



JUDICIAL COUNCIL  
OF CALIFORNIA

TRIAL COURT BUDGET  
ADVISORY COMMITTEE

TRIAL COURT BUDGET ADVISORY COMMITTEE  
FISCAL PLANNING SUBCOMMITTEE

MATERIALS FOR APRIL 22, 2021 MEETING

Meeting Contents

<b>Agenda</b>	1
<b>Minutes</b>	
Draft Minutes from the March 9, 2021 Meeting .....	3
<b>Discussion and Possible Action Items</b>	
<b>Item 1</b> – Trial Court Trust Fund Funds Held on Behalf of the Trial Courts Requests (Action Item) .....	4
<b>Attachment 1: Summary of Amended Requests</b> .....	6
<b>Attachment 2:</b> Application—Request for Sutter Superior Court (Amended) .....	7
<b>Attachment 3:</b> Application—Request for Sutter Superior Court (Amended) .....	24
<b>Attachment 4:</b> <i>Judicial Council–Approved Process, Criteria, and Required Information for Trial Court Trust Fund Funds Balance Held on Behalf of the Courts</i> .....	41
<b>Item 2</b> – Consideration of continued receipt of CWR funds for Solano Superior Court (Action Item).....	45
<b>Attachment A:</b> Application—Government Code Section 70640 .....	47
<b>Attachment B:</b> Application—Solano Superior Court’s CWR continued distribution request .....	48
<b>Attachment C:</b> Application—CWR Distribution Amount and Total Distribution .....	49
<b>Attachment D:</b> Application— Distribution from First Paper General Civil Unlimited Uniform Filing Fee (Government Code section 70611) in Solano County .....	50



# JUDICIAL COUNCIL OF CALIFORNIA

TRIAL COURT BUDGET  
ADVISORY COMMITTEE

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## TRIAL COURT BUDGET ADVISORY COMMITTEE

### FISCAL PLANNING SUBCOMMITTEE

#### NOTICE AND AGENDA OF OPEN MEETING

Open to the Public (Cal. Rules of Court, rule 10.75(c)(1) and (e)(1))

THIS MEETING IS BEING CONDUCTED BY ELECTRONIC MEANS

THIS MEETING IS BEING RECORDED

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**Date:** April 22, 2021  
**Time:** 9:30 a.m. - 10:00 a.m.  
**Public Call-in Number:** 1-877-820-7831, Pass Code: 1884843 (listen only)

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Meeting materials will be posted on the advisory body web page on the California Courts website at least three business days before the meeting.

Members of the public seeking to make an audio recording of the meeting must submit a written request at least two business days before the meeting. Requests can be e-mailed to [tcbac@jud.ca.gov](mailto:tcbac@jud.ca.gov).

Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order.

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#### I. OPEN MEETING (CAL. RULES OF COURT, RULE 10.75(C)(1))

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##### Call to Order and Roll Call

##### Approval of Minutes

Approve minutes of the March 9, 2021 Fiscal Planning Subcommittee meeting.

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#### II. PUBLIC COMMENT (CAL. RULES OF COURT, RULE 10.75(K)(1))

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This meeting will be conducted by electronic means with a listen only conference line available for the public. As such, the public may submit comments for this meeting only in writing. In accordance with California Rules of Court, rule 10.75(k)(1), written comments pertaining to any agenda item of a regularly noticed open meeting can be submitted up to one complete business day before the meeting. For this specific meeting, comments should be e-mailed to [tcbac@jud.ca.gov](mailto:tcbac@jud.ca.gov). Only written comments received by 9:30 a.m. on April 21, 2021 will be provided to advisory body members prior to the start of the meeting.

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**III. DISCUSSION AND POSSIBLE ACTION ITEMS (1-2)**

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**Item 1**

**Trial Court Trust Fund (TCTF) Funds Held on Behalf of the Trial Courts Requests (Action Item)**

Consideration of a recommendation to the Judicial Council to approve TCTF funds to be held on behalf of the trial courts in response to two amended requests from one trial court.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Fiscal Planning  
Subcommittee  
Mr. Catrayel Wood, Senior Analyst, Judicial Council  
Budget Services

**Item 2**

**Children's Waiting Room (CWR) Report (Action Item)**

Consideration of continued receipt of CWR funds for Solano Superior Court.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Fiscal Planning  
Subcommittee  
Ms. Oksana Tuk, Senior Analyst, Judicial Council  
Budget Services

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**IV. INFORMATION ONLY ITEMS (NO ACTION REQUIRED)**

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None

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**V. ADJOURNMENT**

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**Adjourn**



JUDICIAL COUNCIL  
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TRIAL COURT BUDGET  
ADVISORY COMMITTEE

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TRIAL COURT BUDGET ADVISORY COMMITTEE  
FISCAL PLANNING SUBCOMMITTEE

MINUTES OF OPEN MEETING

March 9, 2021

1:00 p.m. – 1:30 p.m.

Call in Number: 1-877-820-7831, Pass Code: 1884843 (listen only)

**Advisory Body  
Members Present:**

Judges: Hon. Jonathan B. Conklin (Chair), and Hon. Kimberly A. Gaab.  
Executive Officers: Mr. Chad Finke, Mr. Chris Ruhl, Mr. Shawn Landry, Mr. Brian Taylor, and Mr. David H. Yamasaki.

**Advisory Body  
Members Absent:**

Hon. Charles Margines, Ms. Kim Bartleson, and Mr. Michael D. Planet.

**Others Present:**

Mr. Catrayel Wood, Ms. Michele Allan, and Ms. Brandy Olivera.

OPEN MEETING

**Call to Order and Roll Call**

The chair called the meeting to order at 1:00 p.m. and roll was called.

**Approval of Minutes**

The advisory body reviewed and approved the minutes of the November 19 and 25, 2020 Fiscal Planning Subcommittee (FPS) meetings.

DISCUSSION AND ACTION ITEMS (ITEM 1)

**Item 1 – Children’s Waiting Room (CWR) Report (Action Item)**

Consideration of continued receipt of CWR funds for San Francisco Superior Court.

Presenter(s)/Facilitator(s): Hon. Jonathan B. Conklin, Chair, Fiscal Planning Subcommittee  
Ms. Oksana Tuk, Senior Analyst, Judicial Council Budget Services

**Action:** The FPS unanimously approved San Francisco Superior Court’s CWR request for consideration by the council at its May 21, 2021 business meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:09 p.m.

Approved by the advisory body on  enter date.

JUDICIAL COUNCIL OF CALIFORNIA  
BUDGET SERVICES  
Report to the Fiscal Planning Subcommittee

**(Action Item)**

**Title:** Trial Court Trust Fund (TCTF) Funds Held on Behalf (FHOB) of the Trial Courts Requests

**Date:** 4/22/2021

**Contact:** Catrayel Wood, Senior Analyst, Judicial Council Budget Services  
916-643-7008 | [catrayel.wood@jud.ca.gov](mailto:catrayel.wood@jud.ca.gov)

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**Issue**

Consideration of TCTF funds to be held on behalf of the trial courts in response to two amended requests totaling \$742,055 from one trial court for recommendation to the Judicial Council at its July 9, 2021 business meeting.

**Background**

Government Code section 77203 authorizes trial courts to carry over unexpended funds in certain amounts from the courts' operating budget from the prior fiscal year. Prior to June 30, 2014, trial courts could carry over all unexpended funds from their operating budget from the prior fiscal year. Commencing June 30, 2014, and concluding June 30, 2019, trial courts could carry over unexpended funds in an amount not to exceed 1 percent of their operating budget from the prior fiscal year. Commencing June 30, 2020, trial courts may carry over unexpended funds in an amount not to exceed 3 percent of the court's prior year operating budget.

At the Judicial Council's business meeting on April 15, 2016<sup>1</sup>, the council approved the Trial Court Budget Advisory Committee recommended process, criteria, and required information for trial courts to request TCTF reduced allocations, related to the fund balance cap, be retained in the TCTF as restricted fund balance for the benefit of those courts.

Categories or activities for which funds can be requested to be held include, but are not limited to:

- Projects that extend beyond the original planned three-year process such as delayed deployment of information systems;
- Technology improvements or infrastructure such as a new case management system;
- Facilities maintenance or repair allowed under rule 10.810 of the California Rule of Court;
- Court efficiencies such as online and smart forms for court users; and

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<sup>1</sup> Judicial Council meeting report (April 15, 2016), <https://jcc.legistar.com/View.ashx?M=F&ID=4378277&GUID=57D6B686-EA95-497E-9A07-226CA724ADCB>; Judicial Council meeting minutes (April 15, 2016), <https://jcc.legistar.com/View.ashx?M=M&ID=463457&GUID=194A3350-D97F-452B-ACF4-1EBE6C105CCA>.

JUDICIAL COUNCIL OF CALIFORNIA  
BUDGET SERVICES  
**Report to the Fiscal Planning Subcommittee**

- Other court infrastructure projects such as vehicle replacement or copy machine replacement.

**TCTF FHOB Requests**

The TCTF FHOB of the trial courts process requires courts to submit their requests at least 40 business days before a Judicial Council business meeting. One court has submitted a total of two amended requests within this time frame:

**Amended requests from Sutter Superior Court totaling \$742,055:**

- Request to amend the fiscal year to complete technological enhancements and facility modifications from 2020-21 to 2021-22; and
- Request to amend the fiscal year to complete the replacement of its information technology infrastructure from 2020-21 to 2021-22.

**Recommendation**

The recommendation is to consider approval of two amended requests totaling \$742,055 from one trial court for recommendation to the Judicial Council at its July 9, 2021 business meeting.

**Attachments**

- Attachment 1:** Summary of Amended Requests for TCTF FHOB of the Court
- Attachment 2:** Application for TCTF FHOB of the Court—Request for Sutter Superior Court (Amended Request)
- Attachment 3:** Application for TCTF FHOB of the Court—Request for Sutter Superior Court (Amended Request)
- Attachment 4:** *Judicial Council—Approved Process, Criteria, and Required Information for TCTF FHOB of the Courts*


Summary of Requests for Trial Court Trust Fund Funds to be Held on Behalf of the Court (Amended Requests)

Table 1: Amended Requests for Judicial Council Consideration at its July 9, 2021 Business Meeting

Court	Does Request Change \$\$ Amount?	If Yes - \$\$ Change +/-	Current Approved Requests by Fiscal Year						Amended Requests by Fiscal Year						Category	High-Level Summary
			2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23		
Sutter	No	-				496,893							496,893		Information Technology	Technological Enhancements
Sutter	No	-				245,112							245,112		Information Technology	IT Infrastructure
			-	-	-	742,005	-	-	-	-	-	-	742,005	-		
			<b>742,005</b>						<b>742,005</b>							
Difference Between Amended and Original Requests															<b>0</b>	



## APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:		
<input type="checkbox"/> <b>NEW REQUEST</b> (Complete Section I, III, and IV only.) <input checked="" type="checkbox"/> <b>AMENDED REQUEST</b> (Complete Sections I through IV.)		
<b>SECTION I: GENERAL INFORMATION</b>		
<b>SUPERIOR COURT:</b> Sutter	<b>PERSON AUTHORIZING REQUEST</b> (Presiding Judge or Court Executive Officer): Stephanie M. Hansel, Court Executive Officer <i>SMA</i>	
	<b>CONTACT PERSON AND CONTACT INFO:</b> Joe Azevedo, Court Fiscal Officer, (530) 822-3340; jazevedo@suttercourts.com	
<b>DATE OF SUBMISSION:</b> 3/8/2021	<b>TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FISCAL YEARS</b> 2019-20 THROUGH <u>2021-22</u>	<b>REQUESTED AMOUNT:</b> \$496,893.00
<b>REASON FOR REQUEST</b> (Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):		
<p>The Court respectfully requests \$500,101 be held for technological enhancements and facility modifications.</p> <p>The Court respectfully requests the revised amount of \$496,890 be held. The Court also requests a revision to the timeline to spend the identified savings from FY 2019-20 through 2022-23 to FY 2019-20 through 2020-21.</p> <p><u>The Court respectfully requests revising the timeline to spend the identified savings from FY 2019-20 through 2020-21 to FY 2019-20 through 2021-22.</u></p>		
<b>SECTION II: AMENDED REQUEST CHANGES</b>		
<p><b>A. Identify sections and answers amended.</b></p> <p>Sections I and IV.D</p> <p><b>B. Provide a summary of the changes to the request.</b></p> <p><u>Due to the effect COVID has had on our limited Court IT resources, the Court respectfully requests changing the timeline to spend the identified savings in order to give IT staff additional time to complete audio/visual and security projects currently in progress.</u></p>		
<b>SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE</b>		
<p><b>A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.</b></p> <p>The Court has identified a need to install video equipment in several courtrooms to facilitate remote hearings. Initial estimates for the equipment needed, including cameras, monitors, laptops, etc., total \$30,000 for one courtroom. In addition, the Court needs additional security cameras around the perimeter of the courthouse to cover areas not being covered with existing cameras. Further, our main entrance doors need a lockdown system installed to prevent a potential active shooter from entering the courthouse. The identified savings would pay for these and other technological expenses that the Court would not be able to otherwise pay for within our operational budget much less in one fiscal year.</p>		



**APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT (Continued)**

**SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE**

- B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?**

Having the capability to hold remote hearings in multiple courtrooms would make court operations more efficient in that the Court would have the flexibility to calendar remote hearing in multiple courtrooms if needed which would also increase the availability of court services to the public. The facility modifications would increase security within and around the courthouse which in turn would enhance the effectiveness of court operations.

- C. If a cost efficiency, please provide cost comparison (table template provided).**

N/A

- D. Describe the consequences to the court's operations if the court request is not approved.**

If the request is not approved, the Court would have to rely on one courtroom to provide remote video hearings and Court staff would continue working in a not-so-secure building which would negatively impact court operations. If the Court is forced to pay for these needed expenses out of its annual budget, hiring and negotiations would be negatively impacted and would result in employee lay-offs given current budget reductions.

- E. Describe the consequences to the public and access to justice if the court request is not approved.**

If the request is not approved, access to justice would be affected due to potential longer wait times for court hearings.

- F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?**

The court could not identify alternatives should the request not be approved. Holding funding in the TCTF is the only alternative.

**SECTION IV: FINANCIAL INFORMATION**

Please provide the following (*table template provided for each*):

**A. Three-year history of year-end fund balances, revenues, and expenditures**

**See attachment.**

**B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf**

**See attachment.**

**C. Identification of all costs, by category and amount, needed to fully implement the project**

**See attachment.**

**D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year**

**See revised attachment.**

If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
<b>Net Revenue (Expense)</b>		-	-	-	-

Proposed Project		Amount	Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
<b>Net Revenue (Expense)</b>		-	-	-	-

<b>Cumulative Cost Savings</b>	-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo		Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
<b>Net Revenue (Expense)</b>		-	-	-

Proposed Project		Amount	Amount	Amount
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
<b>Net Revenue (Expense)</b>		-	-	-

<b>Cumulative Cost Savings</b>	-	-	-
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Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2017-18	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	516,779	262,263	-					779,042
Revenues	5,827,185	337,881	375,146					6,540,212
Expenditures	5,871,311	337,297	421,075					6,629,683
Operating Transfers In (Out)	(82,139)	36,210	45,929					-
<b>Ending Fund Balance</b>	<b>390,514</b>	<b>299,057</b>	-	-	-	-	-	<b>689,571</b>

FY 2018-19	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	390,514	299,057	-					689,571
Revenues	6,889,405	404,015	416,756					7,710,176
Expenditures	6,292,578	329,527	451,120					7,073,225
Operating Transfers In (Out)	(3,243)	(31,121)	34,364					-
<b>Ending Fund Balance</b>	<b>984,098</b>	<b>342,424</b>	-	-	-	-	-	<b>1,326,522</b>

FY 2019-20	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	984,098	342,424	-					1,326,522
Revenues	7,303,710	310,931	398,724					8,013,365
Expenditures	7,187,025	245,846	415,658					7,848,529
Operating Transfers In (Out)	(16,934)		16,934					-
<b>Ending Fund Balance</b>	<b>1,083,849</b>	<b>407,509</b>	-	-	-	-	-	<b>1,491,358</b>

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the cc

	FY 2019-20		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources	6,929,224	40,597						6,969,821
Grants			426,789					426,789
Other Financing Sources	82,634	252,916						335,550
<b>TOTAL REVENUES</b>	<b>7,011,858</b>	<b>293,513</b>	<b>426,789</b>	-	-	-	-	<b>7,732,160</b>
<b>EXPENDITURES</b>								
Salaries	3,078,826	116,018	173,460					3,368,304
Staff Benefits	2,263,570	89,863	140,476					2,493,909
General Expense	84,090	14,550	680					99,320
Printing	5,350	2,700						8,050
Telecommunications	49,244							49,244
Postage	33,410	21,000						54,410
Insurance	5,050							5,050
Travel in State	2,327		5,434					7,761
Travel Out of State	1,065							1,065
Training	4,375		1,790					6,165
Security	237,357							237,357
Facilities Operations	18,840							18,840
Utilities								-
Contracted Services	931,882	25,000	105,043					1,061,925
Consulting and Professional Services - County Provided	9,500							9,500
Information Technology (IT)	288,247							288,247
Major Equipment	140,000							140,000
Other Items of Expense	2,200							2,200
Juror Costs	7,387							7,387
Other	100,000							100,000
Debt Service								-
Court Construction								-
Distributed Administration & Allocation	(37,085)		37,085					-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	<b>7,225,635</b>	<b>269,131</b>	<b>463,968</b>	-	-	-	-	<b>7,958,734</b>
Operating Transfers In (Out)	(37,179)		37,179					-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>984,098</b>	<b>342,424</b>						<b>1,326,522</b>
<b>Ending Balance (Deficit)</b>	<b>733,142</b>	<b>366,806</b>	-	-	-	-	-	<b>1,099,948</b>



Current detailed budget projection on court's behalf

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	733,142	366,806	-	-	-	-	-	1,099,948
<b>Ending Balance (Deficit)</b>	733,142	366,806	-	-	-	-	-	1,099,948

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	733,142	366,806	-	-	-	-	-	1,099,948
<b>Ending Balance (Deficit)</b>	733,142	366,806	-	-	-	-	-	1,099,948

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	733,142	366,806	-	-	-	-	-	1,099,948
<b>Ending Balance (Deficit)</b>	733,142	366,806	-	-	-	-	-	1,099,948

Current detailed budget projection:

	Select Fiscal Year ▼	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	733,142	366,806	-	-	-	-	-	1,099,948
<b>Ending Balance (Deficit)</b>	733,142	366,806	-	-	-	-	-	1,099,948

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	733,142	366,806	-	-	-	-	-	1,099,948
<b>Ending Balance (Deficit)</b>	733,142	366,806	-	-	-	-	-	1,099,948

Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	733,142	366,806	-	-	-	-	-	1,099,948
<b>Ending Balance (Deficit)</b>	733,142	366,806	-	-	-	-	-	1,099,948



Current detailed budget projection:

	Select Fiscal Year	FUNDS						
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	733,142	366,806	-	-	-	-	-	1,099,948
<b>Ending Balance (Deficit)</b>	733,142	366,806	-	-	-	-	-	1,099,948

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	100,000
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	400,101
945000	Major Equipment	
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>500,101</b>

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	500,101								500,101
Expenditures		100,000	300,000	100,101					500,101
<b>Cumulative Balance</b>	<b>500,101</b>	<b>400,101</b>	<b>100,101</b>	-	-	-	-	-	-

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Original Request:

Description	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	FY 2022-23 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	500,101								500,101
Expenditures		100,000	300,000	100,101					500,101
<b>Cumulative Balance</b>	<b>500,101</b>	<b>400,101</b>	<b>100,101</b>	-	-	-	-	-	-

Amended request

Description	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Select Fiscal Year ▼	Total
Contribution	496,893								496,893
Expenditures		-	496,893						496,893
<b>Cumulative Balance</b>	<b>496,893</b>	<b>496,893</b>	-	-	-	-	-	-	-

## APPLICATION FOR TCTF FUNDS HELD ON BEHALF OF THE COURT

Please check the type of request:

- NEW REQUEST** (Complete Section I, III, and IV only.)
- AMENDED REQUEST** (Complete Sections I through IV.)

**SECTION I: GENERAL INFORMATION**

SUPERIOR COURT: Sutter	PERSON AUTHORIZING REQUEST (Presiding Judge or Court Executive Officer): Stephanie M. Hansel, Court Executive Officer <i>SMH</i>	
	CONTACT PERSON AND CONTACT INFO: Joe Azevedo, Court Fiscal Officer, (530) 822-3340; jazevedo@suttercourts.com	
DATE OF SUBMISSION: 3/8/2021	TIME PERIOD COVERED BY THE REQUEST, INCLUDING CONTRIBUTION AND EXPENDITURE: FISCAL YEARS 2018-2019 THROUGH <u>2021-22</u>	REQUESTED AMOUNT: \$245,112.00

**REASON FOR REQUEST** (Please briefly summarize the purpose for this request, including a brief description of the project/proposal. Use attachments if additional space is needed.):

The Court is requesting that an additional \$70,112, for a total of \$245,112, be held on behalf of the Court, to stagger identified savings to replace our aging IT infrastructure and implement other technological enhancements.

The Court is requesting a change in the timeline to spend these monies.

The Court is requesting an additional change in the timeline to spend these monies.

**SECTION II: AMENDED REQUEST CHANGES**

**A. Identify sections and answers amended.**

Sections 1 and 4.

**B. Provide a summary of the changes to the request.**

Due to the effect COVID has had on our limited IT resources, the Court respectfully requests changing the timeline to spend these identified savings from FYs 2018-2019 through 2020-21 to FYs 2018-19 through 2021-22 in order to give IT personnel time to complete other time sensitive projects as well as complete our IT infrastructure replacement.

**SECTION III: TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE**

**A. Explain why the request does not fit within the court's annual operational budget process and the three-year encumbrance term.**

Initial projections show that replacing our IT infrastructure, including servers and the software and licenses needed to operate them, will cost the Court a minimum of \$150,000 and likely closer to \$200,000. The Court does not have the funding necessary to replace our IT infrastructure in one fiscal year. Holding any identified savings this fiscal year will help the Court save money for the anticipated purchases in 1-2 years.



SECTION III (continued): TRIAL COURT OPERATIONS AND ACCESS TO JUSTICE

- B. How will the request enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs?**

The requested funds will be used in conjunction with future monies to purchase IT hardware required to sustain all court services, including juror services and applications, our public website, security applications to protect from and detect information security breaches, our AD domain infrastructure, file servers, backup servers, eWarrant services, print services, building system control servers, management and workflow automation applications, email, and so on. This allows the Court to save over multiple fiscal years for a known expense as opposed to impacting a single budget year with a high-dollar expenditure.

- C. If a cost efficiency, please provide cost comparison (table template provided).**

N/A

- D. Describe the consequences to the court's operations if the court request is not approved.**

If the request is not approved, the Court would be forced to rely on aging infrastructure that will eventually fail, at which time all court operations would be negatively impacted. An expenditure this large in a single budget year would impact hiring and negotiations and could potentially result in employee lay-offs depending on budget conditions.

- E. Describe the consequences to the public and access to justice if the court request is not approved.**

Not approving the request would affect the ability to serve the public as longer wait times would occur due to computer delays and downtime as all information, including case files, are now electronic.

- F. What alternatives has the court identified if the request is not approved, and why is holding funding in the TCTF the preferred alternative?**

The court could not identify alternatives should the request not be approved. Holding funding in the TCTF is the only alternative.



**SECTION IV: FINANCIAL INFORMATION**

Please provide the following *(table template provided for each)*:

**A. Three-year history of year-end fund balances, revenues, and expenditures**

**See attachment.**

**B. Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the court's behalf**

**See attachment.**

**C. Identification of all costs, by category and amount, needed to fully implement the project**

**See attachment.**

**D. A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year**

**See revised attachment.**

If a cost efficiency, please provide cost comparison

Status Quo					
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
<b>Net Revenue (Expense)</b>		-	-	-	-

Proposed Project					
GL Account	Description	Amount	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)				
900000	Salaries				
910000	Staff Benefits				
920001	General Expense				
924000	Printing				
925000	Telecommunications				
926000	Postage				
928000	Insurance				
929000	Travel in State				
931000	Travel Out of State				
933000	Training				
934000	Security				
935000	Facilities Operations				
936000	Utilities				
938000	Contracted Services				
940000	Consulting and Professional Services - County Provided				
943000	Information Technology (IT)				
945000	Major Equipment				
950000	Other Items of Expense				
972000	Other				
973000	Debt Service				
983000	Court Construction				
990000	Distributed Administration & Allocation				
<b>Net Revenue (Expense)</b>		-	-	-	-

<b>Cumulative Cost Savings</b>		-	-	-	-
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If a cost efficiency, please provide cost comparison

Status Quo				
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
<b>Net Revenue (Expense)</b>		-	-	-

Proposed Project				
GL Account	Description	Amount	Amount	Amount
N/A	Dedicated Revenue Stream (if applicable)			
900000	Salaries			
910000	Staff Benefits			
920001	General Expense			
924000	Printing			
925000	Telecommunications			
926000	Postage			
928000	Insurance			
929000	Travel in State			
931000	Travel Out of State			
933000	Training			
934000	Security			
935000	Facilities Operations			
936000	Utilities			
938000	Contracted Services			
940000	Consulting and Professional Services - County Provided			
943000	Information Technology (IT)			
945000	Major Equipment			
950000	Other Items of Expense			
972000	Other			
973000	Debt Service			
983000	Court Construction			
990000	Distributed Administration & Allocation			
<b>Net Revenue (Expense)</b>		-	-	-

<b>Cumulative Cost Savings</b>	-	-	-
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Prior three-year history of year-end fund balances, revenues, and expenditures

FY 2015-16	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>977,253</b>	<b>334,707</b>	-					<b>1,311,960</b>
Revenues	5,723,681	323,995	429,965					<b>6,477,641</b>
Expenditures	5,565,616	283,564	493,303					<b>6,342,483</b>
Operating Transfers In (Out)	(63,338)	-	63,338					-
<b>Ending Fund Balance</b>	<b>1,071,980</b>	<b>375,138</b>	-	-	-	-	-	<b>1,447,118</b>

FY 2016-17	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>1,071,980</b>	<b>375,138</b>	-					<b>1,447,118</b>
Revenues	5,618,206	333,642	394,278					<b>6,346,126</b>
Expenditures	6,146,961	446,518	420,723					<b>7,014,202</b>
Operating Transfers In (Out)	(26,445)	-	26,445					-
<b>Ending Fund Balance</b>	<b>516,780</b>	<b>262,262</b>	-	-	-	-	-	<b>779,042</b>

FY 2017-18	FUNDS							
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>Beginning Balance</b>	<b>516,780</b>	<b>262,262</b>	-					<b>779,042</b>
Revenues	5,827,185	337,881	375,146					<b>6,540,212</b>
Expenditures	5,871,311	337,297	421,075					<b>6,629,683</b>
Operating Transfers In (Out)	(82,139)	36,210	45,929					-
<b>Ending Fund Balance</b>	<b>390,515</b>	<b>299,056</b>	-	-	-	-	-	<b>689,571</b>

Current detailed budget projections for the fiscal years the trial court would either be contributing to or receiving distributions from the TCTF fund balance held on the cc

	FY 2018-19		FUNDS					
Description	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	TOTAL
<b>REVENUES</b>								
State Financing Sources	6,537,652	39,882						6,577,534
Grants			426,621					426,621
Other Financing Sources	67,000	268,537						335,537
<b>TOTAL REVENUES</b>	<b>6,604,652</b>	<b>308,419</b>	<b>426,621</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,339,692</b>
<b>EXPENDITURES</b>								
Salaries	2,979,374	126,698	167,653					3,273,725
Staff Benefits	2,071,210	98,489	122,133					2,291,832
General Expense	153,788	12,900	600					167,288
Printing	6,140	5,300						11,440
Telecommunications	55,081							55,081
Postage	31,670	15,250						46,920
Insurance	3,600							3,600
Travel in State	2,811		3,381					6,192
Travel Out of State								-
Training	3,560		880					4,440
Security	198,967							198,967
Facilities Operations	29,653							29,653
Utilities								-
Contracted Services	811,542	19,500	99,432					930,474
Consulting and Professional Services - County Provided	9,800							9,800
Information Technology (IT)	265,303							265,303
Major Equipment								-
Other Items of Expense	700							700
Juror Costs	14,300							14,300
Other	50,000							50,000
Debt Service								-
Court Construction								-
Distributed Administration & Allocation			51,434					51,434
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	<b>6,687,499</b>	<b>278,137</b>	<b>445,513</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,411,149</b>
Operating Transfers In (Out)	(18,892)		18,892					-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>390,515</b>	<b>299,056</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>689,571</b>
<b>Ending Balance (Deficit)</b>	<b>288,776</b>	<b>329,338</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>618,114</b>

Current detailed budget projection on court's behalf

Description	FUNDS							TOTAL
	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114
<b>Ending Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114

Current detailed budget projection:

Description	FUNDS							TOTAL
	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>288,776</b>	<b>329,338</b>	-	-	-	-	-	<b>618,114</b>
<b>Ending Balance (Deficit)</b>	<b>288,776</b>	<b>329,338</b>	-	-	-	-	-	<b>618,114</b>

Current detailed budget projection:

Description	FUNDS							TOTAL
	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>288,776</b>	<b>329,338</b>	-	-	-	-	-	<b>618,114</b>
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Current detailed budget projection:

Description	FUNDS							TOTAL
	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114
<b>Ending Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114

Current detailed budget projection:

Description	FUNDS							TOTAL
	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	288,776	329,338	-	-	-	-	-	618,114
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Current detailed budget projection:

Description	FUNDS							TOTAL
	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>288,776</b>	<b>329,338</b>	-	-	-	-	-	<b>618,114</b>
<b>Ending Balance (Deficit)</b>	<b>288,776</b>	<b>329,338</b>	-	-	-	-	-	<b>618,114</b>

Current detailed budget projection:

Description	FUNDS							TOTAL
	General	Special Revenue Non-Grant	Special Revenue Grant	Capital Projects	Debt Service	Proprietary	Fiduciary	
<b>REVENUES</b>								
State Financing Sources								-
Grants								-
Other Financing Sources								-
<b>TOTAL REVENUES</b>	-	-	-	-	-	-	-	-
<b>EXPENDITURES</b>								
Salaries								-
Staff Benefits								-
General Expense								-
Printing								-
Telecommunications								-
Postage								-
Insurance								-
Travel in State								-
Travel Out of State								-
Training								-
Security								-
Facilities Operations								-
Utilities								-
Contracted Services								-
Consulting and Professional Services - County Provided								-
Information Technology (IT)								-
Major Equipment								-
Other Items of Expense								-
Juror Costs								-
Other								-
Debt Service								-
Court Construction								-
Distributed Administration & Allocation								-
Prior Year Expense Adjustment								-
<b>TOTAL EXPENDITURES</b>	-	-	-	-	-	-	-	-
Operating Transfers In (Out)								-
<b>Fund Balance (Deficit)</b>								
<b>Beginning Balance (Deficit)</b>	<b>288,776</b>	<b>329,338</b>	-	-	-	-	-	<b>618,114</b>
<b>Ending Balance (Deficit)</b>	<b>288,776</b>	<b>329,338</b>	-	-	-	-	-	<b>618,114</b>

Identification of all costs, by category and amount, needed to fully implement the project

Expenses Category		Amount
GL Account	Description	
900000	Salaries	
910000	Staff Benefits	
920001	General Expense	
924000	Printing	
925000	Telecommunications	
926000	Postage	
928000	Insurance	
929000	Travel in State	
931000	Travel Out of State	
933000	Training	
934000	Security	
935000	Facilities Operations	
936000	Utilities	
938000	Contracted Services	
940000	Consulting and Professional Services - County Provided	
943000	Information Technology (IT)	55,000
945000	Major Equipment	200,000
950000	Other Items of Expense	
972000	Other	
973000	Debt Service	
983000	Court Construction	
990000	Distributed Administration & Allocation	
<b>Total</b>		<b>255,000</b>

A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Description	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	▼	▼	▼	▼	▼	Total
Contribution	50,000								50,000
Expenditures			50,000						50,000
<b>Cumulative Balance</b>	<b>50,000</b>	<b>50,000</b>	-	-	-	-	-	-	-



A specific funding and expenditure schedule identifying the amounts related to the proposal to be contributed and expended, by fiscal year

Original Request:

Description	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	▼	▼	▼	▼	Total
Contribution	50,000								50,000
Expenditures			50,000						50,000
<b>Cumulative Balance</b>	<b>50,000</b>	<b>50,000</b>	-	-	-	-	-	-	-

Amended request

Description	FY 2018-19 ▼	FY 2019-20 ▼	FY 2020-21 ▼	FY 2021-22 ▼	▼	▼	▼	▼	Total
Contribution	245,112								245,112
Expenditures		-	-	245,112					245,112
<b>Cumulative Balance</b>	<b>245,112</b>	<b>245,112</b>	<b>245,112</b>	-	-	-	-	-	-

## **Summary of Recommended Process, Criteria, and Required Information for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts**

### **Recommended Process for Trial Court Trust Fund Fund Balance Held on Behalf of the Courts**

1. Trial Court Trust Fund fund balance will be held on behalf of trial courts only for expenditures or projects that cannot be funded by a court's annual budget or three-year encumbrance term and that require multiyear savings to implement.
  - a. Categories or activities include, but are not limited to:
    - i) Projects that extend beyond the original planned three-year term process such as expenses related to the delayed opening of new facilities or delayed deployment of new information systems;
    - ii) Technology improvements or infrastructure such as installing a local data center, data center equipment replacement, case management system deployment, converting to a VoIP telephone system, desktop computer replacement, and replacement of backup emergency power systems;
    - iii) Facilities maintenance and repair allowed under rule 10.810 of the California Rules of Court such as flooring replacement and renovation as well as professional facilities maintenance equipment;
    - iv) Court efficiencies projects such as online and smart forms for court users and RFID systems for tracking case files; and
    - v) Other court infrastructure projects such as vehicle replacement and copymachine replacement.
  
2. The submission, review, and approval process is as follows:
  - a. All requests will be submitted to the Judicial Council for consideration.
  - b. Requests will be submitted to the *director of Budget Services* by the court's presiding judge or court executive officer.
  - c. *Budget Services* staff will review the request, ask the court to provide any missing or incomplete information, draft a preliminary report, share the preliminary report with the court for its comments, revise as necessary, and issue the report to the *Fiscal Planning Subcommittee* of the Trial Court Budget Advisory Committee (TCBAC); the *subcommittee* will meet to review the request, hear any presentation of the court representative, and ask questions of the representative if one participates on behalf of the court; and *Budget Services* office staff will issue a final report on behalf of the *subcommittee* for the council.
  - d. The final report to the *subcommittee* and the Judicial Council will be provided to the requesting court before the report is made publicly available on the California Courts website.
  - e. The court may send a representative to the *subcommittee* and Judicial Council meetings to present its request and respond to questions.

3. To be considered at a scheduled Judicial Council business meeting, requests must be submitted to the *director of Budget Services* at least 40 business days (approximately eight weeks) before that business meeting.
4. The Judicial Council may consider including appropriate terms and conditions that courts must accept for the council to approve designating TCTF fund balance on the court's behalf.
  - a. Failure to comply with the terms and conditions would result in the immediate change in the designation of the related TCTF fund balance from restricted to unrestricted and no longer held on behalf of the court unless the council specifies an alternative action.
5. Approved requests that courts subsequently determine need to be revised to reflect a change (1) in the amounts by year to be distributed to the court for the planned annual expenditures and/or encumbrances, (2) in the total amount of the planned expenditures, or (3) of more than 10 percent of the total request among the categories of expense will need to be amended and resubmitted following the submission, review, and approval process discussed in 1–3 above.
  - a. Denied revised requests will result in the immediate change in the designation of the related TCTF fund balance from restricted to unrestricted and no longer held on behalf of the court unless the council specifies an alternative action.
6. Approved requests that courts subsequently determine have a change in purpose will need to be amended and resubmitted following the submission, review, and approval process discussed in 1–3 above, along with a request that the TCTF funds held on behalf of the court for the previously approved request continue to be held on behalf of the court for this new purpose.
  - a. Denied new requests tied to previously approved requests will result in the immediate change in the designation of the related TCTF fund balance from restricted to unrestricted and no longer held on behalf of the court unless the council specifies an alternative action.
7. On completion of the project or planned expenditure, courts are required to report to the Trial Court Budget Advisory Committee within 90 days on the project or planned expenditure and how the funds were expended.
8. As part of the courts' audits in the scope of the normal audit cycle, a review of any funds that were held on behalf of the courts will be made to confirm that they were used for their stated approved purpose.

## **Recommended Criteria for Eligibility for TCTF Fund Balance Held on Behalf of the Courts**

TCTF fund balance will be held on behalf of the trial courts only for expenditures or projects that cannot be funded by the court's annual budget or three-year encumbrance term and that require multiyear savings to implement.

## **Recommended Information Required to Be Provided by Trial Courts for TCTF Fund Balance Held on Behalf of the Courts**

Below is the information required to be provided by trial courts on the *Application for TCTF Funds Held on Behalf of the Court*:

### **SECTION I**

#### **General Information**

- Superior court
- Date of submission
- Person authorizing the request
- Contact person and contact information
- Time period covered by the request (includes contribution and expenditure)
- Requested amount
- A description providing a brief summary of the request

### **SECTION II**

#### **Amended Request Changes**

- Sections and answers amended
- A summary of changes to request

### **SECTION III**

#### **Trial Court Operations and Access to Justice**

- An explanation as to why the request does not fit within the court's annual operational budget process and the three-year encumbrance term
- A description of how the request will enhance the efficiency and/or effectiveness of court operations, and/or increase the availability of court services and programs
- If a cost efficiency, cost comparison (*table template provided*)
- A description of the consequences to the court's operations if the court request is not approved
- A description of the consequences to the public and access to justice if the court request is not approved
- The alternatives that the court has identified if the request is not approved, and the reason why holding funding in the TCTF is the preferred alternative

## **SECTION IV**

### **Financial Information**

- Three-year history of year-end fund balances, revenues, and expenditures (*table template provided*)
- Current detailed budget projections for the fiscal years during which the trial court would either be contributing to the TCTF fund balance held on the court's behalf or receiving distributions from the TCTF fund balance held on the court's behalf (*table template provided*)
- Identification of all costs, by category and amount, needed to fully implement the project (*table template provided*)
- A specific funding and expenditure schedule identifying the amounts to be contributed and expended, by fiscal year (*table template provided*)

JUDICIAL COUNCIL OF CALIFORNIA  
BUDGET SERVICES  
Trial Court Budget Advisory Committee  
Report to the Fiscal Planning Subcommittee

**Title:** Consideration of Continued Receipt of Children’s Waiting Room (CWR) Funds for Solano Superior Court

**Date:** 4/22/2021

**Contact:** Oksana Tuk, Senior Analyst, Judicial Council Budget Services  
916-643-8027 | [oksana.tuk@jud.ca.gov](mailto:oksana.tuk@jud.ca.gov)

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**Issue**

The Solano Superior Court is requesting to continue receiving CWR funds during the unforeseen temporary closure of its CWR in response to the COVID-19 pandemic. Continuation of CWR funds during this time will enable the court to provide a safe and healthy CWR setting for children when it is determined that the court’s CWR can be reopened.

**Background**

Per Government Code section 70640, courts shall endeavor to provide a CWR in each courthouse for children whose parents or guardians are attending a court hearing or for other court purposes. After January 1, 2006, a court may apply to the Judicial Council for a CWR distribution between \$2 and \$5, inclusive, from applicable filing fees (Attachment A) to help cover the costs of operating CWRs.

Per Judicial Council approval of the Trial Court Budget Advisory Committee-recommended CWR policy revisions at its business meeting on July 24, 2020<sup>1</sup>, the Fiscal Planning Subcommittee makes a recommendation directly to the council upon the court’s request.

Solano Superior Court’s request for a continued CWR distribution is provided in Attachment B. On March 17, 2020, due to the COVID-19 pandemic and its impact on court operations, the court closed its CWR at the Hall of Justice. The court is closely monitoring the pandemic and evaluating options to enable reopening as soon as public health orders and conditions permit.

Attachment C provides the total distributions for 2016-17, 2017-18, 2018-19, and 2019-20 for the 18 courts that received CWR distributions as of 2019-20.

Attachment D provides the distribution from the First Paper General Civil Unlimited Uniform Filing Fee (Government Code section 70611) in Solano County. There is no change in the distribution for this request because the court is already receiving a CWR distribution.

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<sup>1</sup> Judicial Council Report (July 24, 2020), [https://jcc.legistar.com/View.ashx?M=F&ID=8643506&GUID=BF60227F-157A-4BBE-8BD5-A0B5F4804971](https://jcc.legistar.com/View.ashx?M=F&ID=8643506&GUID=BF60227F-157A-4BBE-8BD5-A0B5F4804971;); Judicial Council Minutes (July 24, 2020), <https://jcc.legistar.com/View.ashx?M=M&ID=711582&GUID=90001AF2-7CEE-4F0F-906B-29A03ED9CB43>.



JUDICIAL COUNCIL OF CALIFORNIA  
BUDGET SERVICES  
Trial Court Budget Advisory Committee  
Report to the Fiscal Planning Subcommittee

**Recommendation**

Consider approving a recommendation for the continued distribution of CWR funds to Solano Superior Court for consideration by the Judicial Council at its July 8-9, 2021 business meeting.

**Attachments**

**Attachment A:** Government Code Section 70640

**Attachment B:** Solano Superior Court's CWR Continued Distribution Request

**Attachment C:** CWR Distribution Amount and Total Distribution

**Attachment D:** Distribution from First Paper General Civil Unlimited Uniform Filing Fee  
(Government Code section 70611) in Solano County

**Government Code Section 70640**

(a) It is the policy of the state that each court shall endeavor to provide a children's waiting room in each courthouse for children whose parents or guardians are attending a court hearing as a litigant, witness, or for other court purposes as determined by the court. To defray that expense, monthly allocations for children's waiting rooms shall be added to the monthly apportionment under subdivision (a) of Section 68085 for each court where a children's waiting room has been established or where the court has elected to establish that service.

(b) The amount allocated to each court under this section shall be equal to the following: for each first paper filing fee as provided under Section 70611, 70612, 70613, 70614, or 70670, and each first paper or petition filing fee in a probate matter as provided under Section 70650, 70651, 70652, 70653, 70654, 70655, 70656, or 70658, the same amount as was required to be collected as of December 31, 2005, to the Children's Waiting Room Fund under former Section 26826.3 in the county in which the court is located when a fee was collected for the filing of a first paper in a civil action under former Section 26820.4.

(c) Notwithstanding any other provision of law, the court may make expenditures from these allocations in payment of any cost, excluding capital outlay, related to the establishment and maintenance of the children's waiting room, including personnel, heat, light, telephone, security, rental of space, furnishings, toys, books, or any other item in connection with the operation of a children's waiting room.

(d) If, as of January 1, 2006, there is a Children's Waiting Room Fund in the county treasury established under former Section 26826.3, the county immediately shall transfer the moneys in that fund to the court's operations fund as a restricted fund. By February 15, 2006, the county shall provide an accounting of the fund to the Administrative Office of the Courts.

(e) After January 1, 2006, the court may apply to the Judicial Council for an adjustment of the amount distributed to the fund for each uniform filing fee. A court that wishes to establish a children's waiting room, and does not yet have a distribution under this section, may apply to the Judicial Council for a distribution. Applications under this subdivision shall be made according to trial court financial policies and procedures authorized by the Judicial Council under subdivision (a) of Section 77206. Adjustments and new distributions shall be effective January 1 or July 1 of any year beginning January 1, 2006.

(f) The distribution to a court under this section per each filing fee shall be not less than two dollars (\$2) and not more than five dollars (\$5).

(Amended by Stats. 2007, Ch. 130, Sec. 135. Effective January 1, 2008.)



Superior Court of California  
County of Solano

BRIAN K. TAYLOR  
Court Executive Officer  
Clerk of the Court

Hall of Justice  
600 Union Avenue  
Fairfield, CA 94533  
(707) 207-7475  
FAX (707) 426-1631

March 9, 2021

Mr. John Wordlaw  
Chief Administrative Officer  
Judicial Council of California  
2850 Gateway Oaks, Suite 300  
Sacramento, CA 95833

Re: Notification of Temporary Closure of Children's Waiting Room  
Request for Funding Continuation

Dear Mr. Wordlaw:

The Superior Court of Solano County is providing formal notification of the temporary closure of its children's waiting room in response to the COVID-19 pandemic that began in March 2020.

The Court was operating one Children's Waiting Room at the Hall of Justice in Fairfield. The Court is looking at options to allow for re-opening of the Children's Waiting Room as soon as public health orders and conditions permit.

The Court requests the continuation of the filing fee distribution to ensure re-opening of the Children's Waiting Room when permitted to do so.

We appreciate consideration of this request.

Sincerely,

A handwritten signature in blue ink that reads "Brian Taylor".

Brian K. Taylor  
Court Executive Officer

Cc: Zlatko Theodorovic  
Agnes Shappy

	<b>Court</b>	<b>Distribution Amount</b>	<b>2016-17 Total Distribution</b>	<b>2017-18 Total Distribution</b>	<b>2018-19 Total Distribution</b>	<b>2019-20 Total Distribution</b>
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
1	Alameda	\$5	\$ 188,819	\$ 169,579	\$ 174,451	\$ 141,111
2	Butte	\$5	\$ 27,096	\$ 11,227	\$ -	\$ -
3	Contra Costa	\$5	\$ 129,349	\$ 116,444	\$ 126,445	\$ 103,152
4	Fresno	\$5	\$ 121,401	\$ 110,504	\$ 117,334	\$ 93,562
5	Los Angeles	\$5	\$ 1,295,100	\$ 1,480,168	\$ 1,603,832	\$ 1,416,027
6	Monterey	\$5	\$ 40,826	\$ 20,230	\$ -	\$ -
7	Orange	\$5	\$ 466,843	\$ 421,645	\$ 447,379	\$ 346,706
8	Riverside	\$5	\$ 317,869	\$ 287,070	\$ 328,848	\$ 252,627
9	Sacramento	\$5	\$ 373,901	\$ 348,234	\$ 314,540	\$ 180,747
10	San Bernardino	\$5	\$ 297,239	\$ 288,108	\$ 299,668	\$ 236,116
11	San Diego	\$5	\$ 430,649	\$ 380,780	\$ 407,575	\$ 317,707
12	San Francisco	\$5	\$ 140,230	\$ 124,923	\$ 130,501	\$ 100,649
13	San Joaquin	\$5	\$ -	\$ 91,233	\$ 94,255	\$ 76,281
14	San Luis Obispo	\$5	\$ 29,250	\$ 25,681	\$ 28,232	\$ 24,475
15	San Mateo	\$5	\$ 81,204	\$ 71,715	\$ 76,285	\$ 63,445
16	Santa Barbara	\$5	\$ 48,354	\$ 43,675	\$ 45,150	\$ 39,227
17	Santa Clara	\$5	\$ 174,867	\$ 162,279	\$ 172,182	\$ 149,686
18	Solano	\$5	\$ 56,083	\$ 54,379	\$ 59,359	\$ 49,203
19	Sonoma	\$5	\$ 55,979	\$ 49,926	\$ 54,341	\$ 44,085
20	Stanislaus	\$2	\$ 24,371	\$ -	\$ -	\$ -
21	Ventura	\$5	\$ 103,657	\$ 92,008	\$ 97,711	\$ 75,919
	<b>Total</b>		<b>\$ 4,403,087</b>	<b>\$ 4,349,806</b>	<b>\$ 4,578,087</b>	<b>\$ 3,710,723</b>

Distribution from First Paper General Civil Unlimited  
Uniform Filing Fee (Government Code section 70611)  
in Solano County

**Attachment D**

Distribution	State vs. Local	Current
Trial Court Trust Fund Base Allocation	State	\$314.70
Children's Waiting Room	State	\$5.00
Automated Recored-Keeping and Micrographics	State	\$3.00
Judges' Retirement Fund	State	\$2.50
State Court Facilities Construction Fund	State	\$35.00
Immediate & Critical Needs Account	State	\$30.00
Local Courthouse Construction Surcharges		\$0.00
Equal Access Fund	Local	\$4.80
Dispute Resolution (to County)	Local	\$0.00
Dispute Resolution (to Court)	Local	\$8.00
Law Library	Local	\$32.00
Law Library (3rd Party)	Local	\$0.00
<b>Fee Amount</b>		<b>\$435.00</b>