



# Request for Information (RFI)

## Legal Representation Services

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The Judicial Council of California's Legal Services seeks responses from firms qualified to provide legal representation services.

**RFI Number:** **RFI-LS-2025-01-EL**

**RESPONSES DUE:**  
**January 9, 2026**

**NO LATER THAN 5:00 PM PACIFIC TIME (PT)**



Judicial Council of California



**Judicial Council of California**  
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## REQUEST FOR INFORMATION

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## 1. INTRODUCTION

- 1.1 The judicial branch of California is a part of California government—independent from the executive and legislative branches—and includes the Superior, Appellate, and Supreme Courts of California. A part of the judicial branch is the Judicial Council, which is chaired by the Chief Justice of California. The Judicial Council is the primary policy making body of the California judicial system.
- 1.2 The Judicial Council of California (“**Judicial Council**”) is the staff agency of the Judicial Council. Legal Services (“**Legal Services**”) is the division of the Judicial Council responsible for:
  - 1.2.1 The defense and indemnification of the Judicial Council, the California trial and appellate courts, judicial officers, and Judicial Council and court employees under the Government Claims Act (Government Code, §§ 810–996.6). Government Code Section 811.9 allows the Judicial Council to provide for the defense of judicial branch entities by retaining private counsel, the Office of the Attorney General, or county counsel. Rules 10.201 and 10.202 of the California Rules of Court require Legal Services, under the direction of the Judicial Council’s Administrative Director, to manage a program for assessing and resolving all claims and lawsuits affecting the trial and appellate courts, including selecting and directing outside counsel. Under Government Code section 811.9(a), representation of a judicial officer, court executive officer, court employee, court, or the Judicial Council will not be the sole basis for a judicial determination of disqualification of counsel.
  - 1.2.2 Assisting and managing outside counsel on select real estate and business transaction-related matters and providing legal advice and assistance to California judicial branch entities, officials, and employees in a variety of areas.

## 2. PURPOSE OF THIS REQUEST FOR INFORMATION (RFI)

- 2.1 The Judicial Council invites firms to respond with information to assist Legal Services in identifying prospective California law firms to provide legal advice and representation, through the oversight and management by Legal Services, to trial courts, appellate courts, judicial officers, court employees, and the Judicial Council in the following areas (“**Responses**”):
  - 2.1.1 Litigation and counseling;
  - 2.1.2 Labor and employment;
  - 2.1.3 Real estate; and
  - 2.1.4 Business transactions.
- 2.2 Prospective law firms for the purpose of this Request for Information (“**RFI**”) will be referred to as “**Firm(s)**”.
- 2.3 **Statewide Areas.** The geographic scope of this RFI is statewide.

### 3. DESCRIPTION OF SERVICES

- 3.1 Legal Services provides legal advice and assistance to California judicial branch entities, officials, and employees in a variety of areas. The following services describe the work of Legal Services with respect to litigation management, labor and employment law, real estate transactions, and business transactions (“Services”).
- 3.1.1 **Litigation and Related Services.** Legal Services provides in-house counsel services and evaluates, manages, and resolves government claims, lawsuits, appeals, subpoenas, and other litigation matters involving the trial and appellate courts, judicial officers, court employees, and the Judicial Council. Legal Services provides advice to judicial branch clients, selects and directs outside counsel, and makes settlement recommendations consistent with rule 10.202.
- 3.1.2 **Labor and Employment.** Legal Services provides in-house counsel services in labor and employment law to trial and appellate court management and the Judicial Council.
- 3.1.3 **Real Estate.** Legal Services provides direct legal support for the operation, renovation, maintenance, acquisition, construction, financing, and disposition of court facilities for California trial and appellate courts. The Judicial Council manages and operates all existing trial and appellate court facilities throughout the state—approximately twenty million (20,000,000) square feet of space—and a courthouse construction program with ten (10) new projects and a total budget of about \$1.2 billion currently underway.
- 3.1.4 **Business Transactions.** Legal Services provides assistance to the trial and appellate courts and the Judicial Council concerning contract and procurement matters. Legal Services attorneys review and draft contracts and solicitation documents, negotiate the terms of transactions, assist in resolving non-litigated contract disputes, advise on the Judicial Branch Contract Law, and provide general advice about transactional matters.

### 4. RESPONSE DUE DATE AND SUBMISSION REQUIREMENTS

- 4.1 **Due Date and Time.** **Responses are due no later than January 9, 2026, at 5:00 PM Pacific Time.** Firms assume all risk for ensuring the Judicial Council’s receipt of Responses no later than the due date and time.
- 4.2 **Electronic Submission.** The Judicial Council will only accept electronically submitted Responses. **Responses must be emailed to: [Solicitations@jud.ca.gov](mailto:Solicitations@jud.ca.gov).**
- 4.3 **Submission Format.** Firms must submit one (1) electronic file of the Response using PDF or Word format. Please include the RFI number and the name of the Firm in the subject line of the email.
- 4.4 **File Size Limitations.** The Judicial Council may not be able to receive electronic submissions with files equal to or greater than 30MB in size (individually or in total). Firms must make an effort to compress all files so that submissions are less than 30MB in size. If a file cannot be reduced to below 30MB, then Firms must divide the file into increments of less than 30MB sent via multiple emails. If multiple emails with incremental documents are required, Firms must also reference the portion of the Response and file being submitted in the subject line of each email (e.g., “Part 1 of 3,” etc.). The Judicial Council is not

responsible for any submissions exceeding 30MB which are systematically rejected due to excessive file size or otherwise.

## 5. RESPONSE CONTENTS

- 5.1 The following information must be included in the Response and organized according to the numbering system reflected below.

5.1.1 **Firm Information.**

5.1.1.1 Provide the Firm's legal business name and a brief history of the Firm. Identify the Firm's legal form, ownership, and senior officials of the Firm. Describe the number of years in business, all types of business conducted, office locations, and preferred geographic service areas.

5.1.1.2 Provide the Firm's current contact information and email address.

- 5.1.2 **Executive Summary.** The executive summary should contain a brief summary of the Firm's qualifications and capabilities.

5.1.3 **Personnel/Service Team.**

5.1.3.1 Include biographical and professional information for primary partners, shareholders, associates, and other attorneys of the Firm who are interested in representing California judicial branch entities, officials, and employees in the areas described in **Section 3** of this RFI. Specifically, define the role of each person and outline the person's individual experience and responsibilities representing or working with public entities or officials. Where applicable, please indicate any experience with the following:

5.1.3.1.1 The Government Claims Act;

5.1.3.1.2 The Trial Court Employment Protection and Governance Act;

5.1.3.1.3 The *Judicial Branch Contracting Manual*; and

5.1.3.1.4 Public works and government procurements, projects, or contracts.

5.1.3.2 Indicate the personnel who would serve as primary contact(s) for the Judicial Council.

5.1.4 **Statement of Services and Supplemental Questionnaire.**

5.1.4.1 **Statement of Services.** Provide a detailed Statement of Services for which the Firm is submitting its Response, which demonstrates in brief the Firm's understanding of the Services and work required to provide the Services (for reference, see Section 3, Description of Services).

5.1.4.2 **Supplemental Questionnaire.** Provide written responses to the following questions.

5.1.4.2.1 Regarding **RFI Section 3.1.1, Litigation and Related Services**, describe how your Firm would provide support to Legal Services with the following:

5.1.4.2.1.1 Representing the trial and appellate courts, the Judicial Council, judicial officers, court officials and employees, and Judicial Council employees in general litigation matters up to and including trial, including actions in state and federal court. This includes representation in cases involving civil rights and judicial immunity, rule or statute challenges, administrative errors and operations issues, wrongful detention, First Amendment challenges, and personal injury.

5.1.4.2.1.2 Providing representation in writ and appellate matters, both state and federal.

5.1.4.2.1.3 Providing representation in subpoena challenges or motions to quash.

5.1.4.2.1.4 Providing representation in jury venire challenges or grand jury matters.

5.1.4.2.2 Regarding **RFI Section 3.1.2, Labor and Employment**, describe how your Firm would provide support to Legal Services with the following:

5.1.4.2.2.1 Representing the trial and appellate courts, the Judicial Council, judicial officers, court officials and employees, and Judicial Council employees in employment litigation and related administrative proceedings, including actions in state and federal court, the U.S. Equal Employment Opportunity Commission, the California Civil Rights Department, the California Labor Commissioner's Office, and other forums.

5.1.4.2.2.2 Representing trial courts in labor arbitrations conducted under labor agreements and matters before the California Public Employment Relations Board.

5.1.4.2.2.3 Providing legal advice on employment law matters (including employee performance, discipline and termination, wage and hour laws, leaves and reasonable accommodations, discrimination, harassment, retaliation, workers' compensation, workplace safety, personnel policies and procedures, and public retirement and benefits), labor relations matters, and other issues unique to California public employment.

- 5.1.4.2.2.4 Conducting internal workplace investigations, including harassment, discrimination, retaliation, and whistleblower investigations and other workplace investigations arising out of complaints of inappropriate workplace conduct.
- 5.1.4.2.3 Regarding **RFI Section 3.1.3, Real Estate**, describe how your Firm would provide support to Legal Services with the following:
  - 5.1.4.2.3.1 Providing legal advice in connection with:
    - 5.1.4.2.3.1.1 Management of the existing real estate portfolio including issues connected with ongoing building maintenance, facility modifications, and changing court space needs;
    - 5.1.4.2.3.1.2 New courthouse construction projects including construction-related contract procurement, contract administration, contract closeout, warranty enforcement, claims, and litigation;
    - 5.1.4.2.3.1.3 Site acquisition for new courthouse construction including related environmental compliance (e.g., California Environmental Quality Act); and
    - 5.1.4.2.3.1.4 Dispositions of closed court facilities including the drafting of authorizing legislation.
  - 5.1.4.2.3.2 Drafting and negotiating easements of various kinds and other similar documents and agreements related to new courthouse construction projects.
  - 5.1.4.2.3.3 Drafting and negotiating leases, licenses, and renewals, as well as providing legal advice concerning lease disputes and terminations.
- 5.1.4.2.4 Regarding **RFI Section 3.1.4, Business Transactions**, describe how your Firm would provide support to Legal Services with the following:
  - 5.1.4.2.4.1 Providing legal advice and representation on complex business transactions involving technology and specialized procurements.
  - 5.1.4.2.4.2 Providing legal advice on public contracting issues, including requests for proposals review and advice, and bid challenges.

5.1.4.2.4.3 Providing representation for and advice on contract drafting and negotiation, particularly on technology-based transactions and services.

5.1.4.2.4.4 Providing advice and counsel on cybersecurity, data security, data privacy, and data governance.

5.1.5 **Rate Information.** Provide information regarding the Firm's hourly rates for services including hourly rates for partners, of counsel, senior associates, junior associates, and paralegals, as applicable. Blended rates may also be presented if desired. Describe any experience with alternative fee arrangements such as flat fees or fixed fees per project and the firm's willingness to consider such arrangements.

## 6. INFORMATION EXCHANGE

6.1 Following review of the submitted material, you or your organization may be contacted and asked to participate in an information exchange with the Judicial Council. The objective will be to gain further understanding of your proposed approach.

## 7. NO SOLICITATION DISCLAIMER

7.1 This RFI is issued to gather information and is intended for planning purposes only. This RFI does not constitute a solicitation. A response to this RFI is not an offer and cannot be accepted by the Judicial Council to form a binding contract. The Judicial Council shall have no obligation to, and will not, reimburse Firms (or their agents, contractors or brokers) for any expenses associated with responding to this RFI. Responses to this RFI will not be returned. The Judicial Council shall have no obligation to respond in any manner to a submission.

## 8. CONFIDENTIAL OR PROPRIETARY INFORMATION

8.1 Judicial Council of California is bound by California Rule of Court 10.500 with regards to disclosure of public records. Rule 10.500 is posted online at [https://www.courts.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10\\_500](https://www.courts.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10_500).

8.2 If the Judicial Council receives a request for public access to documents submitted in response to this RFI or other documents related to this RFI, the Judicial Council will determine whether such documents, in whole or part, are subject to disclosure under Rule 10.500 or other applicable law and inform the inquiring party. If subject to disclosure under Rule 10.500, the Judicial Council will proceed to disclose the documents as public records.

8.3 Prospective Firms may note or mark portions of the information submitted on their Response to this RFI indicating that certain information is confidential and/or proprietary.

8.4 If the Judicial Council finds or reasonably believes that any portions of the documents requested are exempt from disclosure for reasons of confidentiality, those portions of the documents will not be disclosed.

8.5 If the documents requested are marked confidential and the Judicial Council reasonably believes that the material so marked is not confidential, the Judicial Council will contact the prospective Firms with a request to substantiate its claim for confidential treatment; however, if the Judicial Council disagrees with the substantiation provided, the Judicial Council will



proceed to disclose the documents as public records pursuant to Rule 10.500 and other applicable law regardless of the marking or notation seeking confidential treatment.

## 9. STATEMENT OF LIMITATIONS

- 9.1 The Judicial Council represents that this RFI, submissions from Firms to this RFI, and any relationship between the Judicial Council and Firms arising from or connected or related to this RFI, are subject to the specific limitations and representations expressed below, as well as the terms contained elsewhere in this RFI. By responding to this RFI, Firms are deemed to accept and agree to this Statement of Limitations. By submitting a Response to this RFI and without the need for any further documentation, the Firm acknowledges and accepts the Judicial Council's rights as set forth in the RFI, including this Statement of Limitations.
- 9.2 This RFI does not create an obligation on the part of the Judicial Council to enter into any retention or agreement, nor to implement any of the actions contemplated herein, nor to serve as the basis for any claim whatsoever for reimbursement for any costs for efforts associated with the preparation of responses submitted to this RFI.
- 9.3 The submission of an RFI Response is not required to make any legal services provider eligible to participate as outside counsel in any legal matter for a judicial branch entity, nor does submission of a response preclude Firms from participation. A submission does not constitute or form a contract for services.
- 9.4 To the best of the Judicial Council's knowledge, the information provided herein is accurate. Notwithstanding, the Judicial Council makes no representations or warranties whatsoever with respect to this RFI or any legal matters managed by the Judicial Council, including representations and warranties as to the accuracy of any information or assumptions contained in this RFI or otherwise furnished to Firms by the Judicial Council.
- 9.5 Notwithstanding anything else in this RFI, the Judicial Council has the unqualified right to, for any reason whatsoever, without incurring any liability for costs or damages incurred by any interested parties or potential interested parties:
  - 9.5.1 Change any of the dates, schedule, deadlines, process, and requirements described in this RFI;
  - 9.5.2 Supplement, amend, or otherwise modify this RFI; and
  - 9.5.3 Elect to cancel or to not proceed with this RFI.
- 9.6 The Judicial Council has the right to request clarification or accept or request new or additional information from any or all interested parties without offering other interested parties the same opportunity, and to interview any or all interested parties. The Judicial Council may independently verify any information in any submission.
- 9.7 The Judicial Council reserves the right to amend or modify any provisions of this RFI by written notice posted online at <https://courts.ca.gov/policy-administration/bidders-solicitations> prior to the closing date.