Fillable Participating Addendum Instructions

Use these instructions to complete the fillable Participating Addendum (PA) for the applicable Master Agreement for Telephonic & Remote Interpreter Services vendors.

Section 1

- **Participating Addendum effective date:** Enter the date this Participating Addendum takes effect.
- **Judicial Branch Entity (JBE):** Enter the JBE's full name. The same name automatically populates the Establishing JBE field; confirm the two entries match.
- **Contractor and agreement number:** Select the contractor from the dropdown. The corresponding Master Agreement number populates automatically.
- **Master Agreement date:** This has been added as August 1, 2026, the effective date of master agreements with Accent on Languages, Focus Interpreting, and LanguageLine Solutions.

Section 6

- **Term expiration:** Enter a date no later than July 31, 2031, under the current Master Agreement term. See Section 7 for possible extensions.
- **Option-year extensions:**
  The Judicial Council may exercise up to three additional one-year option terms. A JBE may consider including language in Section 7 (below) that permits the PA to extend automatically for the corresponding option period. Example: *If the Judicial Council exercises an option to extend the applicable Master Agreement, the term of this Participating Addendum shall automatically extend for the corresponding option period, not to exceed the expiration date of the Master Agreement as extended.*

Section 7

Add provisions as appropriate and in accordance with the terms of the Master Agreement. These entries are optional, as the master agreement's scope of work, terms, and pricing govern. **Examples of what to include:**

- *Options for ordering, including descriptions of Goods, Services, and/or Deliverables.*
- *Options for service levels, quantities, model numbers, delivery dates, pricing, and similar details.*

Section 8

- **Notice recipients:** Enter the name, title, and mailing address for each party.
- **With a copy to:** Enter any additional notice-copy recipients, if applicable. These entries are optional.

Section 9

- **Signatures:** Complete the fields with the JBE or contractor name and signature blocks with each authorized signature, printed name and title.

Participating Addendum

(1) This Participating Addendum is made and entered into as of _____ ("Participating Addendum Effective Date") by and between the _____ ("JBE") and _____("Contractor") pursuant to the Master Agreement #_____ ("Master Agreement") dated August 1, 2026, between the _____ ("Establishing JBE") and Contractor. Unless otherwise specifically defined in this Participating Addendum, each capitalized term used in this Participating Addendum shall have the meaning set forth in the Master Agreement.

(2) This Participating Addendum constitutes and shall be construed as a separate, independent contract between Contractor and the JBE, subject to the following: (i) this Participating Addendum shall be governed by the Master Agreement, and the terms in the Master Agreement are hereby incorporated into this Participating Addendum; (ii) the Participating Addendum (including any purchase order documents pursuant to the Participating Addendum) may not alter or conflict with the terms of the Master Agreement, or exceed the scope of the Work provided for in the Master Agreement; and (iii) the term of the Participating Addendum may not extend beyond the expiration date of the Master Agreement. The Participating Addendum and the Master Agreement shall take precedence over any terms and conditions included on Contractor's invoice or similar document.

(3) Under this Participating Addendum, the JBE may at its option place orders for the Goods using a purchase order, subject to the following: such purchase order is subject to and governed by the terms of the Master Agreement and the Participating Addendum, and any term in the purchase order that conflicts with or alters any term of the Master Agreement (or the Participating Addendum) or exceeds the scope of the Work provided for in this Agreement, will not be deemed part of the contract between Contractor and JBE. Subject to the foregoing, this Participating Addendum shall be deemed to include such purchase orders.

(4) The JBE is solely responsible for the acceptance of and payment for the Work under this Participating Addendum. The JBE shall be solely responsible for its obligations and any breach of its obligations. Any breach of obligations by the JBE shall not be deemed a breach by the Establishing JBE or any other Participating Entity. The Establishing JBE shall have no liability or responsibility of any type related to: (i) the JBE's use of or procurement through the Master Agreement (including this Participating Addendum), or (ii) the JBE's business relationship with Contractor. The Establishing JBE makes no guarantees, representations, or warranties to any Participating Entity.

(5) Pricing for the Work shall be in accordance with the prices set forth in the Master Agreement.

(6) The term of this Participating Addendum shall be from the Effective Date until: _____.

(7) The JBE hereby orders, and Contractor hereby agrees to provide, the following Work:

(8) Any notices must be sent to the following address and recipient:

If to Contractor:	**If to the JBE:**
[name, title, address]	[name, title, address]
With a copy to:	With a copy to:

Either party may change its address for notices by giving the other party notice of the new address in accordance with this section. Notices will be considered to have been given at the time of actual delivery in person, three (3) days after deposit in the mail as set forth above, or one (1) day after delivery to an overnight air courier service.

(9) This Participating Addendum and the incorporated documents and provisions (including the terms of the Master Agreement) constitute the entire agreement between the parties and supersede any and all prior understandings and agreements, oral or written, relating to the subject matter of this Participating Addendum.

IN WITNESS WHEREOF, JBE and Contractor have caused this Participating Addendum to be executed on the Participating Addendum Effective Date.

By: _____	By: _____
Name:_____	Name: _____
Title: _____	Title: _____