergency due to Chiller #1 faulting on high oil filter differential.	\$ 3,604	\$ 3,604	100.00	Complete
789	FM-0052000	Los Angeles	Van Nuys Courthouse West	19-AX2	1	Elevators, Escalators, & Hoists - Repair elevator #9 Judges, found, removed and replaced bad single channel output length sensor. Judge's elevator #9 it is not leveling with floors, sitting one foot above ground.	\$ 8,205	\$ 6,603	80.48	Complete
790	FM-0052001	Los Angeles	Van Nuys Courthouse West	19-AX2	1	Elevators, escalators, and hoists / Contact Elevator company about a brief entrapment in the Judge's elevator that was stuck on the 7th floor. This work was completed as a P1 emergency due to the entrapment of court personnel in the Judge's elevator	\$ 2,705	\$ 2,705	100.00	Complete
791	FM-0052002	Alameda	Hayward Hall of Justice	01-D1	2	Exterior lighting - Replace failed starters and lamps in (11) building mounted high pressure sodium night-lighting fixtures. Lights sporadically come on for irregular periods of time. Work requires the use of specialized fall restraint equipment due to high location near roof-level.	\$ 10,198	\$ 9,005	88.30	Complete
792	FM-0052003	Los Angeles	Norwalk Courthouse	19-AK1	1	Plumbing / Set up containment area and drying equipment, remove wet ceiling tiles, replace sections of the drain pipe to stop water leak, install new ceiling tiles, and remove containment. This work was completed as a P1 emergency due to a deteriorated cast iron drain pipe above the ceiling tiles leaked water into a 6th floor jury room.	\$ 13,037	\$ 13,037	100.00	Complete
793	FM-0052004	Los Angeles	Stanley Mosk Courthouse	19-K1	2	HVAC - Building Automation System (BAS) and Air Handling Unit (AHU) Renovation - Install new energy efficient AHU motors and Variable Frequency Drives to replace aged and failing motors. Convert AHU controls system to Direct Digital Control and replace obsolete BAS system with modern system to monitor and control building functionality. Replace failed air filter baffles and leaking ductwork. Clean oil and water contamination from floor level pneumatic control system.	\$ 2,132,707	\$ 2,074,271	97.26	In Work
794	FM-0052005	Los Angeles	Santa Monica Courthouse	19-AP1	1	Plumbing - Set up 1240 sq. ft. containment, water remediation, removed 234 sq. ft. of wet carpet padding and cleaned carpet. Remove and replace approximately 50 SF of plaster from the wall and replaced 35 sq. ft. of ceiling tiles and restored ceiling. Water leak inside judge's chamber, ceiling tiles, walls and carpet were been affected. Water remediation equipment placed during P1 condition.	\$ 28,482	\$ 22,356	78.49	Complete
795	FM-0052006	Los Angeles	Airport Courthouse	19-AU1	1	Elevators, escalators, and hoists - Public Elevator #3 and Judge's Elevator #6 - Work is to replace worn isolation pads, new ropes, brakes, new bearings on reflector sheave, new ring and worm gear (#6 only), new car rollers and new rollers for counter weights. Public Elevator #3 and Judge's Elevator #6 are leaning against the isolation pads, unsafe working condition. Elevators will be out of service.	\$ 274,497	\$ 211,829	77.17	Complete
796	FM-0052007	Los Angeles	Airport Courthouse	19-AU1	1	Electrical - Electrical Short in Conduit - Remove and replace three (3) conductors, one (1) neutral and one (1) ground wire, and replace one (1) breaker to restore power to 100%. Reprogram elevators due to power outage, the brown phase of power has shorted out inside the conduit and caused a power outage throughout whole building,	\$ 134,205	\$ 103,566	77.17	Complete
797	FM-0052008	Los Angeles	Inglewood Courthouse	19-F1	1	Fire Protection - Fire control Panel - Remove and replace the failed Fire Pump #2 control panel, manufacturer had to fabricate a new panel.	\$ 20,934	\$ 15,608	74.56	Complete



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798	FM-0052009	Santa Cruz	Main Courthouse	44-A1	2	HVAC - Replace single point station condensing unit reversing valve; Refrigerant recovery/recharge; brazing new valve to existing tubing; new refrigerant filter. Existing reversing valve has failed causing system overload.	\$ 2,870	\$ 2,870	100.00	Complete
799	FM-0052010	Contra Costa	Arnason Justice Center	07-E3	1	Plumbing - Unplug sewer lines - Black water is coming up from the floor drain in the second floor public restroom and leaking onto the first ceiling. Restoration work and decontamination required on the second floor and first floor ceiling	\$ 6,055	\$ 6,055	100.00	In Work
800	FM-0052011	San Diego	East County Regional Center	37-11	2	Elevators, Escalators, & Hoists - Motor Bearings - Remove and replace old worn bearings with new. Elevator #3 motor needs to have the bearings replaced. Elevator is making grinding noise when operating, motor is very loud and is getting warm.	\$ 7,666	\$ 5,191	67.71	Complete
801	FM-0052012	Los Angeles	East Los Angeles Courthouse	19-V1	1	Plumbing - Remove leaking cooling pump #1, rebuild pump including the replacement of the shaft seal, 10" gasket and cap. Reinstall, test operations. Cooling tower pump #1 is leaking from the shaft seal. Water has leaked from ceiling in rooms 301V, 301W and secured employee hallway. Water has damaged 30 ceiling tiles in both offices/hallway, and 175 Sqft of carpet and furniture.	\$ 16,210	\$ 16,210	100.00	Complete
802	FM-0052013	Contra Costa	Wakefield Taylor Courthouse	07-A2	2	Fire/Life/Safety - Remove the existing failed key cylinder and thumb turns from the doors; Furnish and install new cylinder and one new pair of panic bar assemblies. The existing hardware has failed and is no longer supported. The existing entry door hardware is not code compliant and is critical for safe egress from the courtroom. Work to be done off-hours.	\$ 5,904	\$ 5,904	100.00	Complete
803	FM-0052015	Orange	North Justice Center	30-C1	2	HVAC-The chillers for Phase III are currently not tied-in to the Building Automation System (BAS). The tie-in work will include installation of 2 Schneider-Electric programmable MR Controllers, current sensors with control relays, and new BAPI temperature sensors. Currently, all adjustments to the system must be done manually at the equipment rather than being able to access via the BAS for even simple calls such as Too Hot/Too Cold.	\$ 4,895	\$ 4,421	90.31	In Work
804	FM-0052016	San Diego	North County Regional Center - South	37-F1	2	COUNTY MANAGED - HVAC - Replace shaft seal on Chiller #1 at North County Regional Center	\$ 2,069	\$ 2,069	100.00	Complete
805	FM-0052017	San Diego	North County Regional Center - South	37-F1	2	COUNTY MANAGED - Public Elevator - Replace elevator sheave. County of San Diego has determined the elevator sheave requires replacement.	\$ 6,772	\$ 6,772	100.00	In Work
806	FM-0052018	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	1	Exterior Shell - Children's playground - Emergency response to the mud slide, jetting 3 drains and opening 1 drain, removing mud, power wash playground and clean carpet. Due to rain, hill behind the building has become a channel for the rain running directly into the playground causing major flooding.	\$ 13,456	\$ 13,456	100.00	Complete
807	FM-0052019	Los Angeles	Norwalk Courthouse	19-AK1	1	Exterior Shell - Water leak remediation performed to prevent safety and health hazards; Erected containments in leak affected areas. Used dehumidifiers, scrubbers, and fans in the drying process. Replaced water damaged ceiling tiles. Cleaned inside the containment areas prior to clearance testing. Rain water penetrated thru the roof and into the 7th floor secure hallway and multiple offices on the 1st floor.	\$ 18,257	\$ 18,257	100.00	Complete
808	FM-0052020	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	1	Interior Finishes - Set up containment, set up air mover and dehumidifier, clean, hepa vacuum and wipe all surfaces. Replace all damage ceiling tiles. Remove containment after area is dry and clean up area. Rain water leaking from the ceiling.	\$ 2,954	\$ 2,954	100.00	Complete



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809	FM-0052021	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	1	Interior Finishes - Set up containment, air mover and dehumidifier, clean, hepa vacuum and wipe all furniture and dry clean carpet. Replace all damaged ceiling tiles. Tear down and remove containment after area is dry and clean up area. Rain water leaking in to the room from the ceiling.	\$ 2,955	\$ 2,955	100.00	Complete
810	FM-0052022	Los Angeles	Pasadena Courthouse	19-J1	2	Plumbing - Replace 6" OS&Y control valve that is frozen and leaking in the open position. Defected control valve failed during PM test under PM 2425238	\$ 5,009	\$ 3,474	69.35	In Work
811	FM-0052023	Los Angeles	Pasadena Courthouse	19-J1	2	Plumbing - Replace 8" OS&Y control valve that is frozen and leaking in the open position. Defected control valve failed during PM test under PM SWO#2425206.	\$ 5,581	\$ 3,870	69.35	Complete
812	FM-0052024	Los Angeles	Pasadena Courthouse	19-J1	1	Elevator, Escalators & Hoists - Burned out generator motor rebuilt and reinstalled in mechanical room for elevator. Elevator was non-operational due to failed generator.	\$ 14,594	\$ 10,121	69.35	Complete
813	FM-0052025	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Electrical - Automatic Transfer Switch (ATS) - Remove the failed ATS and wire in a rented transfer switch, hardware and fittings until the new ATS could be ordered and installed. The automatic transfer switch failed to transfer to building power during annual maintenance.	\$ 38,154	\$ 38,154	100.00	Complete
814	FM-0052026	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Plumbing - Flood Restoration - Remove 4 SF of drywall and ceramic tile to access and replace a leaking "water hammer arrester." Extract water from approximately 550 SF of the first floor cafeteria, remove and replace 60 SF of damaged ceiling tiles and paint 540 SF of drywall ceiling. This work was completed within an Asbestos Containing Material containment area and included abatement, clean up, air movers, and dehumidifiers. Deteriorated hammer arrester leaked domestic water between Men's & Women's public restroom on the 2nd floor, water leaked into the 1st floor cafeteria and basement parking.	\$ 45,395	\$ 31,227	68.79	Complete
815	FM-0052027	Los Angeles	Torrance Courthouse	19-C1	1	HVAC - Chiller 1 & 2 leaking refrigerant - Remove and replace the shaft seals on two chillers (4 ea.), remove the vent line on chiller 1, seal the threads and re-install. remove refrigerant and store, then recharge the system when work is complete. Add an additional 400 lbs of refrigerant. Refrigerant leak found during the PM procedures.	\$ 40,821	\$ 40,821	100.00	Complete
816	FM-0052028	Los Angeles	Compton Courthouse	19-AG1	1	Exterior - 30' x 14' Curtain Roll-Up Door - Remove and replace one rolling aluminum grill curtain with new guides, safety edge and photo eyes. The existing barrel, head plates and operator were re-used. Main security roll up door to the employee parking was previously hit and damaged, it has now failed.	\$ 39,722	\$ 26,268	66.13	Complete
817	FM-0052030	Los Angeles	Stanley Mosk Courthouse	19-K1	1	Elevator, Escalators, and Hoists - Rebuild Generators and replace Circuit Breakers on elevators #6, #7, #8 Strip and rewind Stators, Dip and bake windings, Restore laminations, and brush holders, Turn commutator, Replace Babbitt bearings, 8 new brush holders and editor brushes.	\$ 123,960	\$ 120,563	97.26	Complete
818	FM-0052031	Humboldt	Humboldt County Courthouse (Eureka)	12-A1	2	HVAC - Modification of pneumatic controls - calibrate pneumatic controls for room 222 and 224.	\$ 5,142	\$ 5,142	100.00	Complete
819	FM-0052032	Monterey	Salinas Courthouse-North Wing	27-A1	2	Fire Life Safety - Replace one (1) failed power supply board for the Fire Panel and test for efficient functionality	\$ 2,448	\$ 2,448	100.00	Complete
820	FM-0052033	Los Angeles	Inglewood Courthouse	19-F1	2	Elevator - Elevator # 5 - Replace failed key hall raiser wiring. Elevator was stuck on the 4th floor and not responding.	\$ 9,297	\$ 9,297	100.00	Complete
821	FM-0052034	Santa Clara	Palo Alto Courthouse	43-D1	2	HVAC - Boiler - Replace one (1) failed transducer and one (1) boiler controller. Reload program, run and test operations.	\$ 4,334	\$ 4,334	100.00	In Work
822	FM-0052035	Los Angeles	Torrance Courthouse	19-C1	1	Interior Finish - Replace ceiling tiles in Dept C, Judge's chambers. This work was completed as a P1 emergency due to the original ceiling tiles falling from the ceiling creating a safety hazard for the Judge and his staff.	\$ 2,320	\$ 1,975	85.14	Complete



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823	FM-0052036	Los Angeles	West Los Angeles Courthouse	19-AR1	1	Interior Finishes / Provide oversight to building equipment and have technician on standby while filming is conducted for AOC purposes.	\$ 6,529	\$ 6,529	100.00	In Work
824	FM-0052037	Amador	New Amador County Courthouse	03-C1	2	Interior Finishes - Jury Box Dept 3 - Remove one (1) row of audience seating and redistribute seats. Install bar-height wall to designate jury area to facilitate civil jury trials. Court has not been able to support access to justice for civil cases without a jury area as criminal proceedings have superseded.	\$ 9,000	\$ 9,000	100.00	Complete
825	FM-0052038	Los Angeles	Michael D. Antonovich Antelope Valley Courthouse	19-AZ1	1	Parking Garage - Tack weld split on door, and restore the broken energized mortise to an operating condition. Currently the set of double doors are not locking and one of the doors is split. The doors are not closing and it is causing a security issue.	\$ 4,008	\$ 2,946	73.51	Complete
826	FM-0052039	Los Angeles	Torrance Courthouse	19-C1	2	Fire Protection - Replace 30 water fire extinguishers with 5 lbs ABC extinguishers. Need to replace water fire extinguishers with ABC extinguishers for Fire Protection/Safety	\$ 2,689	\$ 2,289	85.14	Complete
827	FM-0052041	Los Angeles	Van Nuys Courthouse East	19-AX1	1	Plumbing - Set up containment, Test samples sent to nearest lab. Removed damaged ceiling tiles. Removed and replaced a 4" round X 10 ft section of cracked drain line, comby and no hub fittings. Replaced 25 damage 12 X 12 ceiling tiles and conducted a cleaning of containment area. Testing done for final clearance. Take down of containment area and remove equipment used. Water dripping from ceiling possible coming from cracked waste line. Slip and trip hazards.	\$ 8,584	\$ 8,584	100.00	Complete
828	FM-0052042	Los Angeles	Inglewood Courthouse	19-F1	1	Elevators, Escalators, & Hoists / Reprogram all elevator emergency phones to dial to elevator company service center. This work was completed as a P1 due to the phones not dialing correct which is a safety concern if there would be an entrapment.	\$ 4,720	\$ 3,519	74.56	Complete
829	FM-0052043	Los Angeles	Michael D. Antonovich Antelope Valley Courthouse	19-AZ1	1	Fire Protection / Unwire old pressure switch and wire a new one, charges system and clear fire panel. This work was completed as a P1 emergency due to the Pre-action system keeps dumping causing alarm to go off throughout building, unable to conduct normal court operations.	\$ 7,680	\$ 5,646	73.51	Complete
830	FM-0052044	Los Angeles	Airport Courthouse	19-AU1	1	Elevators, Escalators, & Hoists / Release trapped passengers, reset elevators due to loss of power, and replace 24V relay on elevator #2. This work was completed as a P1 emergency due to the power loss and passengers trapped in elevators.	\$ 4,635	\$ 3,577	77.17	Complete
831	FM-0052045	Stanislaus	Modesto Main Courthouse	50-A1	2	HVAC - Heating Hot Water Boiler - Provide all labor and materials to remove and renovate damaged inner-workings of the boiler. Replace failed tube bundle, refractory, and burner to restore boiler to reliable operation. Boiler is currently leaking and will need internals restored before heating season.	\$ 45,400	\$ 35,330	77.82	In Work
832	FM-0052046	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	HVAC - Replace faulty blower wheel shaft and bearing in Air Handler Unit #6-2 due to excess vibration. This work was completed as a P1 emergency due to it affecting the 5th floor courtroom causing excessively high temps without cooling.	\$ 11,344	\$ 7,804	68.79	Complete
833	FM-0052047	Santa Barbara	Santa Barbara Figueroa Division	42-B1	2	HVAC - Chiller #1 - Remove and replace the leaking refrigerant circuit on Chiller #1, provide and install 150 lbs of R22 Refrigerant once the circuit work has been completed. The refrigerant Circuit (#1) on the Air Cooled Chiller #1 is leaking refrigerant. Potential to strain both Chiller #1 and Chiller #2 if this work is not completed in a timely fashion.	\$ 7,056	\$ 7,056	100.00	Complete
834	FM-0052048	Los Angeles	Torrance Courthouse	19-C1	1	Interior Finishes - Set up containments, block off areas from public, repair leaks, build back drywall, sand and paint area, Limited Survey . Due to rain there are leaks in multiple locations, Sheriff basement, Dept. L, Dept. 2.	\$ 18,059	\$ 15,375	85.14	Complete





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835	FM-0052049	Los Angeles	Inglewood Juvenile Court	19-E1	1	Interior Finishes - Water remediation, set up containments, contain leaking, HEPA vacuum unit used. Dehumidifiers and fans were placed to remove moisture in the leak affected area. Roof leak due to rainy weather.	\$ 11,502	\$ 9,291	80.78	Complete
836	FM-0052050	Los Angeles	San Pedro Courthouse	19-Z1	1	Plumbing / Build 2 containments on the 1st floor outside men's & women's restroom due to a water leak above ceiling, remove 17 ceiling tiles, demo drywall 12 sq ft, clean, heppa vacuum and wet wipe all surfaces, install add-a-valve to repair leak, remove containment, patch & paint wall, and replace ceiling tile. This work was completed as a P1 emergency due to water leaking on the first floor of the courthouse.	\$ 8,869	\$ 8,439	95.15	Complete
837	FM-0052051	Los Angeles	Inglewood Courthouse	19-F1	1	Elevators, Escalators, & Hoists / Install repair door linkage, readjust doors, and test elevator #4 before putting back into service. This work was completed as a P1 emergency due to Elevator #4 not responding and being stuck on the 3rd floor.	\$ 7,160	\$ 5,338	74.56	Complete
838	FM-0052052	Monterey	Salinas Courthouse-North Wing	27-A1	2	Plumbing - Snake and clear 160 feet of sewer line drain to sewage ejector pump clogged with plastic bags, socks and food products. Flush line and to confirm flow from holding cell area; clean and sanitize sewage overflow.	\$ 4,821	\$ 4,821	100.00	Complete
839	FM-0052053	Los Angeles	Pasadena Courthouse	19-J1	1	Grounds and Parking Lot - Repair gate - remove old loop wire, re-cut ground, install new loop wire, reseal, change relay in motor. The parking lot entrance gate staying open and needs to close after each vehicle.	\$ 2,588	\$ 2,588	100.00	In Work
840	FM-0052054	Los Angeles	Compton Courthouse	19-AG1	1	Elevators, Escalators, & Hoists - Hydraulic - Clean up Hydraulic Fluid 10th floor room 1005A and 11th floor room 1105. Crew set up containment, Asbestos Containing Material testing. Cut out all affected materials and apply degreaser to affected areas, re-installed drywall and prep	\$ 15,755	\$ 15,755	100.00	Complete
841	FM-0052056	Los Angeles	Compton Courthouse	19-AG1	1	Fire Protection / Replace and secure fire pump #1 exhaust piping. This work was completed as a P1 emergency due to the holding bracket for the fire pump exhaust breaking during the weekly test causing a safety hazard because the fire pump was no longer secured.	\$ 13,749	\$ 13,749	100.00	Complete
842	FM-0052057	Los Angeles	Airport Courthouse	19-AU1	1	Safety and security - Replace gate, install set of heavy duty guides, new screws with a round head, new wall angles, Electric Sensing Edge, new hardware. Made all adjustments needed to put exit gate back in service including connections to operator, adjusted barrel	\$ 10,091	\$ 7,787	77.17	Complete
843	FM-0052058	Los Angeles	Torrance Courthouse	19-C1	1	Electrical - A.T.S. failed, parts on panel burnt, replace with temporary switch until new part came in, successfully passed test; replace A.T.S. with a new unit, tested and critical equipment checked, breaker turned on. Automatic transfer switch for generator not working.	\$ 10,313	\$ 8,780	85.14	Complete
844	FM-0052059	Los Angeles	Torrance Courthouse	19-C1	2	Elevators - Replace defective elevator fans. No air flow in elevator cabs. Work is needed to provide proper ventilation for elevator occupants.	\$ 7,420	\$ 6,317	85.14	In Work
845	FM-0052060	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Plumbing - Toilet clog in holding cell caused leak on the 4th floor and 3rd floor lobby areas. A clogged floor drain prevented water from draining. Water seeped thru the concrete floor and leaked into the 3rd floor. Clear blocked floor drain pipe, set up containment, replace water damaged ceiling tiles, sanitize the inside containment area, clearance testing.	\$ 20,888	\$ 20,888	100.00	Complete



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846	FM-0052061	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Plumbing - A hammer arrester in the 1st floor kitchen developed a crack and leaked. Installed Add a Value valve, ball valve and copper pipe and fittings to 1" domestic water line to the kitchen to replace failed isolation valves. Replace failed and leaking hammer arrester. Placed containment areas in the kitchen and in the trash dumpster room. Restoration of the demolished portion of the wall which includes the rebuilding of the wall (tile board) , retiling and installation of maintenance access hatch. The leak was traced having originated from the first floor cafeteria's kitchen area within the wall between the ice maker and the dish washer.	\$ 21,419	\$ 14,734	68.79	Complete
847	FM-0052062	Santa Clara	Hall of Justice (West)	43-A2	2	HVAC - Replace one (1) failed 10 ton compressor, two (2) liquid line dryers, recharge with new refrigerant, test for leaks - Unit has no cooling capability	\$ 8,325	\$ 8,325	100.00	Complete
848	FM-0052063	Orange	Central Justice Center	30-A1	2	Fire Protection - Fire Alarm System - Provide and install three (3) EST monitoring modules, 150ft conduit and wire, one (1) Dual output switch for water flow and replace existing switch, replace one (1) bad low pressure switch on existing system so pre-action system to bring it up to working order to report to main EST panel. The system is currently not in service and cannot be tested and certified. Notice to repair has been received from the State Fire Marshal.	\$ 4,573	\$ 4,169	91.17	In Work
849	FM-0052064	Santa Clara	Hall of Justice (East)	43-A1	2	Generator - Replace one (1) failed diesel fuel pump to resolve leak when generator is running - Connect load banks - run generator and adjust fuel pump - leak test	\$ 8,028	\$ 8,028	100.00	Complete
850	FM-0052065	Los Angeles	Norwalk Courthouse	19-AK1	1	Plumbing - Flood remediation - Set-up containment and drying equipment in effected area, replace flushometer vacuum breaker on toilet, replace approximately (10) ceiling tiles, and remove containment. This work was completed as a P1 emergency due to a malfunctioning flushometer vacuum breaker valve that leaked causing water to penetrate through the 6th floor into the 5th floor, room 507.	\$ 5,000	\$ 5,000	100.00	Complete
851	FM-0052066	Napa	Criminal Court Building	28-A1	2	Electrical - Replace nonfunctioning batteries in thirty five (35) emergency lighting fixtures - The failed batteries were discovered while performing a level IV emergency lighting fixtures preventative maintenance task	\$ 14,834	\$ 14,834	100.00	In Work
852	FM-0052067	Los Angeles	Airport Courthouse	19-AU1	2	Elevators, Escalators, & Hoists - Platform lifts - Restore the platform lifts in Courtroom 141, 145 and 8th Floor Department E, wiring and hydraulics are bad under platforms and the lifts cannot be certified.	\$ 6,150	\$ 4,746	77.17	In Work
853	FM-0052068	Los Angeles	Downey Courthouse	19-AM1	2	Exterior Shell - Remove two (2) trees from courtyard area, remove stumps and roots. Remove 144' Sqft of concrete slab and install 288' of concrete to fill in existing planters and areas where concrete was removed. 2 trees are too big for the courtyard are and have roots growing raising up the concrete, making it a trip hazard	\$ 4,011	\$ 3,357	83.70	Complete
854	FM-0052070	Los Angeles	Norwalk Courthouse	19-AK1	1	Plumbing - Set up containment and drying equipment, replace handle, angle stop valve, vacuum for flush valve and returned toilet back to normal working conditions. This work was completed as a P1 emergency due to a malfunctioning angle stop valve that leaked and water penetrated thru 7th floor into the 6th floor secure hallway as well as Department T Jury Room.	\$ 9,084	\$ 9,084	100.00	Complete
855	FM-0052071	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Grounds and Parking Lot - Remove barrel and have rebuilt by manufacture, re-install and adjust for proper operation and locking. This work was completed as a P1 due to the gate becoming a safety hazard if it were to fall.	\$ 8,265	\$ 5,685	68.79	Complete





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856	FM-0052072	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	HVAC - Remove clog from air handler unit condensate line, remove flood water from floor. Set up containment area in chambers due to fire proofing above ceiling tiles contains Asbestos Containing Material. Clean up, water remediation, dry leak affected areas. Water damaged ceiling tiles were replaced and the containment area was removed after clearance results returned negative. Air Handler Unit # 4-3 located on the 4th floor had a clogged condensate line and water leaked onto the mechanical room. Water seeped thru the	\$ 6,064	\$ 6,064	100.00	Complete
857	FM-0052073	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Plumbing - Replace sections of cracked drain pipe, extract water from bus bay, remove Asbestos Containing Material from ceiling. Storm drain pipe cracked and water leaked inside of Basement S Level Bus Bay #4.	\$ 19,432	\$ 13,367	68.79	Complete
858	FM-0052074	Los Angeles	Stanley Mosk Courthouse	19-K1	1	Plumbing - Set up containment area, remove and replace 2" cast iron pipe, remediation, clean up and build back wall opening. Water leaking from the ceiling in Room 234, drips are increasing; not sure if this is clean water or black water.	\$ 8,492	\$ 8,492	100.00	Complete
859	FM-0052075	Los Angeles	Pasadena Courthouse	19-J1	1	Grounds and Parking Lot - Repair gate - remove old loop wire, re-cut ground, install new loop wire, reseal, change relay in motor. The parking lot entrance gate staying open and needs to close after each vehicle.	\$ 2,588	\$ 2,588	100.00	Complete
860	FM-0052077	Alameda	Wiley W. Manuel Courthouse	01-B3	2	Plumbing - Replace failed holding cell toilet which is leaking at cracked weld. Work to be performed after hours when cells are not in use.	\$ 8,067	\$ 8,067	100.00	Complete
861	FM-0052078	Napa	Criminal Court Building	28-A1	2	Interior doors - Replace two (2) worn-out and failed walking beam pivots and two (2) pivot receptors. Work to be performed after hours	\$ 2,689	\$ 2,689	100.00	Complete
862	FM-0052079	Solano	Hall of Justice	48-A1	2	Grounds and parking lots - Information Sign - Replace the broken safely glass and damaged sign components. The sign has been vandalized.	\$ 1,180	\$ 1,180	100.00	Complete
863	FM-0052080	San Diego	County Courthouse	37-A1	2	Electrical - Remove and replace (15) 4-foot long fluorescent light bulbs and (5) ballasts in Dept 25. Currently there are lights out in Department 25 and must be replaced due to the safety issue created by the dim lighting.	\$ 4,362	\$ 4,362	100.00	Complete
864	FM-0052081	Los Angeles	Chatsworth Courthouse	19-AY1	2	Electrical - Refill emergency generator tank with fuel. Tank is currently low and needs to be full in case of emergency.	\$ 4,499	\$ 3,770	83.80	Complete
865	FM-0052082	Orange	Central Justice Center, Civil Complex Center	30-A3	3	Energy Efficiency Retrofit - FM - T12 Lighting - Replace T12 lighting with T8 lighting.	\$ 29,567	\$ 29,567	100.00	In Work
866	FM-0052083	Orange	Central Justice Center	30-A1	3	Energy Efficiency Retrofit - FM - T12 Lighting - Replace T12 lighting with T8 and LED lighting. LEDs to be used in entrance lobby areas with extreme ceiling height, where regular service is not feasible.	\$ 477,857	\$ 435,662	91.17	In Work
867	FM-0052084	Alameda	Hayward Hall of Justice	01-D1	2	Fire protection - Replace thirty four (34) expired fire hoses and eight (8) damaged or missing sprinkler heads. These deficiencies were discovered and noted by the State Fire Marshall during the 5-year fire inspection.	\$ 12,260	\$ 10,826	88.30	Complete
868	FM-0052085	Orange	Central Justice Center	30-A1	2	Plumbing - Replace 4 copper T connections and install seismic bracing, cut into 4 inch water pipe to install new valves to isolate the leaking pipe. The pipe located in ceiling above 1st floor is leaking and repairs are needed to eliminate any damage that could be caused by line break.	\$ 8,769	\$ 7,995	91.17	In Work
869	FM-0052086	San Diego	County Courthouse	37-A1	2	Fire Protection - Replace 25 feet of deteriorated section of sprinkler piping. Deteriorated section of sprinkler piping in north annex basement, caused by street leaking in to tunnel. If line starts leaking there will be basement flooding.	\$ 3,359	\$ 2,601	77.42	Complete



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870	FM-0052087	Alameda	Hayward Hall of Justice	01-D1	2	Electrical - Replace the failed emergency generator that fuels and monitors the Veder-Root printer CPU board and code programming. Work is required by code.	\$ 3,420	\$ 3,020	88.30	Complete
871	FM-0052088	Riverside	Larson Justice Center	33-C1	2	Fire Protection - WON fire door - Remove and replace faulty motor and control box. Also remove and replace damaged lead post and missing curved door drive trolley and diagonal bar. Door is inoperable and will not operate in a fire alarm situation. Work will restore door to original function.	\$ 15,885	\$ 12,837	80.81	In Work
872	FM-0052089	Sonoma	3055 Cleveland Avenue	49-B2	2	HVAC - Replace one leaking and failed Thermal Expansion Valve, install a new refrigerant drier, add refrigerant, add refrigerant oil, rebuild with humidifier kit, start, test and unit operation and advise.	\$ 13,155	\$ 13,155	100.00	Complete
873	FM-0052090	Alameda	Hayward Hall of Justice	01-D1	2	Plumbing - Replace ten feet of failed eight inch diameter cast iron roof drain pipe. Replace sheetrock ceiling where damaged by storm water leak. Plumbing work was performed as an emergency call-out.	\$ 7,457	\$ 6,585	88.30	Complete
874	FM-0052091	San Francisco	Youth Guidance Center	38-C1	2	HVAC - Condenser - Remove and replace two failed condenser fan motors.	\$ 2,896	\$ 2,896	100.00	Complete
875	FM-0052092	Napa	Criminal Court Building	28-A1	2	Electrical - Replace failed keypad reader for access/intrusion alarm system	\$ 4,431	\$ 4,431	100.00	Complete
876	FM-0052093	Los Angeles	San Fernando Courthouse	19-AC1	2	Fire Protection - Replace failed system devices: Two (2) tamper switches in basement sprinkler closet, Tamper switch in East and center roof elevator machine room; Flow switch in East and center roof elevator machine room; Tamper switch & Flow Switch on 4th floor; Water flow on 2"d floor; Tamper switch on I51 floor; Strobe horn on 1st floor by room # 1135. Fire alarm devices not reporting to the fire panel, should a fire occur the system will not operate as designed increasing the possible loss of property or injury to employees and the public.	\$ 4,533	\$ 3,781	83.41	In Work
877	FM-0052094	San Bernardino	San Bernardino Courthouse - Annex	36-A2	2	Elevators - Key switches need to be installed in public elevators 1 and 2 to prevent the public from accessing the 4th and 5th floors. The public elevators are needed at 36-A2 in order to alleviate high traffic in the historic elevators at 36-A1.	\$ 7,098	\$ 7,098	100.00	Complete
878	FM-0052095	Orange	North Justice Center	30-C1	2	HVAC-Condenser Pump - Replace failed condenser water pump and motor #2 serving the cooling tower condenser water loop. The project will include dismantle and disposal of failed water pump and motor, installation of new Paco pump and 5hp motor, alignment of motor and pump, start up and test for proper operation.	\$ 10,899	\$ 9,843	90.31	Complete
879	FM-0052096	Sacramento	Gordon Schaber Sacramento Superior Court	34-A1	1	Plumbing - Water damage - Stop water leak at drinking fountain outside of Dept 2 on the first floor. Extract water from one court room, set up air movers to dry carpet, re-glue the vinyl at the courts entry, test for environmental impact, and restore carpets.	\$ 3,097	\$ 3,097	100.00	Complete
880	FM-0052097	Los Angeles	Alhambra Courthouse	19-11	1	Elevator - Elevator Phone - Install new dedicated telephone lines to each individual elevator. This work was completed as a P1 emergency due to all elevators sharing one phone line causing a safety issue. If the line is in use, the other elevators would get a busy signal until the line is available. This is a Fire/Life/Safety issue	\$ 3,800	\$ 3,800	100.00	Complete
881	FM-0052098	San Francisco	Youth Guidance Center	38-C1	2	Vandalism - Remove vandalized graffiti film from one panel each in elevators 1, 3 and 4. Clean residual adhesive from panels. Install three panels of new anti-graffiti film.	\$ 1,307	\$ 1,307	100.00	Complete
882	FM-0052099	Los Angeles	Van Nuys Courthouse East	19-AX1	1	Elevators, Escalators, & Hoists - Elevator failed due to contact failure on selector. Cleaned pawl contact on selector carriage. Tested car operations and returned car back to service. Judges elevator stuck on floor 1 with doors closed/not responding, no entrapment.	\$ 4,375	\$ 4,375	100.00	Complete



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883	FM-0052100	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	2	Exterior - Remove and replace all Polyurethane expansion joints and backer rod filler on concrete slab. Expansion joint at the front entry of the court is cracked and worn, during the rain, water leaks through to the floor beneath, causing leaks from the ceiling in the basement.	\$ 5,050	\$ 3,534	69.99	In Work
884	FM-0052101	Los Angeles	Compton Courthouse	19-AG1	1	Plumbing - Employee Parking: Horizontal drain line above basement employee parking has multiple cracks/ruptures.	\$ 9,767	\$ 6,459	66.13	Complete
885	FM-0052103	San Mateo	Municipal Court Building - Northern Branch	41-C1	2	Plumbing - Water remediation, set up containment, dried leak affected area. Replace damaged ceiling tiles and repair damaged walls	\$ 2,805	\$ 2,805	100.00	Complete
886	FM-0052104	Alameda	Hayward Hall of Justice	01-D1	2	Phones - Replace interview phones in holding cells damaged by unknown in-custodies	\$ 985	\$ 985	100.00	Complete
887	FM-0052105	Orange	Central Justice Center	30-A1	2	HVAC - Variable Frequency Drive for AH16 remove existing defective starter and replace with 25hp ABB Variable Frequency Drive and transducer for control of AH16. Presently AH16 is in the on position and cannot be shut off due to defective starter. Courtrooms C-48 thru C-54 affected.	\$ 8,446	\$ 7,700	91.17	In Work
888	FM-0052106	Orange	Central Justice Center	30-A1	2	Plumbing - Install a new steam valve with new nut and bold and gasket kit, presently valve is leaking and is causing a safety issue for staff having to work next to the unit.	\$ 8,278	\$ 7,547	91.17	In Work
889	FM-0052107	Orange	North Justice Center	30-C1	2	HVAC - Chiller 1 and associated cooling tower for Phases I and II are not tied in to the Building Automation System (BAS). This work will include installation of new Schneider-Electric programmable MR controllers, new current sensors with control relays for monitoring system status and providing stop/start via the BAS rather than manually. New BAPI temperature sensors will also be installed as part of this project. Once installed, everything will be tested and programmed into the BAS.	\$ 4,092	\$ 3,695	90.31	In Work
890	FM-0052108	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	2	Plumbing - Install a catch basin under the backflow check valve and trench it to the storm drain. City water pressure fluctuating between a pound of pressure causing the backflow check value to purge water onto the ground. Catch valve is not working properly. Standing water on the floor is causing a slip hazard and the standing water has algae growing in it.	\$ 6,925	\$ 4,847	69.99	In Work
891	FM-0052109	Los Angeles	East Los Angeles Courthouse	19-V1	2	Fire Protection - Replace 17 concealed sprinkler heads & missing escutcheons. Missing escutcheons are no longer manufactured therefore sprinkler heads and escutcheons must be replaced. Work is required by code.	\$ 2,705	\$ 2,102	77.72	In Work
892	FM-0052112	Solano	Hall of Justice	48-A1	1	Fire Alarm Response - Silence alarm when all clear given by Fire Marshall - Reset pull station and fire alarm system - Operate all 6 air handler unit dampers to 100% outside air to flush building of odors from fire extinguishing powder and fire department gasoline engine driven exhaust fans - Restore 2 elevators from Fire Recall service - Restore 6 Air handler units to normal operation - Replace broken lockable plumbing access hatch door - Remove and replace fire extinguisher vandalized by inmate.	\$ 10,216	\$ 10,216	100.00	Complete
893	FM-0052114	Orange	Central Justice Center	30-A1	2	DESIGN: Exterior/Interior Finishes-Window Seals and Sub-Grade Membrane membrane repairs replacement. Leak causing damage & hazards	\$ 25,000	\$ 25,000	100.00	In Work
894	FM-0052115	Los Angeles	Van Nuys Courthouse East	19-AX1	1	Fire Protection - Drain fire stand pipe to building. Remove and replace one bad 6 inch OS&Y valve and one 6 inch Victaulic coupling. Fill system, test and bleed out air. OS&Y valve is not holding when closed and a Victaulic coupling has a small drip coming from it.	\$ 4,141	\$ 4,141	100.00	Complete



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895	FM-0052116	Los Angeles	Compton Courthouse	19-AG1	2	Grounds and Parking Lot - Install clearance bars at all entrance lanes and exit lanes. Repair structural damages to reduce the potential liability of falling debris. There are no clearance bars on the entrance and exit lanes, which in the past has caused damage to the stucco.	\$ 13,025	\$ 8,613	66.13	In Work
896	FM-0052119	Los Angeles	Compton Courthouse	19-AG1	1	Interior Finishes / Set up containment and drying equipment, cracked Drain pipes above Dept. O ceiling, and remove containment and equipment. This work was completed as a P1 emergency due to water leaking into the courthouse causing a safety situation.	\$ 4,663	\$ 4,663	100.00	Complete
897	FM-0052120	Los Angeles	Alhambra Courthouse	19-11	1	Holding Cell - Rebuild burnt out motor and compositor. Installed two new 120 volt limit switches and adjusted for proper operation and locking. The inner electric door in the men's detention holding cell was not operating automatically from the door controls. The motor and compositor were burnt out and needed to be replaced. The door needs to open and close automatically. It was a safety issue for the sheriff deputies	\$ 3,180	\$ 3,180	100.00	Complete
898	FM-0052121	San Mateo	Hall of Justice	41-A1	2	Vandalism - Remove graffiti from mirrors.	\$ 440	\$ 232	52.70	Complete
899	FM-0052122	Los Angeles	Van Nuys Courthouse West	19-AX2	1	Elevators, Escalators, & Hoists - Removed damage cable and reinstalled new governor cable. Removed lock out and tested operations. Returned car #5 back in service. Employee elevator #5 was stuck between the 10th floor and penthouse. One entrapment. Doors closed were not responding.	\$ 3,286	\$ 3,286	100.00	Complete
900	FM-0052123	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Plumbing - Add-A-Valve was installed on the HVAC hot water pipe and the leak was repaired. Water remediation, set up containments, HEPA vacuum unit used and remove moisture in the leak affected area. Environmental testing. An HVAC hot water pipe in the 19th floor leaked water thru the ceiling inside 18th floor office 18-1020.	\$ 7,367	\$ 5,068	68.79	Complete
901	FM-0052124	Los Angeles	San Fernando Courthouse	19-AC1	1	Plumbing / Install containment, isolate water supply to the facility, drain domestic water system for facility, cut out leaking tee and replace, install 3" ball before tee, replace ceiling tiles, and remove containment. This work was completed as a P1 emergency due to water leaking from the ceiling into room 2145.	\$ 6,650	\$ 6,650	100.00	Complete
902	FM-0052125	Humboldt	Humboldt County Courthouse (Eureka)	12-A1	2	COUNTY MANAGED -Exterior Shell - Doors - Replace doors - Replace one set of double glass doors ( 6'), install new set of metal framed glass doors, including new panic hardware tied into alarm/lock down system. This is a security issue as the current doors are not securing when locked down.	\$ 4,954	\$ 4,954	100.00	In Work
903	FM-0052126	Los Angeles	El Monte Courthouse	19-O1	2	Elevators, Escalators, & Hoists - Replace door rollers and door lock contacts on floors B, 1, 2, and 3. Check function of elevator and return to service. Elevator is stuck on 1st floor with doors closed. Intermittent issues with doors cause elevator to go down.	\$ 8,213	\$ 4,773	58.12	In Work
904	FM-0052135	Mendocino	County Courthouse	23-A1	2	HVAC - Replace - Remove and replace malfunctioning actuator	\$ 2,634	\$ 1,781	67.62	Complete
905	FM-0052136	San Francisco	Civic Center Courthouse	38-A1	2	Interior Finishes - Correct damage in Dept 302, 303 and 206 affected by a fire sprinkler piping leak; vacuum water; expose affected drywall/insulation for drying; operate blowers, dehumidifiers; clean affected carpet; replace ceiling tiles (Dept 206); patch/paint drywall (closets) in 302, 303 and 206 (ceiling).	\$ 13,755	\$ 13,755	100.00	Complete
906	FM-0052137	Mendocino	County Courthouse	23-A1	1	HVAC - Emergency replacement -Remove and replace leaking steam pipes on make up water supply on boilers 1 & 2.	\$ 7,228	\$ 4,888	67.62	Complete
907	FM-0052138	Santa Clara	Sunnyvale Courthouse	43-F1	2	Plumbing - Clear (20 feet) of clogged main sewer line. Install new one (1) two-way clean out in patio area. Jury Assembly Restroom is currently closed for use	\$ 3,940	\$ 3,940	100.00	Complete



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908	FM-0052139	Alameda	Wiley W. Manuel Courthouse	01-B3	2	Plumbing & Interior finishes - Replace failed and leaking two inch cast-iron floor drain p-trap and no-hub fittings - Replace approximately six hundred square feet of splined puzzle piece tile ceiling in two locations where removed for access - Work to be performed afterhours	\$ 12,037	\$ 12,037	100.00	In Work
909	FM-0052140	Solano	Hall of Justice	48-A1	2	Interior finishes - Replace three failed high security locksets and two failed door closers complete with keys for doors into secure areas - Work to be performed afterhours	\$ 6,389	\$ 6,389	100.00	Complete
910	FM-0052141	Santa Cruz	Main Courthouse	44-A1	2	Vandalism - Please repair safety glass window that is broken.	\$ 609	\$ 604	99.11	Complete
911	FM-0052142	Solano	Hall of Justice	48-A1	2	Elevators, Escalators, & Hoists - Replace failed emergency phone in public elevator #1	\$ 1,095	\$ 797	72.82	Complete
912	FM-0052143	Orange	West Justice Center	30-D1	2	HVAC - Install bypass valve and circulation pump to Ajax Boiler to maintain supply/return water temperature to prevent further damage to firebox & door flange due to condensation, per manufacturer's recommendation. See SWO 1314081 for details.	\$ 5,793	\$ 5,253	90.68	In Work
913	FM-0052144	Butte	Juvenile Hall	04-A3	1	Plumbing - There is a toilet overflowing in the bathroom off of the courtroom at juvenile hall.	\$ 10,000	\$ 10,000	100.00	Complete
914	FM-0052145	Alameda	Fremont Hall of Justice	01-H1	2	Interior - In-custody interview phones - Replace one destroyed handset on in-custody side - Replace three phones on attorneys side that have failed and do not provide clear transmission so that attorneys can hear in-custody communications	\$ 2,515	\$ 2,515	100.00	Complete
915	FM-0052149	Santa Clara	Morgan Hill Courthouse	43-N1	1	Fire protection regulatory compliance failure - Repairs and certification to BF03 OM00019234 and BF04 OM00020617 Replace (1) 8" gate valve. Rebuild (1) 8" back flow Rebuild (1) 3/4" back flow. Test and certify.	\$ 5,645	\$ 5,645	100.00	In Work
916	FM-0052153	Los Angeles	Hollywood Courthouse	19-S1	1	HVAC - All power has been restored to the building, the ATS along with all associated components and NEMA enclosure were replaced, the system was properly tested and is back online. ATS failed to switch back offline, causing generator to run continuously until it ran out of fuel. ATS failing caused the stairway, exit signs and roll-up gate, server room to go dark.	\$ 8,161	\$ 7,434	91.09	Complete
917	FM-0052155	Los Angeles	Stanley Mosk Courthouse	19-K1	1	Plumbing - Water dripping from the 8th floor to the 5th floor due to chambers faucet left on.	\$ 14,368	\$ 14,368	100.00	Complete
918	FM-0052156	Los Angeles	Van Nuys Courthouse West	19-AX2	1	Fire Protection - Repair bad speed controller on fire pump #2. Lock out power to fire pump, remove wiring and failed speed controller speed. Install new controller and re wire. Remove lock out and restore power to pump. Run pump and test operations. Fire pump #2 speed controller was found getting stuck when pump is running in auto mode causing sparking.	\$ 6,776	\$ 5,453	80.48	In Work
919	FM-0052159	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	1	Fire Protection - Replace decorative light fixture with new Scone LED light fixture, replace all damage ceiling tile. Repair all fire damage areas, repainted all surfaces including installation of new drywall around fire damaged area, Fabrication and installation of molding to match existing. Refinish and paint the wood panel. Tombstone in one of the decorative lighting overheated causing the light fixture to melt. Smoke damaged to the wood panels and ceiling tiles.	\$ 14,405	\$ 14,405	100.00	Complete
920	FM-0052160	Los Angeles	Norwalk Courthouse	19-AK1	1	HVAC - Replace faulty isolation valves on cooling tower pumps 1 and 2 and rebuild cooling tower pumps 1 and 2.	\$ 29,411	\$ 25,008	85.03	In Work
921	FM-0052161	Los Angeles	West Los Angeles Courthouse	19-AR1	2	Exterior Shell - Demo 3 trailers (19-AR2, 19-AR3, 19-AR4) gut building interiors/dispose of contents into dumpsters. Demo 1,200sf of concrete ramps, planters, stairs, block walls, and existing bollards. Install 8 new bollards around existing transformer. Relocate water, sewer, electricity, phone line utilities. Pressure wash area to prep area. Slurry coat parking area previously occupied by trailers and apply stripping. Currently the trailers are abandoned and were requested to be disposed of.	\$ 130,491	\$ 130,491	100	In Work



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922	FM-0052162	Contra Costa	Wakefield Taylor Courthouse	07-A2	2	HVAC - Heat Exchanger - Remove existing heat exchanger. Furnish and install a new equivalent shell and tube type heat exchanger, mounted to a new pre-fabricated skid. Furnish and install new steam piping and heating hot water piping, gauges, pressure relief valves (PRV), expansion tank, and associated fittings/trim.	\$ 96,452	\$ 96,452	100	In Work
923	FM-0052163	Contra Costa	Bray Courts	07-A3	2	Fire Protection - Main Fire Line Outside the Building - Temporarily remove existing marquee sign board - Excavate an area of 10' long, 4' wide, 4' deep - Temporarily remove rose plant and flower bush from excavation area - Validate leaking section of existing pipe - Replace 8" fire main pipe, approx. 5' long section in place, per AWWA Standards including 2 mechanical joint sleeve couplings - Reinstall marquee, rose plant, and flower bush.	\$ 45,168	\$ 38,628	85.52	In Work
924	FM-0052164	Los Angeles	Alhambra Courthouse	19-11	2	Electrical - Interior and Exterior Finishes - Install 5 interior lights and 2 receptacles with dedicated circuits for the main entrance security screening. Court needs to relocate the court's main entrance.	\$ 2,741	\$ 2,357	86.00	In Work
925	FM-0052174	Santa Clara	Downtown Superior Court	43-B1	1	Electrical - Replace (3) failed breaker's - During the planned Electrical Preventive Maintenance Service, the breakers failed during the load testing due to age and worn contact points	\$ 16,138	\$ 16,138	100.00	Complete
926	FM-0052175	Santa Clara	Santa Clara Courthouse	43-G1	2	HVAC Chiller - replace failed head pressure controller (1) valve and (1) actuator. Run and test operations. Chiller has failed and there is no air conditioning in the building. Work completed after hours.	\$ 9,293	\$ 9,293	100.00	Complete
927	FM-0052176	Tulare	South County Justice Center	54-11	2	Safety and security - Replace existing damaged motor operator and four damaged slats and double angle bottom bar on the Sally port rollup gate - The Tulare County Sheriff's Office bus hit the Sally port rollup gate before the gate had been completely raised, damaging the gate beyond repair and rendering the gate inoperable. The Tulare County Sheriff's Office is submitting a claim with Tulare County Risk Management for reimbursement to AOC.	\$ 6,319	\$ 6,319	100.00	In Work
928	FM-0052177	Orange	Harbor Justice Center-Newport Beach Facility	30-E1	2	Electrical - Add GFI to main breaker for code compliance.	\$ 9,848	\$ 8,304	84.32	In Work
929	FM-0052178	Orange	Harbor Justice Center-Newport Beach Facility	30-E1	2	Grounds and Parking Lot - ADA Parking trip hazard. Remove and replace 70 SF of concrete curb, grind and resurface to a proper slope approximately 2,000 SF of asphalt, re-stripe ADA parking. Lifting concrete has caused a 1.5" level change in the ADA parking path of travel. This lifting concrete has proven to be a trip hazard.	\$ 24,002	\$ 20,238	84.32	In Work
930	FM-0052179	Los Angeles	Beverly Hills Courthouse	19-AQ1	2	Plumbing - Sump Pump # 2 in basement 1 is deteriorated and not functioning properly. As of now only the backup pump is working in the system and this is not sufficient in the event of heavy rain.	\$ 4,847	\$ 3,854	79.52	Complete
931	FM-0052181	Madera	Madera County Superior Court	20-A1	2	HVAC - The compressor has no oil pressure and needs to be replaced. The compressor refrigerant valves will be shut off and the compressor refrigerant recovered. A new Semi-Hermetic Compressor will be installed along with a new crank case heater. The system will be started up and the system topped off with customer supplied R-22 refrigerant - The chiller is only running on three (3) compressors and with the summer heat approaching, the chiller will have a hard time keeping up with the cooling demand.	\$ 10,793	\$ 10,793	100.00	Complete





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932	FM-0052182	Orange	West Justice Center	30-D1	2	Safety and security - Secure motor of exit gate by installing a lockable stainless steel arm cover to top of operator. Install magnetic lock to swing gate to prevent gate from opening if motor is inoperable. This request is due to a security breach in which an individual removed the swing arm and accessed the secure parking during overtime business hours. See Sheriff Incident Report and SWO 1338403 for details.	\$ 3,612	\$ 3,612	100.00	Complete
933	FM-0052183	Stanislaus	Modesto Main Courthouse	50-A1	1	Plumbing - Black Water Remediation - Isolate the cause of the black water spill, remove debris from the sump pump and hydro-jet the sewer main to the building. Remove and replace approximately 32 SF of drywall and 8 ceiling tiles, extract water, clean and sanitize flooring and pressure wash the gutter in front of the court. All restrooms, drinking fountains, sinks etc. overflowing black water and all restrooms are out of order.	\$ 5,000	\$ 5,000	100.00	Complete
934	FM-0052184	Los Angeles	Pasadena Courthouse	19-J1	2	Plumbing - Install 2 new shut off valves and rebuild 4" watts backflow preventer. Currently shut off valves #1 & #2 are frozen and the backflow preventer must be rebuilt for certification.	\$ 5,456	\$ 3,784	69.35	In Work
935	FM-0052185	Los Angeles	Michael D. Antonovich Antelope Valley Courthouse	19-AZ1	2	Plumbing / Install a new OS&Y valve on a Febco 825YD 8" backflow device and test for certification. Currently the backflow is leaking too much to test and must be replaced. Once backflow is replaced, the certification must be completed.	\$ 6,983	\$ 5,133	73.51	In Work
936	FM-0052186	Los Angeles	Michael D. Antonovich Antelope Valley Courthouse	19-AZ1	2	Plumbing / Depressurize system, drain building, rebuild domestic backflow device, refill, and air out pipes at every bathroom in building. Currently this device has failed the Level IV PM and must be rebuilt for compliance.	\$ 2,620	\$ 1,926	73.51	Complete
937	FM-0052187	Madera	Madera County Superior Court	20-A1	2	HVAC - Replace failed copper refrigerant line between the TXV and the Evaporator. This will require recovering the entire refrigerant out of the system and replacing the copper line. The system will be pulled in a vacuum and leak checked. The refrigerant dryer will be replaced and old refrigerant reinstalled, any additional refrigerant needed will be supplied by Pride - To meet EPA regulation on leak repairs	\$ 3,524	\$ 3,524	100.00	Complete
938	FM-0052188	Los Angeles	Alhambra Courthouse	19-I1	2	Interior Finishes / Install a galvanized gray steel hand railing in Clerk's office 234 on the step floor approximately 6 feet long by 42 inches high to prevent people from tripping or falling. Currently there is not a railing installed to help prevent the clerks from tripping and/or falling on the floor which could cause serious injuries to the personnel. **Safety Issue**	\$ 3,000	\$ 3,000	100.00	Complete
939	FM-0052191	San Benito	New Hollister Courthouse	35-C1	2	Vandalism - Handicap parking signs have been turned around and need to be adjusted so that they face the parking lot.	\$ 471	\$ 471	100.00	Complete
940	FM-0052192	Orange	West Justice Center	30-D1	2	Roof - Degraded Roofing - Remove approximately 550 SF of degraded and wrinkled roof system down to the substrate. Fill in area with fiber board to match existing roof, install 2ply composite sheets set in with cold adhesive and retrofit drain. Flood coated repairs. Broadcasted new granules to match existing roof.	\$ 10,875	\$ 9,861	90.68	Complete
941	FM-0052196	Los Angeles	Torrance Courthouse	19-C1	2	Grounds and Parking Lot - Install bumper post in front of building, per Sheriff's request. Security and safety issue.	\$ 6,034	\$ 5,137	85.14	In Work
942	FM-0052200	Los Angeles	Airport Courthouse	19-AU1	2	Plumbing - Replace bad copper pipe and install expansion joint for extra movement in pipe. Water is leaking from pipe onto floor, leak will get worse if not repaired properly.	\$ 5,857	\$ 4,520	77.17	Complete
943	FM-0052203	Santa Clara	Old Courthouse	43-B2	2	Electrical - Replace (2) lights and (2) ballast. These light poles shine on the front of the building. Perimeter safety and security is impaired	\$ 2,799	\$ 2,799	100.00	Complete



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944	FM-0052204	Alameda	Wiley W. Manuel Courthouse	01-B3	2	Vandalism - Replace holding cell door glass view panel broken by in-custody vandalism - Work to be performed nights or weekends	\$ 1,632	\$ 1,632	100.00	In Work
945	FM-0052205	San Mateo	Hall of Justice	41-A1	2	Plumbing - Remediate water leak from sink - Remove loose paint from walls and remove swollen drywall, approximately 40SF, set de-humidifiers and air movers to dry the walls and ceilings, remove and replace 12 LF of rubber cove base and 40 SF of drywall and paint the damaged area.	\$ 12,133	\$ 6,394	52.70	Complete
946	FM-0052206	San Bernardino	Victorville Courthouse-Dept. N-1	36-L1	2	Elevators, Escalators, & Hoists - Rebuild limit bar, replace failed limit switches, and locate short in down circuit. Currently the wheel chair lift V-4 is non-operational creating a possible ADA compliance issue.	\$ 4,967	\$ 3,191	64.25	Complete
947	FM-0052208	Los Angeles	Burbank Courthouse	19-G1	2	Exterior Finish / Replace rear entry door that is beyond repair. Currently the rear door of the courthouse has rusted out and is no longer operational.	\$ 2,800	\$ 2,541	90.76	In Work
948	FM-0052210	Los Angeles	Norwalk Courthouse	19-AK1	1	Plumbing - 1st floor, Main lock up - Replaced a leaking gate valve with new ball valve and installed a new Add-A-Valve. Main water valve was leaking in the pipe chase. Dripping/leaking water is a safety issue.	\$ 5,273	\$ 5,273	100.00	Complete
949	FM-0052211	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	1	Plumbing - Set up containment, test all materials and replace cracked pipe, 10 feet of 3" drain pipe in the ceiling. Clean up area and install new ceiling tiles. There was a leak from the ceiling coming from a crack 3" drain pipe for a floor drain on the 2nd floor. Was leaking from the pipe onto the ceiling tiles.	\$ 5,281	\$ 5,281	100.00	Complete
950	FM-0052212	Los Angeles	Airport Courthouse	19-AU1	2	Elevators, Escalators, & Hoists - Replace hoist ropes and shackles on elevator #9. Employee elevator #9 hoist way ropes are breaking/splintering and have bad spots in ropes, need to be replaced. Elevator is unsafe to operate and is out of service.	\$ 9,533	\$ 7,357	77.17	Complete
951	FM-0052213	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	HVAC - Found leaky pipe, erected containment area, removed affected ceiling tiles, cleaned affected areas. Replace 40 feet of copper piping. Install new ceiling tiles. Clearance testing. Air Handler Unit had a hot water pipe leak from a crack. Leaking from the 4th floor to the 2nd floor. Wet ceiling tiles in office M-6.	\$ 10,368	\$ 10,368	100.00	In Work
952	FM-0052214	Los Angeles	Norwalk Courthouse	19-AK1	1	Electrical / Replace water pump, belts, hoses, clamps, seals, and add coolant. This work was completed as a P1 emergency due to coolant leaking from the emergency generator causing the level to drop in the radiator which would have caused damage to the motor due to overheating. The emergency generator would not have run for long in case of emergency causing a safety issue for the courthouse.	\$ 3,600	\$ 3,600	100.00	Complete
953	FM-0052215	Los Angeles	San Pedro Courthouse	19-Z1	2	Interior Finishes / Provide oversight to building equipment and have technician on standby while filming is conducted for AOC purposes.	\$ 3,900	\$ 3,900	100.00	In Work
954	FM-0052216	Los Angeles	Downey Courthouse	19-AM1	1	Elevator - Replace broken selector cable in Custody Elevator #4. This work was completed as a P1 emergency due to the custody elevator not operating causing a safety issue.	\$ 8,220	\$ 8,220	100.00	Complete
955	FM-0052217	Los Angeles	Norwalk Courthouse	19-AK1	1	Interior Finishes - Install containment and drying equipment, replace malfunctioning batteries and damaged speaker strobes in the affected area, and remove containment. This work was completed as a P1 FM due to rain water leaking through the roof and entering into the 1st and 7th floor. The 1st floor areas affected by the leak are the employee kitchenette and an office. The 7th floor areas affected by the leak were the Jury Assembly Room and office #705. Water leak remediation was performed in	\$ 10,900	\$ 10,900	100.00	Complete





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956	FM-0052218	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Plumbing - Replaced deteriorated irrigation valves, replaced cracked drain pipe. Water remediation, set up containments, clean up and dried leak affected areas. Environmental testing was performed in the leak affected areas. Deteriorated irrigation valves leaked causing water to enter basement S and P levels. A cracked drain pipe overflowed and water leaked into cells #9 and #10 in the S Level. Water that leaked into the holding cells seeped thru the floor and flooded the Evidence Room in the P	\$ 12,786	\$ 8,795	68.79	Complete
957	FM-0052219	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Plumbing - Water remediation, set up containment, dried leak affected area. Repair water pipe, replace valve assembly, repair damage concrete and secure toilet fixture back to wall. Replace damaged ceiling tiles. An inmate committed a vandalism act and flooded toilet cell 8. Inmate kicked the toilet in the cell and disconnected a supply water pipe in the pipe chase. Water flooded the cell and seeped into the basement P level Evidence Room.	\$ 3,791	\$ 2,608	68.79	Complete
958	FM-0052220	Los Angeles	Inglewood Juvenile Court	19-E1	1	HVAC - Remove 2 defective pumps and install 2 new chilled water pumps. Both the primary and the backup chilled water pumps have failed.	\$ 13,059	\$ 10,549	80.78	Complete
959	FM-0052221	Los Angeles	El Monte Courthouse	19-O1	2	Fire Protection - Replace 10" backflow and valves. Test device upon completion. 10" valve on fire main backflow device failed Level IV PM and requires replacement.	\$ 14,978	\$ 8,705	58.12	In Work
960	FM-0052222	Los Angeles	Airport Courthouse	19-AU1	1	Grounds - Parking Lot - Install new motor and infrared safety photo eye system to Secured parking lot gate. This work was completed as a P1 emergency due to the entrance gate to the secured parking lot was not working unless it was physically opened or closed which created a safety concern.	\$ 4,515	\$ 4,515	100.00	Complete
961	FM-0052223	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Plumbing - Water remediation, set up containment in Holding cell. Secure water supply to leaking pipe, cut out damage plumbing as needed, installed Add A Valve, installed 2 inch pro press ball valve downstream at Add A Valve, replace 2 inch copper pipe in attic space, disinfect, clean and removed containment. Dehumidifiers and fans were placed to remove moisture in the leak affected area. 12th floor plumbing had pin hole leak causing leak/flood in ceiling in Dept.117 holding cell.	\$ 6,383	\$ 4,391	68.79	Complete
962	FM-0052224	Los Angeles	Burbank Courthouse	19-G1	1	Plumbing - Replace floaters, and connectors to sump pumps, remove debris. Rear of building adjacent to sally port exit - Sump pumps had failed to turn on, due to floaters malfunctioning. Sump sewage pit filled with miscellaneous debris. High water alarm was going off and pit overflowed. Without repairs water will rise, and flood out the lock-up area.	\$ 12,685	\$ 12,685	100.00	Complete
963	FM-0052225	Los Angeles	Torrance Courthouse	19-C1	1	Elevators, Escalators, & Hoists - Repair phone lines and replace #4 elevator phone with ADA phone. Public Elevators #1, #2, #3 and Judge's elevator #5 the elevator phones were not working.	\$ 5,940	\$ 5,057	85.14	Complete
964	FM-0052226	Los Angeles	Metropolitan Courthouse	19-T1	1	HVAC - Repair S-1 Air Handler Unit Motor, Wiring and ABB Drive Unit and fuses. S-1 Air Handler Unit ABB drive tripped off line and would not reset or start Air Handler Unit supply / return fans which serves heating and cooling for first floor south side of building.	\$ 5,460	\$ 5,460	100.00	Complete
965	FM-0052228	Monterey	Salinas Courthouse- North Wing	27-A1	1	Safety and security - P-1. Removed old door hardware with burned out actuator- Installed new crash bar hardware with key card access to the door on the left- New electrical controller above T-Bar ceiling- New mechanical crash bar hardware on right hand door- Modified hardware mounting holes on doors due to the crash bars dimension- Powered doors electrical controller and tested secure card reader- Door is now secure and poses no security threat.	\$ 4,384	\$ 4,384	100.00	Complete



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966	FM-0052231	Orange	West Justice Center	30-D1	2	Grounds - Sidewalk Flooding - Install an overflow drain to divert excess collected rain water from gravel laden planter to northeast planters. Although modifications to the planter were made under FM 1314023, planter became waterlogged after heavy rain. Drainage problem is due to the difficult soil conditions (heavy compacted clay) that make drainage slow or fails to drain at all.	\$ 6,965	\$ 6,316	90.68	Complete
967	FM-0052233	Orange	Central Justice Center	30-A1	2	Interior - Wall Replacement - Replacement of damaged and abated walls in the 2nd and 3rd floor secure hallway and courtroom space, related to original P1 SWO 1338385.	\$ 3,775	\$ 3,442	91.17	In Work
968	FM-0052237	San Mateo	Central Branch	41-B1	2	Electrical - Replace existing non positional exterior light fixtures (6) with motion sensor LED lights - reduced usage facility has become a social gathering location w/trash and vandalism	\$ 5,136	\$ 5,136	100.00	Complete
969	FM-0052238	San Mateo	Central Branch	41-B1	2	Grounds and Parking Lot - Install new bollards and security cable across both driveways - padlocks to be used at either end: one side keyed to court Primus the other side keyed alike for SMPD and SMFD - metal parts to be stainless steel - bollards to be painted safety yellow - reduced usage facility has become a social gathering location w/trash and vandalism - locals are using the parking lot to park their cars creating a liability issue. AOC to install appropriate signage at each driveway.	\$ 5,503	\$ 5,503	100.00	In Work
970	FM-0052239	Los Angeles	Van Nuys Courthouse East	19-AX1	2	Elevators, Escalators, & Hoists - Furnish, remove and install new electronic door edge on elevator #3. Test car operations and return back to service. Doors edge sensor has failed and will not close door car cannot be operated. Car at this time has been locked out on the 6th floor for safety issues.	\$ 4,295	\$ 3,854	89.74	Complete
971	FM-0052240	Los Angeles	Burbank Courthouse	19-G1	1	Interior Finishes - Removal of existing glass, and installation of new window frame, window and seal. Floor 1, 6x10 window in front of the building near the main entrance is completely shattered.	\$ 7,113	\$ 7,113	100.00	Complete
972	FM-0052241	Los Angeles	Van Nuys Courthouse East	19-AX1	2	Elevators, Escalators, & Hoists - Repair Elevator #3, replace hoist machine fan motor on Elevator #3, clean all old carbon from fan before reinstalling and adjusting motor. Public Elevator #3 needed new hoist fan motor. Car was in basement with doors closed.	\$ 2,414	\$ 2,166	89.74	Complete
973	FM-0052245	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	2	Elevator emergency handheld phones do not work properly, they have bad reception, feedback and static, hard to hear. Replace with new ADA compliant phones.	\$ 10,174	\$ 7,121	69.99	In Work
974	FM-0052246	Los Angeles	Burbank Courthouse	19-G1	1	HVAC - Repair split system unit, replace compressor and recharged unit with refrigerant. The HVAC split system unit is not operational (not cooling) the Telecomm/IT Server Room. The systems compressor has stopped working and the IT telecom room is getting hot.	\$ 5,040	\$ 4,574	90.76	Complete
975	FM-0052247	Los Angeles	Metropolitan Courthouse	19-T1	2	Plumbing - Disable and remove (10) drinking fountains from 3rd floor courtrooms; per court administrators request.	\$ 4,940	\$ 4,940	100.00	Complete
976	FM-0052250	Los Angeles	Compton Courthouse	19-AG1	1	Electrical - Replace inoperative 42 year old, 1000 amp Automatic Transfer Switch (ATS). ATS Failed to return to city power after and unplanned city power outage.	\$ 55,578	\$ 36,754	66.13	In Work
977	FM-0052252	Monterey	Salinas Courthouse-North Wing	27-A1	2	Electrical - Inadequate Lighting - Replace (5) recessed down lights with 2x2 reflective lighting fixtures to produce more lighting in the closed area. Current lighting in public hallway is dark and is creating a safety concern for the judges and staff when entering the secured area from the hallway lobby	\$ 3,465	\$ 3,465	100.00	Complete
978	FM-0052253	Monterey	Salinas Courthouse-North Wing	27-A1	2	Elevator/Lifts/Hoists - Wheel Chair Lift - Remove and replace failed Vonduprin door latch safety and rewire as needed. Perform start up and full operational testing and return to service.	\$ 4,237	\$ 4,237	100.00	Complete



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979	FM-0052255	San Bernardino	San Bernardino Courthouse - Annex	36-A2	1	Elevator/Lifts/Hoists - Breaker - Electrical contractor to replace failed breaker with burnt terminal. Elevator contractor to test for proper operation and return car to service when complete.	\$ 3,664	\$ 3,504	95.64	Complete
980	FM-0052257	Contra Costa	Arnason Justice Center	07-E3	2	Fire/Life/Safety - Alarm and Strobe - Install a notification Strobe/Audible Alarm in the break room, run 25 feet of cable and tie into the existing beam detector, Work to be done after hours. Employees continue to ignore the signage (about 3 times per week) and stand or leave items in front of the fire door sensor, this causes the fire panel to report a trouble call and requires attention from the service provider. This will provide a warning to notify employees that the sensor is being blocked	\$ 3,940	\$ 3,940	100.00	In Work
981	FM-0052258	Los Angeles	Compton Courthouse	19-AG1	1	Plumbing - Water leak from cracked plastic pipe in cafeteria. 15 gallons of water remediation, set up 10'x4' critical containment, disinfect 180 square feet of flooring. testing for Asbestos Containing Material completed per protocol. Dehumidifiers utilized to remove moisture form affected areas.	\$ 13,628	\$ 13,628	100.00	Complete
982	FM-0052262	Santa Clara	Morgan Hill Courthouse	43-N1	2	Fire Protection - Replace (1) failed FM200 storage tank, with (1) new initiator and cylinder valve assembly	\$ 11,653	\$ 11,653	100.00	In Work
983	FM-0052263	Santa Clara	Old Courthouse	43-B2	2	Plumbing - Irrigation - Leaking Shut Off Valve - Remove and replace the 2" shut off valve and assembly, once complete, test & certify the backflow prevention assembly	\$ 3,129	\$ 3,129	100.00	In Work
984	FM-0052264	Santa Barbara	Santa Maria Courts Building A + B	42-F3	2	HVAC - Forced Air Heating Units - Remove and replace 2 each failing FAU's. Failing FAU's causing Condenser to freeze up and system not providing adequate Cooling and Heating to Department 5 Courtroom and Judge's Chambers.	\$ 9,400	\$ 2,165	23.03	In Work
985	FM-0052266	San Bernardino	Fontana Courthouse	36-C1	2	Interior Finishes - Install containment curbs across the door thresholds and epoxy coat the floors of both hydraulic elevator mechanical rooms in order to contain a possible future hydraulic oil spill to the mechanical rooms and prevent it from seeping into or through the concrete floors. Code required.	\$ 8,927	\$ 7,335	82.17	Complete
986	FM-0052267	Riverside	Family Law Court	33-A1	1	HVAC - Chiller - Remove and replace failed rooftop building chiller with a new 185 ton unit. A crane will be required to remove and replace the chiller. Both compressors of the existing chiller failed within a week of each other. Additional work includes installation of additional chilled water storage to eliminate short-cycling.	\$ 250,000	\$ 250,000	100.00	Complete
987	FM-0052268	Alameda	Hayward Hall of Justice	01-D1	2	Interior Finishes - Replace failed holding cell door parts and weld securely in place - Door damaged by in-custodies - Work to be performed after hours	\$ 2,135	\$ 2,135	100.00	Complete
988	FM-0052269	San Bernardino	Barstow Courthouse	36-J1	2	Interior Finishes - Install containment curbs across the door threshold and epoxy coat the floor of the hydraulic elevator mechanical room in order to contain a possible future hydraulic oil spill to the mechanical room and prevent it from seeping into or through the concrete floor. Code required.	\$ 6,640	\$ 5,175	77.93	In Work
989	FM-0052270	San Bernardino	San Bernardino Courthouse	36-A1	2	Electrical - Install (2) wall mount LED fixtures to provide additional lighting for the Judges parking lot and (3) LED pole mount fixtures (including pole) to provide additional lighting for the pedestrian walkway leading to the Judges parking lot. The current lighting level in some spots associated with these areas is as low as .08fc (foot-candles) and must be increased to assure the safety of Judges accessing the lot from the new Courthouse.	\$ 13,360	\$ 13,360	100.00	In Work



#	FM Number	County	Building	Building ID	Priority	Description	Preliminary Cost Estimate	Facility Modification Program Budget Share of Preliminary Estimate	Facility Modification Budget % of Preliminary Cost Estimate	Status
990	FM-0052271	Orange	Betty Lou Lamoreaux Justice Center	30-B1	2	Plumbing - Replace two 2 1/2" three piece ball valves on 3rd and 4th floors and one 1" ball valve and one 3/4" ball valves on the 2nd floor. Valves are stuck and non operational. Install two 3/4" shut off valves and replace Simmons cartridge for the shower. Functioning valves are necessary to isolate leaks, complete repairs and avoid turning the building water off which will affect operations.	\$ 6,107	\$ 4,883	79.95	In Work
991	FM-0052274	Humboldt	Humboldt County Courthouse (Eureka)	12-A1	2	HVAC - Renovate - Modifications to Air Handler Unit 9 controller, Modifications to controller programming to solve air temp set points, air flow amounts and schedules. Return to proper configurations for all Variable Air Volumn's and entire system	\$ 4,671	\$ 4,671	100.00	In Work
992	FM-0052275	Los Angeles	Alhambra Courthouse	19-11	1	HVAC - Air Handler Unit #5 - Remove and replace a transformer and mag starter to restore the unit and put back into operation. Air Handler Unit #5 had failed due to an electrical issue causing temperature and air flow issues in the basement level.	\$ 4,494	\$ 4,494	100.00	Complete
993	FM-0052276	Kern	Bakersfield Juvenile Center	15-C1	2	Fire Protection - Sprinkler Heads - Remove forty (40) Quick response heads and replace with forty (40) standard response heads to match remainder of facility. Per National Fire Protection Association (NFPA) guidelines sprinkler heads cannot be mixed and matched in a given facility.	\$ 3,905	\$ 2,607	66.76	Complete
994	FM-0052278	Los Angeles	Van Nuys Courthouse East	19-AX1	1	Plumbing - Water remediation, set up containment, containment area approximately 3' X 5' X 8' double walled. Removed and replaced 10ft of 2" cast drain line, 1 wye, 1 bend, 1 santee, 1 hanger and 14 no hubs. Cleaned, bagged materials and wiped containment clean, set up dehumidifiers and fans to remove moisture in the leak affected area over weekend. Once area was dry applied plaster on ceiling. Asbestos Containing Material testing performed air clearance testing. Water leaking thru ceiling coming from 1st floor, safety	\$ 9,192	\$ 9,192	100.00	Complete
995	FM-0052279	Santa Barbara	Santa Barbara Figueroa Division	42-B1	1	HVAC - Replace inoperable compressor - Remove and replace the failed HVAC compressor in the IT Server room.	\$ 4,020	\$ 4,020	100.00	Complete
996	FM-0052281	Los Angeles	Norwalk Courthouse	19-AK1	1	Plumbing - Water remediation, set up containments, demolished wall tiles around mop sink and portion of the wall. Containment area wiped to remove residue. Replaced leaky faucet and cracked mop sink. Repaired wall and laid new wall tile. Leaky faucet, in a 2nd floor janitorial closet, dripped water through a cracked mop sink and into the 1st floor main lock up.	\$ 14,443	\$ 14,443	100.00	In Work
997	FM-0052282	Los Angeles	Whittier Courthouse	19-AO1	1	Elevators, Escalators, & Hoists - A selector cable, solenoid, and circuit board were replaced to restore normal operation to public elevator #2. Elevator #1 and #2 stopped operating after an earthquake. Earthquake safeties were reset to restore operation but public elevator #2 failed to start up due to malfunctioning parts.	\$ 4,546	\$ 4,546	100.00	Complete
998	FM-0052283	Santa Barbara	Santa Maria Juvenile Court (New)	42-H1	2	HVAC - HVAC Unit #7 - Remove and replace a faulty inducer fan motor, igniter and front burner plate. HVAC unit #7 has faulty inducer fan motor, igniter and front burner plate. Unit malfunction not providing heating and cooling to the lobby of the Santa Maria Juvenile Center.	\$ 2,726	\$ 1,807	66.30	Complete
999	FM-0052284	Los Angeles	San Fernando Courthouse	19-AC1	1	Roof - Water remediation, set up containments and drying equipment, replaced ceiling tiles, patch and paint the affected area. Water leaked through the roof causing water damage to the walls and creating a hazard.	\$ 8,583	\$ 8,583	100.00	Complete
1000	FM-0052289	Orange	Central Justice Center	30-A1	2	Doors - Emergency Exit Roll Up Gate - Remove and replace one (1) damaged, non repairable 20' x 10' roll up gate in the basement. In case of an emergency there is no way to evacuate the vehicles in the basement.	\$ 10,336	\$ 9,423	91.17	In Work



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1001	FM-0052291	Los Angeles	Van Nuys Courthouse West	19-AX2	1	Plumbing - Replace Underground Diesel Tank - Phase I CAD drawings and permit. Phase II Site prep excavate soil for foundation of new tank. Phase III Install 1,000 gal Modern Welding double wall UL 2085 above ground tank for diesel fuel. Phase IV Install electrical system. Phase V AST monitoring system. Phase VI Pipe the generator system. Phase VII Test installation/train personnel. Tank Removal Phase VIII CAD design & permit. Phase IX Underground Tank Removal. AQMD rule #1166 notification	\$ 88,667	\$ 71,359	80.48	In Work
1002	FM-0052292	Los Angeles	Chatsworth Courthouse	19-AY1	1	Fire Protection - Replace air pressure switch and air maintenance switch. This work was completed as a P1 emergency due to the zone 2 for the lock up pre-action system was activated and the main fire panel would not clear it back to normal.	\$ 3,500	\$ 3,500	100.00	Complete
1003	FM-0052293	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	2	Grounds and Parking Lot - Remove, dispose and replace approx. 516 l/ft. of Polyurethane expansion joint and backer rod filler at concrete slab in courthouse patio. Due to sprinklers that overrun, or occasional heavy rain, pooled water sips through cement junctures and leaks into the ceiling and offices of the County Counsel. Need to treat/seal these junctures to prevent standing water from sipping through and causing damage to underneath ceiling and offices.	\$ 14,428	\$ 10,098	69.99	In Work
1004	FM-0052294	Los Angeles	Pasadena Courthouse	19-J1	1	Plumbing - Removal of overflowing sewage from the pit and mechanical room floor. 1600 gallons of liquid waste and 1 barrel of solid waste was removed from the site to a licensed disposal site. Removed 4" to 5" of waste from the approximately 64 Sq. Ft. elevator pit. Cleaned and disinfected the area. Installed temporary pump system to remove waste from the pit, due to lead time on new grinder pumps and motors. Replace failed pumps and motors with a new Grinder Pump System.	\$ 69,908	\$ 69,908	100.00	Complete
1005	FM-0052295	Los Angeles	Parking Structure Lot 48 Van Nuys Court Complex	19-AX6	2	Grounds and Parking Lot - Parking Structure, remove, clean and fill 85 LF of rubber expansion material on parking roof. Rubber expansion filling will be sized cut and fit into place. Parking has broken and missing rubber expansion materials on roof. Trip and fall hazards.	\$ 8,928	\$ 8,012	89.74	In Work
1006	FM-0052296	Los Angeles	Parking Structure Lot 48 Van Nuys Court Complex	19-AX6	2	Plumbing - Remove existing failed 2.5" backflow and install new 2.5" double check backflow with new copper pipe and fittings. Level 4 PM failed backflow test.	\$ 8,151	\$ 7,315	89.74	In Work
1007	FM-0052297	Los Angeles	Hall of Records	19-AV1	1	Interior Finishes - Water remediation, installed four separate containments surrounding affected cubicles to enclose the leak affected areas and to expedite the drying process. Water damaged ceiling tiles were replaced. During rain storm water leaked thru the ceiling tiles and into the office area. The source of the leak were cracked drain pipes. This is a County facility and they are responsible for replacing the cracked drain pipes.	\$ 12,849	\$ 1,361	10.59	Complete
1008	FM-0052298	Los Angeles	Santa Clarita Courthouse	19-AD1	2	Plumbing - Water remediation, set up containment in the employee lounge to prevent exposure to court personnel, perform Asbestos Containing Material testing of the affected area, containment and abatement. Water on employee lounge floor next to wall and also on jury restroom floor next to employee lounge.	\$ 3,379	\$ 2,987	88.39	Complete
1009	FM-0052299	Los Angeles	Airport Courthouse	19-AU1	2	Fire Protection - Perform minor overhaul of basement Fire Pump. Currently the fire pump is not working properly and did not pass the level IV PM.	\$ 4,832	\$ 3,729	77.17	In Work
1010	FM-0052300	Los Angeles	Whittier Courthouse	19-AO1	1	Elevators, Escalators, & Hoists - Three new phone lines were added; Connected new phone lines to staff elevator, public elevator #1 and public elevator #2. Elevator phones had no dial tone. Lack of operational phones would cause a safety issue if an entrapment occurred.	\$ 5,618	\$ 5,618	100.00	In Work



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1011	FM-0052301	Los Angeles	Parking Structure Lot 48 Van Nuys Court Complex	19-AX6	2	Fire Protection - Hydro test all 28 fire hoses and remove and replace 1 - 1 1/2" fire hose valve, 1- 2 1/2" fire hose valve and 1 - 2 1/2" X 1" nipple, all 3 are damaged and leaking. Level 2 PM failed - main fire system hose valves and fire hoses SWO# 2425223. Once repairs have been made retest hose valve.	\$ 2,836	\$ 2,545	89.74	In Work
1012	FM-0052302	Los Angeles	Van Nuys Courthouse West	19-AX2	2	Fire Protection - Drain system on 10th and 8th floor. Remove and replace 3 failed pressure control valves, 2 on 10th and 1 on 8th floor, refill system and valves after repairs are complete. Level 2 PM failed, main fire system pressure control valves are damaged and leaking.	\$ 7,964	\$ 6,409	80.48	In Work
1013	FM-0052303	San Diego	Juvenile Court	37-E1	2	Plumbing - Remove and dispose of existing water heater. Replace with 100 gallon, 275 MBH, Natural Gas Vertical water heater and connections. Pinhole leak in existing water heater.	\$ 7,180	\$ 7,180	100.00	In Work
1014	FM-0052304	Los Angeles	Van Nuys Courthouse East	19-AX1	1	Plumbing - Water remediation, set up containment. Removed and replaced 12ft of 4" cast drain line, 2 combi's and 12-4" no hubs connections, bagged piping parts and wiped and cleaned inside containment. Replaced 16 - 12" X 12" ceiling tiles. Set up equipment to scrub air; Dehumidifiers and fans were placed to remove moisture in the leak affected area. Water leaking from ceiling on 6th floor by Dept W. This is a safety, slip and trip hazard.	\$ 12,851	\$ 12,851	100.00	In Work
1015	FM-0052305	Stanislaus	Modesto Main Courthouse	50-A1	2	HVAC - Labor and Programming to replace 4 failed control modules for damper operation of Air Handler Unit serving Hall of Records.	\$ 7,100	\$ 5,525	77.82	In Work
1016	FM-0052306	Los Angeles	Van Nuys Courthouse East	19-AX1	1	Plumbing - Water remediation, set up 15ft X 20ft critical containment in area. Removed and replaced 10ft of crack 2 inch cast drain line, installed 2- 2 inch no hub. Replaced damaged ceiling tiles. Rental of scissor lift to access area. Water leak from ceiling onto the floor in Jury Room 1st floor. Safety, Slip and trip hazard.	\$ 9,547	\$ 9,547	100.00	Complete
1017	FM-0052307	Los Angeles	Central Arraignment Court	19-U1	1	Plumbing - The county repaired the leak. ABM completed the remediation in Dept. 80. A containment area was erected to expedite the drying process. Water damaged ceiling tiles were replaced and the carpet was cleaned. A ceiling leak in 2nd floor Dept. 80 was caused by a domestic water pipe in the 3rd floor.	\$ 4,823	\$ 4,352	90.23	Complete
1018	FM-0052308	Los Angeles	Pomona Courthouse South	19-W1	1	Plumbing - Replaced leaky section of the domestic water pipe. Containment areas were erected in three areas: Cashier's windows in the 1st floor Clerks, Room C in the 2nd floor DA offices, and the 3rd floor women's public restroom. Extracted water and equipment was set up to expedite the drying process. Water damaged ceiling tiles were replaced and the water damaged section of ceiling in the 3rd floor women's restroom was replaced and painted. A section of a domestic water pipe in the 3rd floor a	\$ 19,919	\$ 19,919	100.00	Complete
1019	FM-0052309	Los Angeles	Norwalk Courthouse	19-AK1	1	Interior Finishes - Environmental testing performed for Asbestos Containing Material survey and clearance in the affected area. Containment set up in the affected area. Removed collapsed light fixture and installed two new fixtures and new ceiling tiles. Secured all fixtures in the room. Ceiling light fixture collapsed from the ceiling along with 20 tiles.	\$ 16,086	\$ 16,086	100.00	Complete
1020	FM-0052310	Los Angeles	Norwalk Courthouse	19-AK1	1	Interior Finishes - Water remediation, set up containment, cleaned up wet ceiling tiles that dropped on the ground and setup containers to catch dripping water. Wipe and clean interior of containment, HEPA vacuumed work area inside of containment. Removed wet ceiling tiles and bagged debris for disposal. Dehumidifiers and fans were placed to expedite the drying process in the affected area. Replace affected ceiling tiles, and cleaned carpeting. Rain water penetrated thru the roof.	\$ 8,013	\$ 6,813	85.03	In Work





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1021	FM-0052312	Los Angeles	Parking Structure Lot 59- Whittier Admin CTR	19-AO2	1	Electrical - Replaced 2 door locks and repaired 2 latches. Replaced missing circuit breakers and wiring to restore electrical power to the parking structure. Vandals broke into the electrical room and stole circuit breakers and wires from multiple electrical panels. Due to this vandalism act the parking structure had no lighting.	\$ 6,860	\$ 6,860	100.00	Complete
1022	FM-0052313	Los Angeles	Metropolitan Courthouse	19-T1	1	Elevator - Replace failed bayonet on the elevator door. Currently public elevator #9 is out of service due to the door bayonet falling off, not allowing the doors to open or close.	\$ 5,555	\$ 5,252	94.54	In Work
1023	FM-0052314	Los Angeles	Airport Courthouse	19-AU1	2	Fire Protection / Update fire panel and repair deficiencies found during level IV PM (Attached in the Notes & Documents section of SWO). Currently the fire panel is not compliant and this work must be completed before the retest can be performed for the Level IV PM.	\$ 4,000	\$ 3,087	77.17	In Work
1024	FM-0052315	Los Angeles	East Los Angeles Courthouse	19-V1	2	HVAC - Rebuild cooling tower pump #1 including the replacement of the shaft seal. Currently the cooling tower pump #1 is leaking from the shaft seal which could cause a flood if it fails completely.	\$ 6,345	\$ 4,931	77.72	In Work
1025	FM-0052317	Los Angeles	Torrance Courthouse	19-C1	1	Fire Protection - Install one PCL460 Pyrochem kitchen hood system. Need to upgrade Fire Suppression/Kitchen hood system up current code. Was out of compliance, impacting kitchen operation.	\$ 12,437	\$ 12,437	100.00	In Work
1026	FM-0052318	San Diego	County Courthouse	37-A1	1	Elevators, Escalators, & Hoists - Replaced blown fuse and bad amplifier PCB. Judge's Elevators seven and eight were not operating.	\$ 2,292	\$ 2,292	100.00	Complete
1027	FM-0052319	Contra Costa	Wakefield Taylor Courthouse	07-A2	2	Fire Protection - Remove sixteen (16) fire hoses; Install removable plugs on (16) existing fireman's hose valves (1.5"); Remove fire hose signage, where applicable; add (16) new 5 LB fire extinguishers. Hoses are due for replacement (every 5 yrs); This is an alternate and less expensive method of compliance.	\$ 4,497	\$ 4,497	100.00	In Work
1028	FM-0052320	Imperial	Imperial County Courthouse	13-A1	2	Exterior - Slip trips to be replaced at west and east exit, front main entrance and ADA access. South steps to be painted with grit paint due to metal diamond plate surface. Anti slip tape is missing or old and not functioning, creating a safety issue and has caused several people to fall. Concrete becomes very slippery when wet	\$ 3,390	\$ 3,390	100.00	Complete
1029	FM-0052322	Los Angeles	Santa Clarita Courthouse	19-AD1	1	COUNTY MANAGED - Replace failed 3/4" copper water line in ceiling. Demo and install new drywall in jury room and employee lounge. Demo and install new floor tiles in jury room. Paint employee lounge and jury room.	\$ 36,183	\$ 36,183	100.00	Complete
1030	FM-0052323	Los Angeles	Chatsworth Courthouse	19-AY1	2	Plumbing - Replace Pressure Reducing Valve. Secured and Shut-off Main Water to the building, drained entire building of domestic water, once repairs were completed opened the shut-off valve and slowly refilled the entire building, walked entire building and checked all domestic water fixtures (toilet and urinal flush valves, sinks, etc.) assured that all the air was let out of the system and that all fixtures worked properly, verified no water leaks within the system. Main water pipe is shaking,	\$ 4,856	\$ 4,069	83.80	In Work
1031	FM-0052324	Mendocino	County Courthouse	23-A1	2	Fire Sprinklers - Correct Deficiencies - Install signage for the control vane at riser 1, 2 and 3. Replace broken standpipe 2-1/2 gate valve located at the roof top level. Provide labor and material to replace fifteen (15) loaded/painted/bent sprinkler heads	\$ 4,252	\$ 2,875	67.62	In Work
1032	FM-0052326	Alameda	Hayward Hall of Justice	01-D1	1	Electrical - Rewire five light circuits which have shorted in a conduit welding them in place so they cannot be removed to pull new wires - Install approximately 300 feet of new conduit above ceilings and pull five circuits with three wires each to re-feed existing light fixtures and associated temporary lighting - Work to be performed on overtime Saturday May 31, 2014	\$ 18,681	\$ 18,681	100.00	Complete



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1033	FM-0052327	Contra Costa	George D. Carroll Courthouse	07-F1	2	HVAC - Replace failed capacity control assembly and gasket; Replace bellows adjusting screw and gasket. Chiller has failed due to refrigerant leaks.	\$ 8,465	\$ 6,348	74.99	In Work
1034	FM-0052328	Santa Barbara	Santa Maria Courts Building G	42-F5	1	HVAC - Restore leaks found in Chiller #1 - Leaks found during routine PM of Chiller #1, Circuit #1 on the unloaders of each compressor (2.) Chiller operating at 50% capacity causing excess strain on Chiller #2.	\$ 7,069	\$ 7,069	100.00	Complete
1035	FM-0052333	Sacramento	Juvenile Courthouse	34-C2	2	HVAC - Chiller - Restore chiller tubes in Chillers 1 and 2 to factory condition - Chemical treatment and de-scaling required at the condenser section of chiller - no cooling for building	\$ 3,519	\$ 3,519	100.00	Complete
1036	FM-0052334	Orange	West Justice Center	30-D1	2	Electrical - Remove and replace antiquated duplex pump system controls for ground/storm water pumping stations that have far exceeded its lifespan and parts are no longer available to make the necessary repairs. The new duplex pump control panel will provide a reliable alternating operation of two pumps with automatic override control.	\$ 10,354	\$ 9,389	90.68	In Work
1037	FM-0052338	Los Angeles	Alhambra Courthouse	19-11	1	HVAC - Air Compressor - Remove and replace the failed 5HP/80Gal compressor #1 and restore building to normal operations. Air compressor is not operational and has caused temperature issues in all building levels	\$ 11,433	\$ 9,832	86.00	Complete
1038	FM-0052339	San Diego	North County Regional Center - Vista Center	37-F2	1	Plumbing - Remediate Foul Odor - Replace the leaking joints in the 3" vent pipe. Staff in business offices, Family Law Services, Interpreters Offices, Juvenile Services and Family Court Services all reported a foul odor. Access through ceiling sections of the restrooms and Child Care Center.	\$ 4,025	\$ 4,025	100.00	Complete
1039	FM-0052340	Kern	Bakersfield Juvenile Center	15-C1	1	HVAC - HVAC Chiller compressor failed and subject to oil contamination from water. Removed and replaced the failed fittings, failed pressure gauge, two new driers and a new compressor. Chiller #2 offline rendering facility at 50 percent efficiency.	\$ 8,825	\$ 8,825	100.00	Complete
1040	FM-0052341	Los Angeles	Van Nuys Courthouse West	19-AX2	1	Interior Finishes - Water remediation - Set up containments and air movers at the 2nd, 3rd and 4th floor. Removed 12" x 80" of wet drywall on 4th fl and drilled holes in wall to help dry water between walls. Repaired 2 wall hung toilets leaking on 4th fl lock up, replaced bands and seals to both toilets. Containment areas were wiped clean and HEPA vacuumed. Replaced drywall, mud and sand wall. Replaced cove base on 4th and 3rd fl. Painted 4th fl hallway. Removed and replaced 85 ceiling tiles on 2nd fl and shampooed carpet.	\$ 10,662	\$ 8,581	80.48	In Work
1041	FM-0052342	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Plumbing - Replace failed piping on incoming steam supply from central plant to the building. Work required to maintain steam supply to building HVAC system.	\$ 38,865	\$ 26,735	68.79	Complete
1042	FM-0052343	Fresno	B.F. Sisk Federal Courthouse	10-O1	1	HVAC - Replace failed refrigerant monitoring panel and program settings and RMS detectors back into the system - Refrigerant Monitoring Panel has failed and detection system is inoperable. Critical safety risk and potential to shut down chillers.	\$ 3,784	\$ 3,784	100.00	Complete
1043	FM-0052344	Santa Clara	Palo Alto Courthouse	43-D1	2	Exterior Shell - Sally Port Door - Remove and replace (1) failed gear head motor operator for the south sally port vehicle roll door.	\$ 4,178	\$ 4,178	100.00	In Work
1044	FM-0052345	Los Angeles	Van Nuys Courthouse West	19-AX2	2	Fire Protection - Remove defective water level assembly and sensor probes in water storage tank. Install new sensor probes and adjust the new assembly to proper settings, test to insure proper operations when complete. High and low water sensors failed to operate during tank inspection on PM SWO 2422905. Inspection found sensor probes corroded away and need to be replaced.	\$ 2,809	\$ 2,261	80.48	In Work





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1045	FM-0052346	Los Angeles	Chatsworth Courthouse	19-AY1	2	Plumbing - Water Conditioning System - Remove and replace water treatment tanks. Water Conditioning System is leaking at upper neck connection by plastic top could cause a major leak.	\$ 11,522	\$ 9,655	83.80	In Work
1046	FM-0052347	Los Angeles	Metropolitan Courthouse	19-T1	2	HVAC - Remove failed ABB drive, install new Variable Frequency Drive drive and interview to existing bypass. The Variable Frequency Drive was placed on bypass and could not maintain the proper static air pressure throughout floor #6.	\$ 4,000	\$ 3,782	94.54	Complete
1047	FM-0052348	Santa Clara	Hall of Justice (West)	43-A2	1	HVAC - Chiller #1 Electronic Expansion Valve (EXV) and Compressor Control Board - Remove and replace the failed EXV and I/O board to bring chiller #1 to a fully operational state to provide required cooling to building. The physical location of the EXV requires that the refrigerant be captured and the coil removed to access EXV, once replaced, the coil will be re-installed and the refrigerant lines re-charged.	\$ 14,203	\$ 14,203	100.00	In Work
1048	FM-0052351	Santa Clara	Old Courthouse	43-B2	2	Electrical - Emergency Generator - Remove and replace the leaking radiator, (2) radiator coolant hoses, (1) air filter, (1) fan belt, fill with 50/50 mix of coolant. Run/test and return unit to full service	\$ 8,150	\$ 8,150	100.00	In Work
1049	FM-0052352	Santa Clara	Sunnyvale Courthouse	43-F1	2	Fire Protection - Leaking Alarm Valve - Remove and replace (1) 4" failed Alarm valve, trim piping, and retard chamber. Currently valve is leaking causing potential for flooding.	\$ 7,676	\$ 7,676	100.00	In Work
1050	FM-0052353	Los Angeles	Van Nuys Courthouse West	19-AX2	1	Grounds and Parking Lot - Removed damaged curtain and installed new curtain and miller edge, hauled away old damaged curtain, made all necessary adjustments. Sheriff inmate bus hit bottom rail of sally door. Door was open due to damaged door and could not be closed. Security issue.	\$ 11,195	\$ 9,010	80.48	Complete
1051	FM-0052354	Los Angeles	Van Nuys Courthouse West	19-AX2	1	Plumbing - Replace Leaking 2 1/2" Pipe - Shut off the water to the entire building and drain the system to perform the necessary work. Remove and replace one 10' section of 2 1/2" galvanized pipe with new 2 1/2" copper pipe, add one new 2 1/2" butter fly shut off valve.	\$ 9,141	\$ 7,357	80.48	Complete
1052	FM-0052355	Los Angeles	El Monte Courthouse	19-O1	1	Elevators, Escalators, & Hoists - Elevator Door Edges - Remove and replace the elevator car door edges and place the elevator back into service. Public Elevator #2 was stuck and would not respond due to malfunctioning door edges on the car doors.	\$ 4,789	\$ 2,783	58.12	Complete
1053	FM-0052356	Los Angeles	Compton Courthouse	19-AG1	2	Plumbing - Need to bypass all 5 Cooling Units to be able to provide water to drinking fountains. All 5 cooling units would be abandon in place. Currently all 5 Cooling units for drinking fountains have failed and causing no drinking water to be available for public.	\$ 7,596	\$ 5,023	66.13	In Work
1054	FM-0052357	Santa Clara	Hall of Justice (East)	43-A1	2	Plumbing - Water Softener has failed - Cut into pieces and remove the existing water softener from the Penthouse, cap existing connections on water softener system and bypass the piping for domestic water. The existing softener has been decommissioned for some time and has corroded. Work will require the use of a crane and off hours schedule.	\$ 9,578	\$ 9,578	100.00	In Work
1055	FM-0052358	Los Angeles	Compton Courthouse	19-AG1	1	Plumbing - Replace defective stainless steel water closet. Currently lock-up cell 10D has a defective stainless steel water closet that is leaking onto the floor creating a slip hazard.	\$ 3,535	\$ 2,338	66.13	In Work
1056	FM-0052359	Los Angeles	Van Nuys Courthouse West	19-AX2	1	HVAC - Failing Cooling Towers - Found low oil pressure in chiller and low water level in both cooling towers. Also found both 3" valves to be bad and not making up water. Added oil to chiller #1 and set up 4 hoses to help fill towers till parts came in. Removed and replaced both 3" valves and installed one new float. Removed and installed second float to east tower. Checked operations, calibrated and checked water levels on both towers.	\$ 10,444	\$ 8,405	80.48	Complete



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1057	FM-0052360	San Diego	South County Regional Center	37-H1	2	Elevators, Escalators, & Hoists - Refurbish Court Elevator Brake Pad Lining - Remove brake shoes from machine, refurbish the pads in order to remove any, and all foreign substance from the pad surface. Re-install the brake shoes and adjust for proper operation. This phase of the work includes the work to install the rated load in the elevator plus 125% and test for accurate braking. There is a lubricant on the brake shoe lining that has caused slippage of the brakes.	\$ 3,414	\$ 3,414	100.00	In Work
1058	FM-0052361	Los Angeles	Parking Booth-Edelman Court	19-Q2	2	Fire Protection - Replace 10 corroded sprinklers head, replace 7 defective pressure gages, replace hanger and replace 10 escutcheons. Stand pipes is out of code.	\$ 3,628	\$ 2,539	69.99	In Work
1059	FM-0052362	Los Angeles	Edmund D. Edelman Children's Court	19-Q1	2	Fire Protection - Fire Pump - Re-pack the seals in the fire pump and restore the pump shafts sleeves, packing glands, and packing bowls. Fire pump leaks every time it runs, need to re-pack seals.	\$ 2,926	\$ 2,048	69.99	In Work
1060	FM-0052363	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	HVAC - Leaking Seals in Chilled Water Pumps #2 and #3 - Remove each water pump and send off to have them re-built; re-install pumps once returned, balance the system. Chilled water circulating pumps were leaking water from the shaft seal.	\$ 18,934	\$ 13,025	68.79	Complete
1061	FM-0052364	Los Angeles	Long Beach Courthouse	19-Y1	2	Fire/Life/Safety - Main fire panel - Remove and replace the defective fire alarm bells at eight (8) locations throughout the building Identified in the State Fire Marshals findings during the annual inspection.	\$ 2,200	\$ 2,200	100.00	Complete
1062	FM-0052365	Los Angeles	Torrance Courthouse	19-C1	2	Electrical - Insufficient Lighting - Demo existing track lights fixture and install six new 4ft light fixtures and conduit. Work requires concrete anchors into the floor deck above and seismic bracing. Lighting lumens are insufficient for work or egress.	\$ 3,413	\$ 2,906	85.14	Complete
1063	FM-0052366	Los Angeles	Inglewood Courthouse	19-F1	2	Fire Protection - Replace non-functioning heat exchanger for Fire Pump #2. Currently the fire pump can not be run or the engine will overheat. This repair must be completed due to the safety issue to the court.	\$ 11,540	\$ 8,604	74.56	In Work
1064	FM-0052367	Los Angeles	Van Nuys Courthouse East	19-AX1	1	Plumbing - Water leak was found after hours. Water remediation, set up containment, dried leak affected area, set up equipment to dry and clean air. Remove and replace damaged ceiling tiles. Water leak through acoustic ceiling tiles onto the floor on public side of 7th floor by Dept L. Slip hazard.	\$ 3,190	\$ 2,863	89.74	Complete
1065	FM-0052368	Los Angeles	Burbank Courthouse	19-G1	1	Fire/Life/Safety - Exterior Shell - Remove and replace eroded concrete and re-secure the handrail to its foundation. Currently the railing at the rear exit of the building has weakened in spots and has separated from its foundation.	\$ 4,438	\$ 4,028	90.76	Complete
1066	FM-0052370	Contra Costa	George D. Carroll Courthouse	07-F1	2	HVAC - Recover/Weigh refrigerant to determine the amount lost due to the leak, replace failed seal; Laser align shaft on compressor and motor Replace 3 gallons oil; recharge system with R134a Refrigerant; Check systems operation - Oil seal is leaking refrigerant and the chiller will soon be non-functional	\$ 7,871	\$ 5,902	74.99	In Work
1067	FM-0052371	Los Angeles	San Fernando Courthouse	19-AC1	1	Elevators, Escalators, & Hoists - Rebuild Generator Elevator, #4, taken out of service, has a bad generator motor.	\$ 27,461	\$ 22,905	83.41	In Work
1068	FM-0052374	Los Angeles	Michael D. Antonovich Antelope Valley Courthouse	19-AZ1	2	Plumbing - Remove asphalt in employee parking lot, excavate a 4'x5' section to access the main, and install a new 2 way cleanout. After clean out is installed, hydro jet line, and camera to ensure line is cleaned out. 6" main sewer line keeps backing up creating a stoppage 2 times a month. Unable to fit hydro jet due to many turns in the line.	\$ 5,403	\$ 3,972	73.51	In Work



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1069	FM-0052375	Los Angeles	Van Nuys Courthouse East	19-AX1	1	Elevators, Escalators, & Hoists - Elevator Doors Closed and Not Responding - Removed advancing motor, replace failed contacts and re-installed the motor, tested operations and returned elevator back to service.	\$ 3,132	\$ 3,132	100.00	Complete
1070	FM-0052376	Monterey	Salinas Courthouse-North Wing	27-A1	2	Fire Life Safety - Replace failed fire pump bearing packing - after hours work needed - This is allowing a loss of sprinkler system water and effects the performance of the fire pump.	\$ 4,009	\$ 4,009	100.00	In Work
1071	FM-0052378	Solano	Law And Justice Center	48-A2	2	HVAC - Leaking Control Valves - Remove and replace one (1) Hot Water Control Valve and one (1) Isolation Valve, work requires replacement of several damaged ceiling tiles as well.	\$ 5,290	\$ 5,290	100.00	In Work
1072	FM-0052379	Los Angeles	Pasadena Courthouse	19-J1	2	HVAC - 5th floor Judge's Chamber Room 500C, Judge requested indoor air quality assessment sampling. Perform air quality assessment sampling	\$ 7,723	\$ 5,356	69.35	In Work
1073	FM-0052383	Merced	New Downtown Merced Courthouse	24-A8	2	Safety and security - Cut hole into existing wall to install a 3' X 4' mirrored glass window - For added security the supervisor needs to see the counter area from	\$ 4,689	\$ 4,689	100.00	Complete
1074	FM-0052384	Alameda	Hayward Hall of Justice	01-D1	2	Phones - Replace incorrect interview phone handsets in holding cell 3-C with ones with short cords for in-custody safety	\$ 985	\$ 985	100.00	Complete
1075	FM-0052385	Los Angeles	Norwalk Courthouse	19-AK1	1	Plumbing - Setup containment area in the affected areas. Dehumidifiers and fans were placed to remove moisture in the affected area. Replaced elbow flush connection and couplings and returned toilet back to normal working conditions. A malfunctioning elbow flush connection and couplings were leaking, causing water to penetrate thru 6th floor pipe chase into the 5th floor, in room # 507. Safety and health hazards.	\$ 3,665	\$ 3,665	100.00	In Work
1076	FM-0052386	Merced	New Downtown Merced Courthouse	24-A8	2	Safety and security - Sound proofing judges conference room by install R-15 blow fill in 450sqft wall that has 3 1/2" cavities - Do to privacy issues in between the judges chamber and judges conference room you can hear conversations through the walls	\$ 4,211	\$ 4,211	100.00	In Work
1077	FM-0052387	Los Angeles	Torrance Courthouse	19-C1	1	Plumbing - Opened wall to find source of leak, repairs made to water pipe. Contents of storage room as well as walls, floor, and ceiling were contaminated. Remediation/Restoration. Dispose of of all contaminated items. Storage area near loading dock, the domestic hot water line had a leak. Water was leaking inside of wall.	\$ 24,866	\$ 24,866	100.00	In Work
1078	FM-0052388	Contra Costa	George D. Carroll Courthouse	07-F1	1	Electrical - At the lighting panels, Replace 3 ancillary breakers; Replace main breaker for the elevator - Breakers failed during testing and need immediate replacement	\$ 3,823	\$ 3,823	100.00	In Work
1079	FM-0052389	El Dorado	Johnson Bldg.	09-E1	2	Safety and security - To install a glass enclosure on top of the existing records counter and install a full height glass door in place of the existing half door to reduce the chance customers being able to adversely interact with staff - Currently, the existing counter offers only minimal protection for staff	\$ 14,900	\$ 14,900	100.00	In Work
1080	FM-0052390	Orange	West Justice Center	30-D1	2	Grounds - Flooding - Remove eroded soil from drainage field (approx. 325 sq. ft.) along east side of courthouse and replace with 1" gravel, 2 inches thick to prevent ground and surface water from penetrating or damaging building.	\$ 3,120	\$ 2,829	90.68	In Work
1081	FM-0052392	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	HVAC - Water remediation, set up containments. Repaired coil to stop leak, replaced blower wheels, bearings, and shaft. Replaced damaged ceiling tiles. Asbestos Containing Material sampling in affected area. Water leaking from ceiling, a blower wheel broke up and metal debris punctured the cooling coil. Water flooded the air handler room and leaked into the room below.	\$ 32,662	\$ 32,662	100.00	In Work



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1082	FM-0052393	Los Angeles	Compton Courthouse	19-AG1	1	Plumbing - Water remediation, set up containments, dehumidifiers and fans were placed to remove moisture in the leak affected area. Asbestos Containing Material sampling. Replaced damaged ceiling tiles. 10th fl court room drinking fountain malfunctioned and leaked into 9th floor court room & jury bench room.	\$ 22,376	\$ 22,376	100.00	In Work
1083	FM-0052394	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	HVAC - Replaced two defective 3 inch isolation valves, 40ft of 3 inch copper pipe and fittings. Removed Asbestos Containing Material insulation. Insulated chilled water pipes. Air Handler Unit #14-3. Air Handler leaked water from a deteriorated chilled water pipe. Chilled water isolation valves would not close properly and bypassed water.	\$ 29,784	\$ 29,784	100.00	In Work
1084	FM-0052396	Santa Clara	Hall of Justice (West)	43-A2	2	HVAC - Replace failed ACU #4 split system Compressor Failed - Unit is specific cooling for the PBX equipment - Replacement required to provide required equipment cooling.	\$ 3,473	\$ 3,473	100.00	In Work
1085	FM-0052397	Contra Costa	Concord-Mt. Diablo District	07-D1	2	Grounds and Parking Lot - Tripping hazard in the employee parking lot - Remove and replace 35 SqFt of crumbed and loose asphalt	\$ 3,455	\$ 3,455	100.00	In Work
1086	FM-0052398	Alameda	Wiley W. Manuel Courthouse	01-B3	2	Elevator - Replace failed relay on Judge's elevator - Carriage intermittently fails to respond when called - Work to be performed after hours	\$ 6,030	\$ 6,030	100.00	In Work
1087	FM-0052400	Orange	Central Justice Center	30-A1	2	Plumbing - Vern's plumbing to repair 4" hot water line, at this time the hot water line is leaking and is corroded around flange.	\$ 7,491	\$ 6,830	91.17	In Work
1088	FM-0052401	Santa Clara	Morgan Hill Courthouse	43-N1	2	Plumbing - Replace (3) feet of 1 1/2 copper pipe found in Domestic Water - Leak found during routine Rounds above the T-Bar.	\$ 2,812	\$ 2,812	100.00	In Work
1089	FM-0052403	Los Angeles	Stanley Mosk Courthouse	19-K1	2	HVAC - Conduct a field survey and forward recommendations. RM 426 was converted from a stock room to office spaces; the S-12 Air Handler Unit is undersized for the area and does not provide the proper cooling.	\$ 3,848	\$ 3,743	97.26	In Work
1090	FM-0052406	Orange	Betty Lou Lamoreaux Justice Center	30-B1	2	Plumbing -REGULATORY COMPLIANCE FAILURE. Replace Domestic Water Backflow #2 4305, piping Tee (1) and piping 90's (2) with new Wilkins 375AR. Backflow #2 failed the Backflow Prevention Device test under PM SWO 2397152. Replacement of the device is necessary due to the age of the device (23 years old), prior failure in 2013, to avoid repair costs and ensure the device functions properly.	\$ 6,700	\$ 5,357	79.95	In Work
1091	FM-0052407	Monterey	Salinas Courthouse-North Wing	27-A1	2	Elevators, Escalators, & Hoists- Elevator 1 and 4. Identified failed ram packing at time of service. There is an active hydraulic fluid leak in both elevators.	\$ 13,233	\$ 13,233	100.00	In Work
1092	FM-0052408	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	Plumbing - Remove damaged toilet and install new floor mount cell toilet, secure and assure it is working properly. This work was completed as a P1 emergency due to the toilet leaking when flushed, which could have caused a flood to the lower floors.	\$ 2,931	\$ 2,931	100.00	Complete
1093	FM-0052409	Los Angeles	Metropolitan Courthouse	19-T1	1	Plumbing - Extract water and sanitize 1st floor public lobby, 1st floor men's public restroom, level A parking, and storage room. Turn off water to men's restroom and replace angle stop to urinal. Work required to remediate flooding into several rooms of the courthouse	\$ 6,416	\$ 6,066	94.54	Complete
1094	FM-0052411	Los Angeles	East Los Angeles Courthouse	19-V1	1	Plumbing - Removed the pumps from the facility one at a time to prevent impacting the domestic water service to the building. Pumps were rebuilt at a pump repair shop. Installed both rebuilt pumps. Domestic water booster pump #1 was seized up and would not operate. Domestic water booster pump #2 was operating with noise coming from the bearings.	\$ 3,877	\$ 3,877	100.00	Complete
1095	FM-0052412	Los Angeles	Mental Health Court	19-P1	2	Electrical - Replace/install new lighting fixtures throughout building exterior. The building over night is very dark due to poor lighting, creating a safety issue to employees and the public.	\$ 5,371	\$ 3,830	71.31	In Work



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1096	FM-0052414	Los Angeles	Santa Monica Courthouse	19-AP1	2	Interior Finishes - Demo a partition wall at Department S in support of Court Facilities reconfiguration of space. Due to the amount of cases being sent to Dept. S, the courtroom needs to be reconfigured in order to maximized the usage of the space and facilitate the increasing number of courts customers.	\$ 9,967	\$ 7,823	78.49	In Work
1097	FM-0052415	Orange	Betty Lou Lamoreaux Justice Center	30-B1	2	Plumbing - REGULATORY COMPLIANCE FAILURE. Replace Domestic Water Backflow #1 3881, piping Tee (1) and piping 90's (2) with new Wilkins 375AR. Backflow #1 failed the Backflow Prevention Device test under PM SWO 2397150. Replacement of the device is necessary due to the age of the device (23 years old), prior failure in 2013, to avoid repair costs and ensure the device functions properly.	\$ 6,700	\$ 5,357	79.95	In Work
1098	FM-0052416	Del Norte	Del Norte County Superior Court	08-A1	1	Fire Protection - Remediation to SWO # 1347673 - Fire Panel and Device replaced - Due to Multi false trips and Panel Failure.	\$ 68,322	\$ 41,861	61.27	In Work
1099	FM-0052417	Del Norte	Del Norte County Superior Court	08-A1	1	Fire Protection - Provide labor and material to replace (10) 4-wire Photoelectric i3 smoke detector with thermal sensor and Form C relay.	\$ 9,425	\$ 5,775	61.27	In Work
1100	FM-0052418	Orange	Central Justice Center	30-A1	2	Plumbing - Remove and replace 12" of 4" domestic cold water line. The contractor will cut out the old line and install the new section of pipe and associated fittings. The cold water line is leaking and has damaged the ceiling in basement.	\$ 4,190	\$ 3,820	91.17	In Work
1101	FM-0052421	Los Angeles	Parking Structure Lot 59- Whittier Admin CTR	19-AO2	2	Vandalism - Paint over graffiti walls and stair ways throughout building. Vandals have sprayed graffiti on the walls inside the parking structure. The graffiti gives the appearance that the parking structure is vacant and is attracting more vandalism and lewd acts.	\$ 3,330	\$ 2,878	86.43	In Work
1102	FM-0052422	El Dorado	Bldg. C	09-B1	2	HVAC - Server Room needs a secondary HVAC unit to keep temperatures under 80 degrees. Building's HVAC is not adequate and temps have exceeded equipment tolerances consistently during the summer months. Install a complete 2-ton HVAC split system. Includes all materials and labor.	\$ 13,000	\$ 13,000	100.00	In Work
1103	FM-0052423	Santa Barbara	Santa Barbara Figueroa Division	42-B1	2	Elevator / Installation of ADA compliant, autodial telephone for Elevator recall safety requirement. Installation of ADA compliant, autodial telephone for Elevator recall safety requirement. Existing phone did not allow for proper communication with Elevator monitoring vendor due to age of system installed.	\$ 3,622	\$ 3,622	100.00	In Work
1104	FM-0052424	Santa Barbara	Santa Maria Courts Building C + D	42-F1	2	Elevator / Installation of ADA compliant, autodial telephone for Elevator recall safety requirement. Installation of ADA compliant, autodial telephone for Elevator recall safety requirement. Existing phone did not allow for proper communication with Elevator monitoring vendor due to age of system installed.	\$ 3,622	\$ 1,981	54.70	In Work
1105	FM-0052426	Riverside	Larson Justice Center	33-C1	2	Fire Protection - WON fire door - Remove and replace motor. Remove and replace batteries and lube and do routine maintenance on the door. Also replace two batteries on door at elevator 4, 2nd floor and one 55 amp battery at public elevator 1, 2, 3 along with routine maintenance. Work will restore door to original function.	\$ 5,635	\$ 4,554	80.81	In Work
1106	FM-0052427	Los Angeles	Bellflower Courthouse	19-AL1	1	HVAC - Removed the Variable Frequency Drive that malfunctioned and installed a new Variable Frequency Drive. The supply fan motor Variable Frequency Drive for Air Handler Unit #5 malfunctioned and was not repairable. The Jury Assembly Room and the Public Defenders Office were affected and not getting supply air. This impacted court operations.	\$ 3,991	\$ 3,111	77.94	Complete
1107	FM-0052429	San Francisco	Civic Center Courthouse	38-A1	2	Electrical - Provide 400 gallons of #2 diesel fuel and refill on site storage tank. Clean, filter and polish diesel fuel in the 560 gallon storage tank and the 100 gallon belly tank - Tanks have collected bio-contaminants and sediment; Fuel level needs to be replenished.	\$ 3,872	\$ 3,872	100.00	In Work



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1108	FM-0052713	Alameda	Wiley W. Manuel Courthouse	01-B3	2	Grounds/Parking Lot - Replace dead 125' redwood tree - Remove tree and grind stump and plant (1) 24inch box Redwood tree with new irrigation	\$ 3,253	\$ 2,726	83.80	In Work
1109	FM-0052714	Los Angeles	Pasadena Courthouse	19-J1	1	HVAC - The burners in boiler #3 were replaced to restore operation and heating to the building. This is the most cost efficient option to restore heating since boilers #1, #2, & #3 will be replaced in the coming weeks. There was no heating in the building. Boiler #2 leaks water from a cracked heat exchanger and boiler #3 had deteriorated burners. Boiler #2 not repairable due to malfunctioning hot water isolation valves. The valves do not close completely. Water bypasses the valves and enters the	\$ 3,407	\$ 2,363	69.35	Complete
1110	FM-0052728	San Bernardino	New San Bernardino Courthouse	36-R1	1	Grounds and Parking Lot - Sheriff's vehicle struck the South bus bay roll-up door requiring immediate service in order to secure it. The following components are damaged and need to be replaced: (8) door slats, (1) bottom door bar, (1) weather stripping, and (1) stainless guide grill. The sally port bus bay roll-up door was hit by a sheriff's vehicle and needs to be repaired, safety and security issue.	\$ 6,244	\$ 6,244	100.00	Complete
1111	FM-0052731	Los Angeles	Airport Courthouse	19-AU1	1	Electrical - Replace Main 400 Amp Breaker in Emergency Electrical panel 2EHB. This work was completed as a P1 emergency due to the emergency electrical panel 2EHB main 400 amp breaker tripped and would not reset. The emergency electrical panel supplies the power to the fire panel and emergency lighting on the 1st and 2nd floors.	\$ 6,848	\$ 6,848	100.00	In Work
1112	FM-0052732	Los Angeles	Clara Shortridge Foltz Criminal Justice Center	19-L1	1	HVAC - Remove damaged shaft and parts, installed new bearing, shaft, blower wheels and tested return fan for proper operation. Air Handler Unit 8-1 had broken shaft on return fan, needed repairs for Air Handler Unit to work properly.	\$ 14,868	\$ 14,868	100.00	Complete
1113	FM-0052733	Los Angeles	Compton Courthouse	19-AG1	2	Electrical - Replace all defective exit signs throughout building with energy efficient LED exit signs. Currently the exit signs are not laminating properly and a safety assessment called for their repair or replacement.	\$ 13,024	\$ 13,024	100.00	In Work
1114	FM-0052734	Los Angeles	Glendale Courthouse	19-H1	2	Holding Cell - Removed Chipped, damage and peeling paint from walls, benches and ceiling. Apply primer and re-paint holding cell allowing enough time for areas to dry. Remove floor tiles in lock up with full containment. Apply adhesive and new floor tiles. Men and women's holding cells have chipped. damaged, pilling paint on walls, benches and ceiling causing a health and safety issue. Main Area of Lock up have damage floor tiles causing a tripping hazard and health and safety issue.	\$ 8,818	\$ 7,984	90.54	In Work
1115	FM-0052735	Los Angeles	Norwalk Courthouse	19-AK1	2	Interior Finishes - Patch holes in stone, insert wire mesh in voids, remove debris, and ensure no sharp edges in stone panels. Currently the stone panels in the panel hallways are cracked and have sharp edges which can be a danger to the public.	\$ 8,260	\$ 7,023	85.03	In Work
1116	FM-0052736	Los Angeles	Torrance Courthouse	19-C1	2	Fire Protection - Install two new batteries, one new power supply, and one duct detector. Currently the duct detector in the Air Handler Unit room is defective and must be replaced.	\$ 3,590	\$ 3,057	85.14	In Work
1117	FM-0052737	Los Angeles	Glendale Courthouse	19-H1	2	Fire Protection - Install pendent sprinkler head in basement restroom, currently no coverage in restroom. Replace corroded 4" OS&Y valve on riser in basement. Lower sprinkler head in basement room for proper coverage, light fixture is blocking head. Hydro test hoses. Repair defects to wet standpipe.	\$ 5,471	\$ 4,953	90.54	In Work





#	FM Number	County	Building	Building ID	Priority	Description	Preliminary Cost Estimate	Facility Modification Program Budget Share of Preliminary Estimate	Facility Modification Budget % of Preliminary Cost Estimate	Status
1118	FM-0052738	Los Angeles	San Fernando Courthouse	19-AC1	1	Plumbing / isolate water supply to the facility, drain the hot water system, remove the damaged piping, install new piping, restore water to the facility, bleed the air from the water system, verify all fixtures in the facility are functioning, insolate the new piping, clean the area. This work was completed as a P1 emergency due to the hot water tank supply line leaking water, causing a safety hazard.	\$ 3,600	\$ 3,003	83.41	Complete
1119	FM-0052739	Los Angeles	Glendale Courthouse	19-H1	2	Holding Cell - Furnish and Install 3 custom fences on existing gate. Align for proper operation; lubricate all moving points of friction. Check to insure proper operation. Fence on holding cells are loose and wires are cut causing a safety hazard	\$ 6,138	\$ 5,557	90.54	In Work
1120	FM-0052740	Santa Clara	Palo Alto Courthouse	43-D1	2	Elevator, Escalators & Hoists - Wheel chair lift is not working properly; not very safe.	\$ 3,141	\$ 2,074	66.04	In Work
1121	FM-0052744	Kings	Corcoran Court	16-D1	2	Electrical - Remove and replace all parts involving the camshaft and governor assembly and perform necessary adjustments and test operation - Failed assemblies are causing the generator to surge beyond 240-250 volts during operation and threaten to damage the generator and attached load.	\$ 3,521	\$ 3,084	87.60	In Work
1122	FM-0052773	Kern	Bakersfield Juvenile Center	15-C1	2	HVAC - Leaks repaired, system put on vacuum pump. System recharged and refrigerant added. Chiller #2, Circuit #1 malfunctioned, cooling not working.	\$ 4,464	\$ 2,980	66.76	In Work
1123	FM-0052774	Alameda	Hayward Hall of Justice	01-D1	2	Vandalism - Telephones - Replace Dept. 519 holding cell interview phone handset destroyed by in-custody vandalism - Replace failed power supply wiring.	\$ 1,835	\$ 1,835	100.00	In Work
							<b>\$45,745,216</b>	<b>\$ 40,355,998</b>		







## JUDICIAL COUNCIL OF CALIFORNIA

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# REPORT TO THE JUDICIAL COUNCIL

For business meeting on: January 22, 2015

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**Title**

Court Security: Report on Screening  
Equipment Replacement for Fiscal Year  
2013–2014

**Agenda Item Type**

Information Only

**Date of Report**

December 18, 2014

**Submitted by**

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### Executive Summary

The Screening Equipment Replacement Program has been in operation since 2006–2007 and provides \$2.286 million in funding from the Trial Court Trust Fund to replace outdated or malfunctioning screening equipment in the trial courts. Each year the Administrative Director approves the list of entrance screening equipment to be funded that year through this program. This report updates the council on the entrance screening equipment that was replaced in fiscal year 2013–2014 with that funding.

### Previous Council Action

On July 25, 2013, the Judicial Council approved the allocation of \$2.286 million from the Trial Court Trust Fund for the Security Equipment Replacement Program managed by the Judicial Council Office of Security. This amount has been allocated to the program each year since fiscal year 2006–2007. In December 2007, the Judicial Council delegated to the Administrative Director the authority to approve the expenditures of these funds.

On October 25, 2013, in its review of appropriate delegations to the Administrative Director, the Judicial Council maintained this delegation but required an annual report to the council on the screening equipment replaced in that year.

## Policy and Cost Implications

Since fiscal year 2006–2007, the Office of Security has managed the Security Equipment Replacement Program to replace aged and malfunctioning entrance screening equipment in trial courts. As a result of limited funding and improvements in the life cycle of the equipment, in recent years, program funding has also been used to support extensions of service agreements that accompanied the initial purchase. This provides a cost effective means to maintain the equipment for a longer life span and reduce costs for replacement equipment.

Equipment is generally replaced on an eight year cycle. Replacement could happen sooner if the equipment gets very heavy use, or breaks down and cannot be repaired, or later if it is used little and remains in working condition. The program spends approximately \$36,000 for each x-ray unit and \$5,600 for each magnetometer, including the delivery, installation, training, and five years of on-site service coverage and estimated sales tax. After the expiration of the five-year service agreement, service agreements are renewed annually at a cost \$4,200 per year for an x-ray unit and \$900 per year for a magnetometer.

The following list details the expenditures from the Screening Equipment Replacement Program for fiscal year 2013–2014, including the court that received the equipment, the type(s) of equipment, and the actual expenditures. Total expenditures for the fiscal year was \$2,211,466. The balance of \$74,535 that went unspent is not retained in the Security Equipment Replacement Program, but reverts to the Trial Court Trust Fund.

County Name	Purchase Type	No. of Items Purchased	Cost Per Item	Amount Expended
<b>Alameda</b>	Magnetometer	1	\$5,600.00	\$5,592.00
	X-ray	1	\$36,000.00	\$35,301.00
	Magnetometer Service Agreement Extension	6	\$900.00	\$5,400.00
	X-ray Service Agreement Extension	6	\$4,200.00	\$25,200.00
<b>Butte</b>	Magnetometer Service Agreement Extension	1	\$900.00	\$900.00
	X-ray Service Agreement Extension	3	\$4,200.00	\$12,600.00
<b>Calaveras</b>	Magnetometer	1	\$5,600.00	\$6,128.00
	X-ray	1	\$36,000.00	\$34,893.00
<b>Colusa</b>	Magnetometer Service Agreement Extension	1	\$900.00	\$900.00
	X-ray Service Agreement Extension	1	\$4,200.00	\$4,200.00
<b>Contra Costa</b>	Magnetometer	4	\$5,600.00	\$21,727.00
	X-ray	6	\$36,000.00	\$209,806.00

<b>County Name</b>	<b>Purchase Type</b>	<b>No. of Items Purchased</b>	<b>Cost Per Item</b>	<b>Amount Expended</b>
<b>Del Norte</b>	X-ray Service Agreement Extension	1	\$4,200.00	\$4,200.00
<b>Fresno</b>	Magnetometer Service Agreement Extension	9	\$900.00	\$8,100.00
	X-ray Service Agreement Extension	2	\$4,200.00	\$8,400.00
<b>Glenn</b>	Magnetometer	1	\$5,600.00	\$5,509.00
	X-ray Service Agreement Extension	1	\$3,500.00	\$3,500.00
<b>Humboldt</b>	Magnetometer Service Agreement Extension	1	\$900.00	\$900.00
	X-ray Service Agreement Extension	1	\$4,200.00	\$4,200.00
<b>Imperial</b>	Magnetometer	2	\$5,600.00	\$11,065.00
<b>Inyo</b>	X-ray Service Agreement Extension	3	\$4,200.00	\$12,600.00
<b>Kern</b>	Magnetometer	1	\$5,600.00	\$5,509.00
	Magnetometer Service Agreement Extension	2	\$900.00	\$1,800.00
	X-ray Service Agreement Extension	1	\$4,200.00	\$4,200.00
<b>Kings</b>	Magnetometer	5	\$5,600.00	\$27,544.00
	X-ray	4	\$36,000.00	\$138,490.00
	Magnetometer Service Agreement Extension	3	\$900.00	\$2,700.00
	X-ray Service Agreement Extension	3	\$4,200.00	\$12,600.00
<b>Lake</b>	Magnetometer Service Agreement Extension	2	\$900.00	\$1,800.00
	X-ray Service Agreement Extension	2	\$4,200.00	\$8,400.00
<b>Los Angeles</b>	Magnetometer	13	\$5,600.00	\$72,546.00
	X-ray	16	\$36,000.00	\$561,336.00
	Magnetometer Service Agreement Extension	3	\$900.00	\$2,700.00
	X-ray Service Agreement Extension	14	\$4,200/\$3,300	\$57,000.00
	Magnetometer Remote Control Units	2	\$480.00	\$960.00
<b>Marin</b>	Magnetometer	2	\$5,600.00	\$11,185.00

<b>County Name</b>	<b>Purchase Type</b>	<b>No. of Items Purchased</b>	<b>Cost Per Item</b>	<b>Amount Expended</b>
<b>Merced</b>	Magnetometer Service Agreement Extension	3	\$900.00	\$2,700.00
	X-ray Service Agreement Extension	2	\$4,200.00	\$8,400.00
<b>Monterey</b>	Magnetometer Service Agreement Extension	8	\$900.00	\$7,200.00
<b>Napa</b>	X-ray	1	\$36,000.00	\$34,852.00
	Magnetometer Service Agreement Extension	1	\$900.00	\$900.00
	X-ray Service Agreement Extension	1	\$4,200.00	\$4,200.00
<b>Nevada</b>	Magnetometer	1	\$5,600.00	\$5,557.00
	X-ray Service Agreement Extension	2	\$4,200.00	\$8,400.00
<b>Orange</b>	Magnetometer Service Agreement Extension	2	\$900.00	\$1,800.00
<b>Plumas</b>	Magnetometer	1	\$5,600.00	\$5,509.00
<b>Riverside</b>	X-ray	7	\$36,000.00	\$245,023.00
	Magnetometer Service Agreement Extension	27	\$900.00	\$24,300.00
	X-ray Service Agreement Extension	5	\$4,200/\$6,500	\$25,600.00
	X-ray Removal/Disposal	1	\$2,000.00	\$2,000.00
<b>Sacramento</b>	Magnetometer Service Agreement Extension	2	\$900.00	\$1,800.00
	X-ray Service Agreement Extension	3	\$4,200.00	\$12,600.00
<b>San Benito</b>	Magnetometer	2	\$5,600.00	\$11,191.00
	X-ray Service Agreement Extension	1	\$6,500.00	\$6,500.00
	Magnetometer Remote Control Units	2	\$460.00	\$920.00
<b>San Bernardino</b>	Magnetometer	10	\$5,600.00	\$50,372.00
	X-ray	4	\$36,000.00	\$140,507.00
	X-ray Service Agreement Extension	5	\$4,200.00	\$32,500.00
<b>San Diego</b>	Magnetometer	6	\$5,600.00	\$33,268.00
	Magnetometer Service Agreement Extension	16	\$900.00	\$14,400.00
	X-ray Service Agreement Extension	9	\$37,800.00	\$37,800.00

<b>County Name</b>	<b>Purchase Type</b>	<b>No. of Items Purchased</b>	<b>Cost Per Item</b>	<b>Amount Expended</b>
<b>San Joaquin</b>	Magnetometer Service Agreement Extension	1	\$900.00	\$900.00
	X-ray Service Agreement Extension	4	\$4,200.00	\$16,800.00
<b>San Luis Obispo</b>	Transfer Equipment	1	\$4,008.00	\$4,008.00
<b>San Mateo</b>	Magnetometer	1	\$5,600.00	\$5,580.00
	Magnetometer Service Agreement Extension	1	\$900.00	\$900.00
	X-ray Service Agreement Extension	3	\$4,200.00	\$13,500.00
<b>Santa Barbara</b>	Magnetometer Service Agreement Extension	5	\$900.00	\$4,500.00
<b>Santa Clara</b>	X-ray Service Agreement Extension	4	\$4,200.00	\$16,800.00
<b>Santa Cruz</b>	Magnetometer Service Agreement Extension	2	\$900.00	\$1,800.00
	X-ray Service Agreement Extension	2	\$4,200.00	\$8,400.00
<b>Shasta</b>	X-ray Service Agreement Extension	4	\$4,200.00	\$16,800.00
	Transfer Equipment	1	\$2,900.00	\$2,900.00
<b>Sierra</b>	Magnetometer	1	\$5,600.00	\$5,509.00
<b>Siskiyou</b>	Magnetometer Service Agreement Extension	1	\$900.00	\$900.00
	Transfer Equipment	1	\$2,910.00	\$2,910.00
<b>Solano</b>	X-ray Service Agreement Extension	1	\$4,200.00	\$4,200.00
<b>Sonoma</b>	Magnetometer Service Agreement Extension	2	\$900.00	\$1,800.00
<b>Stanislaus</b>	Magnetometer Service Agreement Extension	1	\$900.00	\$900.00
	X-ray Service Agreement Extension	5	\$4,200.00	\$21,000.00
<b>Tehama</b>	Magnetometer Service Agreement Extension	1	\$900.00	\$900.00
	X-ray Service Agreement Extension	1	\$4,200.00	\$4,200.00

<b>County Name</b>	<b>Purchase Type</b>	<b>No. of Items Purchased</b>	<b>Cost Per Item</b>	<b>Amount Expended</b>
<b>Tulare</b>	Magnetometer	1	\$5,600.00	\$5,569.00
	Magnetometer Service Agreement Extension	3	\$900.00	\$2,700.00
	X-ray Service Agreement Extension	1	\$4,200.00	\$4,200.00
<b>Ventura</b>	Magnetometer Service Agreement Extension	6	\$900.00	\$5,400.00
<b>Yolo</b>	X-ray Service Agreement Extension	1	\$4,200.00	\$4,200.00
<b>Yuba</b>	Magnetometer Service Agreement Extension	2	\$900.00	\$1,800.00
	X-ray Service Agreement Extension	1	\$4,200.00	\$4,200.00
<b>Total Expended</b>				<b>\$2,211,466.00</b>
<b>Total Budget</b>				<b>\$2,286,000.00</b>
<b>Unspent Funds</b>				<b>\$74,534.00</b>