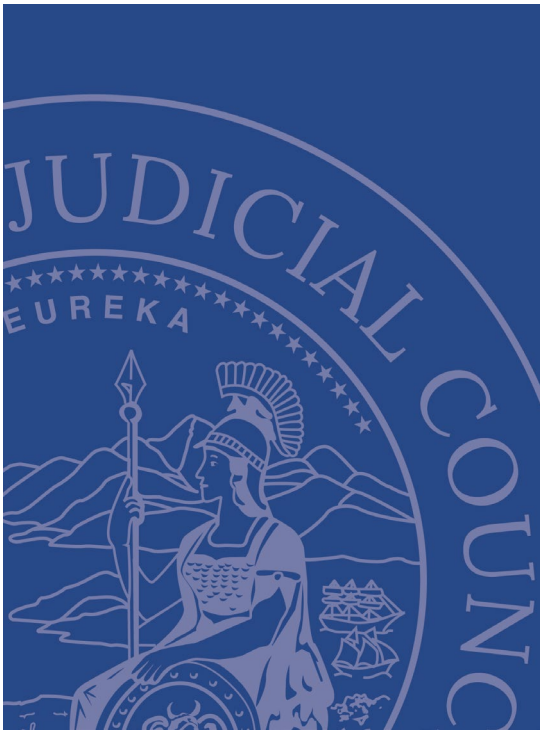




Meeting Materials for the Court-Funded Facilities Request (CFR) Policy Working Group

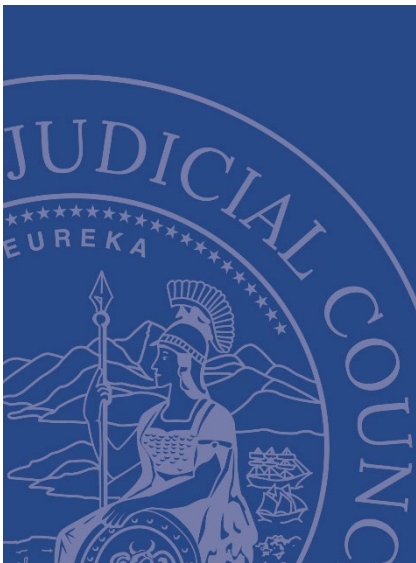
OPEN PUBLIC MEETING

August 25, 2026



Judicial Council of California

Trial Court Facility Modification
Advisory Committee



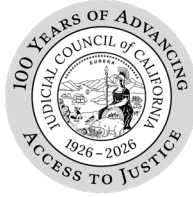
Court-Funded Facilities Request (CFR)
Policy Working Group
Open Public Meeting via Videoconference

August 25, 2026

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1	Agenda
OPEN MEETING MATERIALS:	
2	Draft CFR Policy Working Group Meeting Minutes: ➤ June 26, 2026
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4	Current Court-Funded Facilities Request (CFR) Policy
5	Court-Funded Facilities Request (CFR) Policy Working Group Roster





Judicial Council of California

**TRIAL COURT FACILITY MODIFICATION ADVISORY COMMITTEE:
COURT-FUNDED FACILITIES REQUEST (CFR) POLICY
WORKING GROUP
NOTICE AND AGENDA OF OPEN ELECTRONIC MEETING**

August 25, 2026

12:00 p.m. – 1:00 p.m.

Public Access: [Join the Working Group Meeting](#)

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

Meeting materials for open portions of the meeting will be posted on the [Trial Court Facility Modification Advisory Committee](#) webpage on the California Courts website at least three business days before the meeting.

Request for ADA accommodations should be made at least three business days before the meeting and directed to: JCCAccessCoordinator@jud.ca.gov.

Members of the public seeking to make an audio recording of the open meeting portion of the meeting must submit a written request at least two business days before the meeting. Requests can be emailed to tcfmac@jud.ca.gov.

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

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

Call to Order and Roll Call

Approval of Minutes

Approve minutes of the June 26, 2026, Court-Funded Facilities Request Policy Working Group meeting.

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

This meeting will be conducted by electronic means. As such, the public may make comments in writing, in person, or remotely.

Written Comment

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 emailed to or mailed or delivered to 455 Golden Gate Avenue, San Francisco,

CA 94102, attention: Chris Magnusson. Only written comments received by 12:00 PM on August 24, 2026, will be provided to working group members prior to the start of the meeting.

Remote Public Comment

Members of the public requesting to speak during the public comment portion of the meeting must provide the speaker's name, the name of the organization that the speaker represents if any, and the agenda item that the public comment will address. Requests to make a remote public comment must be received by 12:00 PM on August 24, 2026, via email to tcfmac@jud.ca.gov. The working group chair will establish speaking limits at the beginning of the public comment session. While the working group welcomes and encourages public comment, time may not permit all persons requesting to speak to be heard at this meeting.

III. DISCUSSION AND POSSIBLE ACTION ITEMS (ITEM 1)

Item 1

Revised Draft Court-Funded Facilities Request Policy (Action Required)

Review a revised draft of the Judicial Council's *Court-Funded Facilities Request Policy* to provide input to Judicial Council staff concerning its update.

Facilitators: Mr. Chris Magnusson, Supervisor, Judicial Council Facilities Services

Ms. Erin Stagg, Attorney, Judicial Council Legal Services

IV. ADJOURNMENT

Adjourn



Judicial Council of California

**TRIAL COURT FACILITY MODIFICATION ADVISORY COMMITTEE:
COURT-FUNDED FACILITIES REQUEST (CFR) POLICY
WORKING GROUP
MINUTES OF OPEN MEETING(DRAFT)**

June 26, 2026

12:00 p.m. – 12:50 p.m.

Public Videocast

Members Present: Mr. David H. Yamasaki, Chair
Ms. Nocona Soboleski, Vice-Chair
Hon. John B. Ellis
Ms. Shelby Wineinger

Members Absent: Ms. Rebecca J. Flemming

Others Present: Mr. Tamer Ahmed, Director, Judicial Council Facilities Services
Mr. Robert Carlson, Manager, Judicial Council Facilities Services
Mr. Chris Magnusson, Supervisor, Judicial Council Facilities Services
Ms. Michelle Petrushka, Senior Facilities Analyst, Judicial Council Facilities Services
Ms. Sadie Price, Facilities Analyst, Judicial Council Facilities Services
Ms. Erika Sperbeck, Chief Administrative Officer, Judicial Council Executive Office
Ms. Erin Stagg, Attorney, Judicial Council Legal Services

OPEN MEETING

Call to Order and Roll Call

The chair called the meeting to order at 12:00 p.m., roll was taken, and opening remarks were made. The chair indicated that work on the *Court-Funded Facilities Request (CFR) Policy* will be announced at future Court Executives Advisory Committee (CEAC) meetings, such as the August 2026 CEAC Statewide Business Meeting.

Public Videocast

A live videocast of the meeting was made available to the public through the Trial Court Facility Modification Advisory Committee [web page](#) on the California Courts website.

Written and Remote Public Comments

No public comments were received. No requests were made by any members of the public to speak during the meeting.

DISCUSSION AND ACTION ITEMS (ITEM 1)

Item 1

Court-Funded Facilities Request Policy

Summary: The working group discussed the Judicial Council’s *Court-Funded Facilities Request Policy* to provide input to Judicial Council staff concerning its update. Mr. Chris Magnusson and Ms. Erin Stagg provided introductory comments to the working group as facilitators of the meeting.

In addition, the following comments were made:

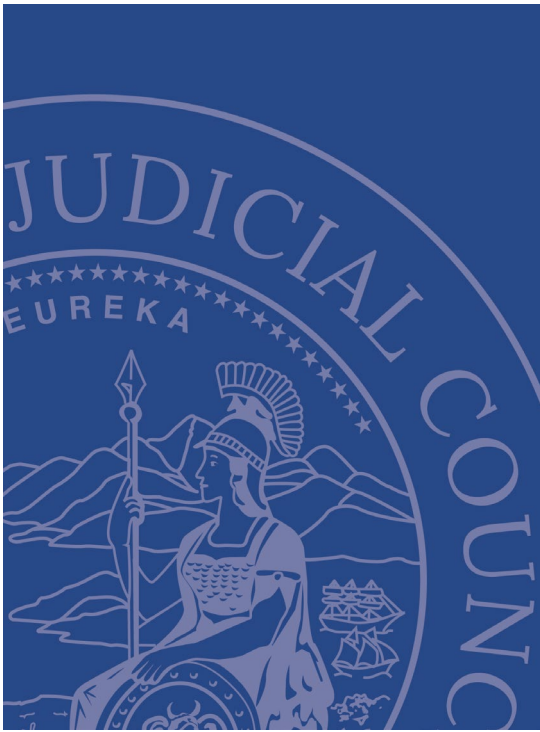
1. The update to the CFR policy should provide the courts with clarity on the CFR submission process (e.g., required analysis documents) and address as many concerns as possible, including local concerns, to reduce delays in the processing of applications.
2. The Funds Held on Behalf (FHOB) process should be reviewed for better clarification, such as determining when encumbrances are made and how they are released.
3. Should purchasing of technological needs, such as recording devices for court reporters, be processed as a CFR with the expectation of providing the equipment in the timeliest manner possible?
4. The working group should review the two Judicial Council policies associated with the CFR policy, which are the *Trial Court Facility Modifications Policy* and *Guidelines for the Responsibility of Facilities Costs between the Judicial Council and Trial Courts*.
5. Consideration should be made as to whether the update to the CFR policy should include any cost information, such as a cost comparison of CFR projects to vendor-bid projects.

Action: The working group took no action, as this item had only been presented for discussion purposes. Based on initial feedback, council staff will prepare a revised draft policy to present to the working group at its next public meeting, which is tentatively planned for late-August 2026.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:50 p.m.

Approved by the working group on _____.



REDLINE VERSION

DRAFT Court-Funded Facilities Request Policy

ADOPTED BY JUDICIAL COUNCIL ON:
AUGUST 26, 2016

REVISED BY JUDICIAL COUNCIL ON:



Judicial Council of California

Purpose and Scope of the Policy

This Court-Funded Facilities Request (CFR) Policy presents the procedure and requirements to allow trial courts to make a court-funded facilities request to assist with the funding of certain facilities costs (i.e., facility modifications and lease-related costs) by allowing trial courts to contribute funds toward urgent facilities costs, not including capital outlay expenses, through allocation reductions from the Trial Court Trust Fund (TCTF). The typical CFR process involves Judicial Council Facilities Services undertaking contracts using encumbered monies in the TCTF and offsetting funding obligations through reductions to trial court distributions. Funds encumbered through the CFR process can be excluded from a trial court's three percent carryover amount under Government Code section 77203.

For purposes of the CFR Policy, allowable facilities costs that a trial court can fund through a Court-Funded Facilities Request include (a) Facility Modifications as defined in the Judicial Council's Trial Court Facility Modifications Policy~~Trial Court Facility Modifications Policy, as adopted by the Judicial Council on July 27, 2012, including any subsequent revisions if such modifications either improve a trial court facility's functionality or improve court operations;~~ (b) allowable court operations costs under rule 10.810 of the California Rules of Court; and (c) lease-related costs as stated herein.

~~At its meeting on August 23, 2013, the Judicial Council adopted a new CFR procedure as well as related delegations and reporting requirements. This July 2016 CFR Policy supersedes the previously approved 2013 CFR procedure.~~

I. Trial Court Funded Request Procedure

A. Submittal of CFR Application

~~A trial court may submit a CFR application as follows:~~

- ~~1. The trial court's presiding judge, court executive officer, or written designee may submit a CFR application to fund facilities costs using the CFR form that has been approved by the Trial Court Facility Modification Advisory Committee (TCFMAC). The CFR application must include a statement that and is responsible for verifying the trial court has verified its court's ability to meet the financial commitments relating. All designees authorized to the CFR act on behalf of the presiding judge and court executive officer for CFR submittals must be communicated in writing to Judicial Council Facilities Services.~~
- ~~2. The CFR application must be submitted to the CFR e-mail inbox. The inbox is managed by the Judicial Council's Facilities Project Management unit (FPM). FPM will confirm receipt to the sender.~~
- ~~3. Trial courts shall submit CFR applications before the CFR submission deadline as stated in the time schedule for submitting CFR applications provided to the trial courts by Judicial Council staff each fiscal year.~~
2. For intake and processing, CFRs are submitted through the CFRs module in the Computer-Aided Facility Management (CAFM) database. For CAFM access or any

access issues, Judicial Council Facilities Services' Customer Support Center should be contacted at csc@jud.ca.gov or 888-225-3583.

3. Each fiscal year, submission deadlines will be established and provided in a memorandum to the trial courts by Judicial Council Facilities Services. CFR applications requiring funds encumbrance by the end of fiscal year must be submitted by the established deadlines. CFRs requiring scope development involve additional time for Judicial Council Facilities Services to complete development of the project scope, perform bid walks, and encumber funds; submission of such CFRs will be required earlier in the fiscal year than CFRs whose scopes are developed.
4. The CFR application must be consistent with the following:
 - a. CFRs shall fund only the following trial court facility needs:
 - i. Lease-related costs (i.e., lease payments and operating costs, repairs, or modifications authorized by a lease); or
 - 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), to the extent that the trial court prefers to have the Judicial Council-~~staff~~ handle the matter on its behalf; 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 either improve a trial court facility's functionality or improve court operations.
 - b. If a CFR is for lease-related costs, the following conditions must be met:
 - i. The Judicial Council is either the tenant (or subtenant) under the lease or has accepted assignment of the lease;
 - ii. The original term of the lease will not exceed five years; and
 - iii. Any lease renewal (including renewals under an option contained in an existing lease contract) must be considered as a new CFR.
 - c. Trial courts that wish to contribute funding in a fiscal year for multiple small projects that are non-lease items may expedite the approval process by submitting a single CFR, ~~under~~ consistent with the following requirements and procedures:
 - i. The CFR will propose a maximum fiscal year budget (i.e., the trial court's cumulative total financial contribution) for multiple small projects ~~for over~~ that fiscal year and subsequent fiscal years;

- ii. Following approval of that amount, the trial court will submit individual service work order requests, to be charged against its authorized maximum fiscal year budget as follows:
 - A. Individual service work orders may not exceed \$50,000;
 - B. Each service work order will identify the type of service requested and state whether the work is either ~~allowable or not allowable~~ court operations expenditures under rule 10.810 or other facility improvements;
 - C. If the work is ~~not allowable under rule 10.810~~ for other facility improvements, the service work order will provide a brief explanation of how the requested work will either improve a trial court facility's functionality or improve court operations; and
 - D. Once a maximum fiscal year budget for small projects has been approved, FPM Judicial Council Facilities Services, in coordination with the trial court, may approve individual service work order requests; and.
 - E. ~~FPM staff will report at each meeting of the TCFMAC on disposition of all individual service work order requests received since the committee's preceding meeting; and~~
 - iii. A trial court's cumulative amount of service work orders for any fiscal year may not exceed the maximum fiscal year budget established in the ~~original CFR unless an Intra-branch Agreement (IBA) has been amended to authorize a new maximum fiscal year budget~~ CFR.
- ~~Reduction of allocation.~~ d. Any trial court submitting a CFR application must agree that, if approved, its Trial Court Trust Fund 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, because other. Other court facilities funding sources are fully committed and therefore unavailable to replace a trial court contribution. Trial courts are responsible for any costs or expenditures incurred. Because of timing of billing or project delays, it may be necessary to reduce a trial court's TCTF allocation or Project Type 22 Funds Held on Behalf (FHOB) in a fiscal year(s) subsequent to when funds are encumbered to execute the CFR. A reversion of funds may require a similar reduction.
- e. CFRs providing space for additional courtroom(s), must include a security cost analysis. This security cost analysis must identify whether the new courtroom(s) increase security staffing positions, what those positions are (e.g., bailiffs, entrance screening personnel, or other), estimated costs for the position(s), and the entity (e.g., local court or sheriff) responsible for those costs. This cost analysis enables Judicial Council Facilities Services to timely inform the California Department of Finance of potential budget increases for the local sheriff and to avoid CFR processing delays.
 - f. For any CFR being paid from Project Type 22 FHOB, the trial court must verify the funding has been approved prior to submitting the CFR application and that the work

breakdown structure element number (e.g., WBSE O-519315) is listed in the application.

B. Judicial Council Review of CFR Application-

Director approval/disapproval

–Upon receipt of a trial court’s CFR application, the Director of Judicial Council’s director of Real Estate and Council Facilities Management Services may approve or disapprove a CFR application applying the criteria herein while considering ~~whether the accuracy of~~ the proposed ~~budget for the project is accurate~~ budget. However, beyond the initial outlay, if the project results in either an increase to ongoing operational costs to the Judicial Council ~~beyond the initial outlay for the project~~ or an increase in costs to non-branch entities (e.g., additional security staffing, utility, or maintenance costs), the director shall ~~direct Judicial Council staff to~~ forward the CFR application to the Trial Court Facility Modification Advisory Committee (TCFMAC) for approval or disapproval in lieu of the director’s approval or disapproval. Once the director either (a) approves or disapproves a CFR application, or (b) determines that the project will result in an increase to either ongoing operational costs to the Judicial Council or an increase in costs to non-branch entities beyond the initial outlay for the project (e.g., additional security staffing, utility, or maintenance costs), the Judicial Council ~~staff~~ Facilities Services will immediately notify the trial court of the director’s decision and send a follow-up letter confirming the decision.

If the director has approved a CFR application, the CFR application is not required to ~~go to be~~ reviewed by the TCFMAC.

TCFMAC review

–If the director has concerns about whether the proposed CFR meets the criteria herein or whether the proposed budget for the project is accurate, the director may present those concerns to the TCFMAC, and the TCFMAC shall consider whether the CFR application should be approved.

If the director disapproves a CFR application, the applicable trial court shall have the right, but not the obligation, to appeal the director’s decision to the TCFMAC. ~~In the event that~~ If a CFR application is presented or appealed to the TCFMAC, the trial court may provide a statement and any documents in support of its CFR application.

In addition, the TCFMAC shall either approve or disapprove, in its discretion, any CFR application for which the project results in an increase to ongoing operational costs to the Judicial Council or to non-branch entities beyond the initial outlay for the project (e.g., additional security staffing, utility, or maintenance costs).

Once the TCFMAC either approves or disapproves a CFR application, the Judicial Council ~~staff~~ Facilities Services will immediately notify the trial court of TCFMAC’s decision and send a follow-up letter confirming the decision.

C. Execution of Intra-branch Agreement-~~After approval of the~~ (IBA)

DRAFT Court-Funded Facilities Request Policy

~~C. The~~ CFR application ~~by either within the CFRs module in the director or~~ incorporates the TCFMAC, as applicable, terms and barring any unresolved concerns with respect to

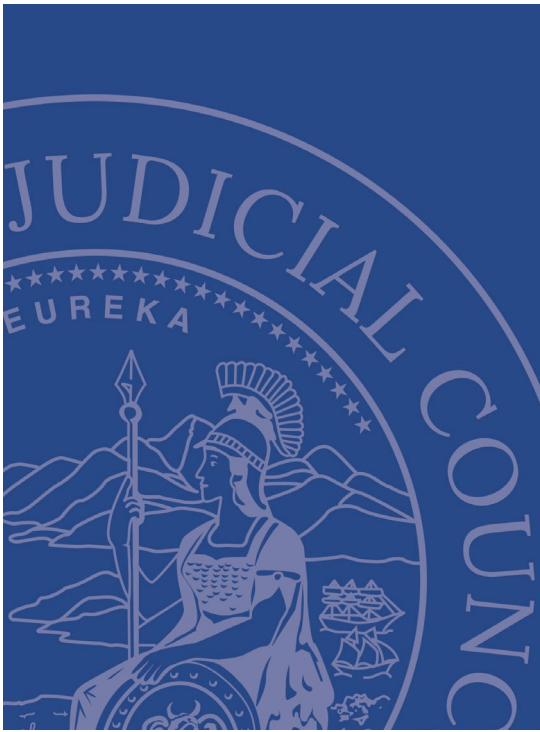
~~the CFR application, the trial court and the Judicial Council will execute conditions of~~ an IBA that authorizes the ~~council~~ Judicial Council Facilities Services to either (a) provide the services and materials necessary to complete the project(s) listed in the CFR or (b) enter into the lease or lease extension described in the CFR; directly pay the costs covered by the trial court's CFR from the TCTF; and reduce the trial court's distribution from the TCTF ~~in the manner specified in the IBA.~~ The Judicial Council ~~shall not proceed with any of the project(s) listed in the CFR application (including executing any~~ Facilities Services will execute all lease documents) ~~until an IBA is executed by the trial court~~ outside of the CFRs module in the CAFM database.

D. Reporting

~~The~~ Judicial ~~Council's~~ Council Facilities ~~Management Unit~~ Services must report to the TCFMAC at each scheduled TCFMAC meeting regarding all CFRs approved since the last scheduled TCFMAC meeting. In addition, ~~FPM~~ Judicial Council Facilities Services must report to the council quarterly regarding all CFRs approved during the previous quarter. Those reports must specify the nature of the costs covered by each trial court's contribution, key terms for any leases (e.g., start and end dates of term, options to renew, early termination provisions, covered improvements, and total cost), and the total amount of the expenditure and allocation reduction for each CFR.

E. CFR Application ~~Form~~ Revisions

~~The~~ council delegates to the TCFMAC the authority to approve revisions to the CFR application ~~form~~ intake process as needed; however, the CFR application ~~form~~ must include a statement that the trial court has verified its ability to meet the financial commitments relating to the CFR. Trial court input will be sought before any revisions are made to the ~~form~~ intake process. TCFMAC revisions to the application intake process will not alter any other provisions of this policy.



DRAFT Court-Funded Facilities Request Policy

ADOPTED BY JUDICIAL COUNCIL ON:
AUGUST 26, 2016

REVISED BY JUDICIAL COUNCIL ON:



Judicial Council of California

I. Purpose and Scope of the Policy

This Court-Funded Facilities Request (CFR) Policy presents the procedure and requirements to allow trial courts to make a court-funded facilities request to assist with the funding of certain facilities costs (i.e., facility modifications and lease-related costs) by allowing trial courts to contribute funds toward urgent facilities costs, not including capital outlay expenses, through allocation reductions from the Trial Court Trust Fund (TCTF). The typical CFR process involves Judicial Council Facilities Services undertaking contracts using encumbered monies in the TCTF and offsetting funding obligations through reductions to trial court distributions. Funds encumbered through the CFR process can be excluded from a trial court's three percent carryover amount under Government Code section 77203.

For purposes of the CFR Policy, allowable facilities costs that a trial court can fund through a Court-Funded Facilities Request include (a) Facility Modifications as defined in the Judicial Council's [Trial Court Facility Modifications Policy](#) if such modifications either improve a trial court facility's functionality or improve court operations; (b) allowable court operations costs under rule 10.810 of the California Rules of Court; and (c) lease-related costs as stated herein.

II. Trial Court Funded Request Procedure

A. Submittal of CFR Application

A trial court may submit a CFR application as follows:

1. The trial court's presiding judge, court executive officer, or designee may submit a CFR application to fund facilities costs and is responsible for verifying the trial court's ability to meet the financial commitments. All designees authorized to act on behalf of the presiding judge and court executive officer for CFR submittals must be communicated in writing to Judicial Council Facilities Services.
2. For intake and processing, CFRs are submitted through the CFRs module in the [Computer-Aided Facility Management \(CAFM\) database](#). For CAFM access or any access issues, Judicial Council Facilities Services' Customer Support Center should be contacted at csc@jud.ca.gov or 888-225-3583.
3. Each fiscal year, submission deadlines will be established and provided in a memorandum to the trial courts by Judicial Council Facilities Services. CFR applications requiring funds encumbrance by the end of fiscal year must be submitted by the established deadlines. CFRs requiring scope development involve additional time for Judicial Council Facilities Services to complete development of the project scope, perform bid walks, and encumber funds; submission of such CFRs will be required earlier in the fiscal year than CFRs whose scopes are developed.
4. The CFR application must be consistent with the following:

- a. CFRs shall fund only the following trial court facility needs:
 - i. Lease-related costs (i.e., lease payments and operating costs, repairs, or modifications authorized by a lease); or
 - 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), to the extent that the trial court prefers to have the Judicial Council handle the matter on its behalf; 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 either improve a trial court facility's functionality or improve court operations.
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 - i. The Judicial Council is either the tenant (or subtenant) under the lease or has accepted assignment of the lease;
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- c. Trial courts that wish to contribute funding in a fiscal year for multiple small projects that are non-lease items may expedite the approval process by submitting a single CFR consistent with the following requirements and procedures:
 - i. The CFR will propose a maximum fiscal year budget (i.e., the trial court's cumulative total financial contribution) for multiple small projects over that fiscal year and subsequent fiscal years;
 - ii. Following approval of that amount, the trial court will submit individual service work order requests, to be charged against its authorized maximum fiscal year budget as follows:
 - A. Individual service work orders may not exceed \$50,000;
 - B. Each service work order will identify the type of service requested and state whether the work is either court operations expenditures under rule 10.810 or other facility improvements;
 - C. If the work is for other facility improvements, the service work order will provide a brief explanation of how the requested work will either improve a trial court facility's functionality or improve court operations; and
 - D. Once a maximum fiscal year budget for small projects has been approved,

Judicial Council Facilities Services, in coordination with the trial court, may approve individual service work order requests.

- iii. A trial court's cumulative amount of service work orders for any fiscal year may not exceed the maximum fiscal year budget established in the CFR.
- d. Any trial court submitting a CFR application must agree that, if approved, its TCTF allocation will be reduced during the period specified in the application to meet the full financial commitment, notwithstanding any other court financial needs that may arise. Other court facilities funding sources are fully committed and therefore unavailable to replace a trial court contribution. Trial courts are responsible for any costs or expenditures incurred. Because of timing of billing or project delays, it may be necessary to reduce a trial court's TCTF allocation or Project Type 22 Funds Held on Behalf (FHOB) in a fiscal year(s) subsequent to when funds are encumbered to execute the CFR. A reversion of funds may require a similar reduction.
- e. CFRs providing space for additional courtroom(s), must include a security cost analysis. This security cost analysis must identify whether the new courtroom(s) increase security staffing positions, what those positions are (e.g., bailiffs, entrance screening personnel, or other), estimated costs for the position(s), and the entity (e.g., local court or sheriff) responsible for those costs. This cost analysis enables Judicial Council Facilities Services to timely inform the California Department of Finance of potential budget increases for the local sheriff and to avoid CFR processing delays.
- f. For any CFR being paid from Project Type 22 FHOB, the trial court must verify the funding has been approved prior to submitting the CFR application and that the work breakdown structure element number (e.g., WBSE O-519315) is listed in the application.

B. Judicial Council Review of CFR Application

Director approval/disapproval

Upon receipt of a trial court's CFR application, the Director of Judicial Council Facilities Services may approve or disapprove a CFR application applying the criteria herein while considering the accuracy of the proposed project budget. However, beyond the initial outlay, if the project results in either an increase to ongoing operational costs to the Judicial Council or an increase in costs to non-branch entities (e.g., additional security staffing, utility, or maintenance costs), the director shall forward the CFR application to the Trial Court Facility Modification Advisory Committee (TCFMAC) for approval or disapproval in lieu of the director's approval or disapproval. Once the director either (a) approves or disapproves a CFR application, or (b) determines that the project will result in an increase to either ongoing operational costs to the Judicial Council or an increase in costs to non-branch entities beyond the initial outlay for the project (e.g., additional security staffing, utility, or maintenance costs), the Judicial Council Facilities Services will immediately notify the trial court of the director's decision and send a follow-up letter confirming the decision.

If the director has approved a CFR application, the CFR application is not required to be reviewed by the TCFMAC.

TCFMAC review

If the director has concerns about whether the proposed CFR meets the criteria herein or whether the proposed budget for the project is accurate, the director may present those concerns to the TCFMAC, and the TCFMAC shall consider whether the CFR application should be approved.

If the director disapproves a CFR application, the applicable trial court shall have the right, but not the obligation, to appeal the director's decision to the TCFMAC. If a CFR application is presented or appealed to the TCFMAC, the trial court may provide a statement and any documents in support of its CFR application.

In addition, the TCFMAC shall either approve or disapprove, in its discretion, any CFR application for which the project results in an increase to ongoing operational costs to the Judicial Council or to non-branch entities beyond the initial outlay for the project (e.g., additional security staffing, utility, or maintenance costs).

Once the TCFMAC either approves or disapproves a CFR application, the Judicial Council Facilities Services will immediately notify the trial court of TCFMAC's decision and send a follow-up letter confirming the decision.

C. Execution of Intra-branch Agreement (IBA)

The CFR application within the CFRs module in the CAFM database incorporates the terms and conditions of an IBA that authorizes the Judicial Council Facilities Services to either (a) provide the services and materials necessary to complete the project(s) listed in the CFR or (b) enter into the lease or lease extension described in the CFR; directly pay the costs covered by the trial court's CFR from the TCTF; and reduce the trial court's distribution from the TCTF. Judicial Council Facilities Services will execute all lease documents outside of the CFRs module in the CAFM database.

D. Reporting

Judicial Council Facilities Services must report to the TCFMAC at each scheduled TCFMAC meeting regarding all CFRs approved since the last scheduled TCFMAC meeting. In addition, Judicial Council Facilities Services must report to the council quarterly regarding all CFRs approved during the previous quarter. Those reports must specify the nature of the costs covered by each trial court's contribution, key terms for any leases (e.g., start and end dates of term, options to renew, early termination provisions, covered improvements, and total cost), and the total amount of the expenditure and allocation reduction for each CFR.

E. CFR Application Revisions

The council delegates to the TCFMAC the authority to approve revisions to the CFR application intake process as needed; however, the CFR application must include a statement that the trial court has verified its ability to meet the financial commitments relating to the CFR. Trial court input will be sought before any revisions are made to the intake process. TCFMAC revisions to the application intake process will not alter any other provisions of this policy.

Court-Funded Facilities Request Policy

ADOPTED BY JUDICIAL COUNCIL ON:
AUGUST 26, 2016



JUDICIAL COUNCIL
OF CALIFORNIA

Purpose and Scope of the Policy

This Court-Funded Facilities Request (CFR) Policy presents the procedure and requirements to allow trial courts to make a court-funded facilities request to assist with the funding of certain facilities costs (i.e., facility modifications and lease-related costs) by allowing trial courts to contribute funds toward urgent facilities costs, not including capital outlay expenses, through allocation reductions from the Trial Court Trust Fund (TCTF).

For purposes of the CFR Policy, allowable facilities costs that a trial court can fund through a Court-Funded Facilities Request include (a) Facility Modifications as defined in the *Trial Court Facility Modifications Policy*, as adopted by the Judicial Council on July 27, 2012, including any subsequent revisions; (b) allowable court operations costs under rule 10.810 of the California Rules of Court; and (c) lease-related costs as stated herein.

At its meeting on August 23, 2013, the Judicial Council adopted a new CFR procedure as well as related delegations and reporting requirements. This July 2016 CFR Policy supersedes the previously approved 2013 CFR procedure.

Trial Court Funded Request Procedure

1. **Submittal of CFR Application.** A trial court may submit a CFR application as follows:
 - a. The trial court's presiding judge, court executive officer, or written designee may submit a CFR application to fund facilities costs using the CFR form that has been approved by the Trial Court Facility Modification Advisory Committee (TCFMAC). The CFR application must include a statement that the trial court has verified its ability to meet the financial commitments relating to the CFR.
 - b. The CFR application must be submitted to the CFR e-mail inbox (CFR@jud.ca.gov). The inbox is managed by the Judicial Council's Facilities Project Management unit (FPM). FPM will confirm receipt to the sender.
 - c. Trial courts shall submit CFR applications before the CFR submission deadline as stated in the time schedule for submitting CFR applications provided to the trial courts by Judicial Council staff each fiscal year.
 - d. The CFR application must be consistent with the following:
 - i. CFRs shall fund only the following trial court facility needs:
 - A. Lease-related costs (i.e., lease payments and operating costs, repairs, or modifications authorized by a lease); or
 - B. 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), to the extent that the trial court prefers to have Judicial Council staff handle the matter on its behalf; or

- C. 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 either improve a trial court facility's functionality or improve court operations.
- ii. If a CFR is for lease-related costs, the following conditions must be met:
 - A. The Judicial Council is either the tenant (or subtenant) under the lease or has accepted assignment of the lease;
 - B. The original term of the lease will not exceed five years; and
 - C. Any lease renewal (including renewals under an option contained in an existing lease contract) must be considered as a new CFR.
 - iii. Trial courts that wish to contribute funding in a fiscal year for multiple small projects that are non-lease items may expedite the approval process by submitting a single CFR, under the following requirements and procedures:
 - A. The CFR will propose a maximum fiscal year budget (i.e., the trial court's cumulative total financial contribution) for small projects for that fiscal year and subsequent fiscal years;
 - B. Following approval of that amount, the trial court will submit individual service work order requests, to be charged against its authorized maximum fiscal year budget as follows:
 - I. Individual service work orders may not exceed \$50,000;
 - II. Each service work order will identify the type of service requested and state whether the work is either allowable or not allowable under rule 10.810;
 - III. 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 either improve a trial court facility's functionality or improve court operations;
 - IV. Once a maximum fiscal year budget for small projects has been approved, FPM, in coordination with the trial court, may approve individual service work order requests; and
 - V. FPM staff will report at each meeting of the TCFMAC on disposition of all individual service work order requests received since the committee's preceding meeting; and
 - C. A trial court's cumulative amount of service work orders for any fiscal year may not exceed the maximum fiscal year budget established in the original CFR unless an Intra-branch Agreement (IBA) has been amended to authorize a new maximum fiscal year budget.

- iv. Reduction of allocation. Any trial court submitting a CFR application must agree that its Trial Court Trust Fund 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, because other court facilities funding sources are fully committed and therefore unavailable to replace a trial court contribution.

2. **Judicial Council Review of CFR Application.**

- a. *Director approval/disapproval.* Upon receipt of a trial court's CFR application, the Judicial Council's director of Real Estate and Facilities Management may approve or disapprove a CFR application applying the criteria herein while considering whether the proposed budget for the project is accurate. However, if the project results in an increase to ongoing operational costs to the Judicial Council beyond the initial outlay for the project (e.g., additional utility or maintenance costs), the director shall direct Judicial Council staff to forward the CFR application to the TCFMAC for approval or disapproval in lieu of the director's approval or disapproval. Once the director either (a) approves or disapproves a CFR application, or (b) determines that the project will result in an increase to ongoing operational costs to the Judicial Council beyond the initial outlay for the project (e.g., additional utility or maintenance costs), the Judicial Council staff will immediately notify the trial court of the director's decision and send a follow-up letter confirming the decision.

If the director has approved a CFR application, the CFR application is not required to go to the TCFMAC.

- b. *TCFMAC review.* If the director has concerns about whether the proposed CFR meets the criteria herein or whether the proposed budget for the project is accurate, the director may present those concerns to the TCFMAC, and the TCFMAC shall consider whether the CFR application should be approved.

If the director disapproves a CFR application, the applicable trial court shall have the right, but not the obligation, to appeal the director's decision to the TCFMAC. In the event that a CFR application is presented or appealed to the TCFMAC, the trial court may provide a statement and any documents in support of its CFR application.

In addition, the TCFMAC shall either approve or disapprove, in its discretion, any CFR application for which the project results in an increase to ongoing operational costs to the Judicial Council beyond the initial outlay for the project (e.g., additional utility or maintenance costs).

Once the TCFMAC either approves or disapproves a CFR application, the Judicial Council staff will immediately notify the trial court of TCFMAC's decision and send a follow-up letter confirming the decision.

- 3. **Execution of Intra-branch Agreement.** After approval of the CFR application by either the director or the TCFMAC, as applicable, and barring any unresolved concerns with respect to

the CFR application, the trial court and the Judicial Council will execute an IBA that authorizes the council to either (a) provide the services and materials necessary to complete the project(s) listed in the CFR or (b) enter into the lease or lease extension described in the CFR; directly pay the costs covered by the trial court's CFR from the TCTF; and reduce the trial court's distribution from the TCTF in the manner specified in the IBA. The Judicial Council shall not proceed with any of the project(s) listed in the CFR application (including executing any lease documents) until an IBA is executed by the trial court.

4. **Reporting.** The Judicial Council's Facilities Management Unit must report to the TCFMAC at each scheduled TCFMAC meeting regarding all CFRs approved since the last scheduled TCFMAC meeting. In addition, FPM must report to the council quarterly regarding all CFRs approved during the previous quarter. Those reports must specify the nature of the costs covered by each trial court's contribution, key terms for any leases (e.g., start and end dates of term, options to renew, early termination provisions, covered improvements, and total cost), and the total amount of the expenditure and allocation reduction for each CFR.
5. **CFR Application Form Revisions.** The council delegates to the TCFMAC the authority to approve revisions to the CFR application form as needed; however, the CFR application form must include a statement that the trial court has verified its ability to meet the financial commitments relating to the CFR. Trial court input will be sought before any revisions are made to the form.

Trial Court Facility Modification Advisory Committee:
Court-Funded Facilities Request (CFR) Policy Working Group

As of August 25, 2026

Mr. David H. Yamasaki, Chair

Court Executive Officer
Superior Court of California,
County of Orange

Ms. Rebecca J. Flemming

Court Executive Officer
Superior Court of California,
County of Santa Clara

Ms. Nocona Soboleski, Vice-Chair

Court Executive Officer
Superior Court of California,
County of Kings

Ms. Shelby Wineinger

Court Executive Officer
Superior Court of California,
County of El Dorado

Hon. John B. Ellis

Judge of the Superior Court of California,
County of Solano